



County Hall  
Cardiff  
CF10 4UW  
Tel: (029) 2087 2000

Neuadd y Sir  
Caerdydd  
CF10 4UW  
Ffôn: (029) 2087 2000

## AGENDA

**Pwyllgor** PWYLLGOR CRAFFU GWASANAETHAU OEDOLION A CHYMUNEDOL

**Dyddiad ac amser y cyfarfod** DYDD MERCHER, 1 MAI 2019, 4.30 PM

**Lleoliad** YSTAFELL BWYLLGORA 4 - NEUADD Y SIR

**Aelodaeth** Cynghorydd McGarry (Cadeirydd)  
Y Cynghorwyr Ahmed, Carter, Ebrahim, Goddard, Jenkins, Lent a/ac  
Molik

Tua  
Amser.

**1 Ymddiheuriadau am Absenoldeb**

4.30 pm

Derbyn ymddiheuriadau am absenoldeb.

**2 Datgan Buddiannau**

Dylid gwneud hyn ar ddechrau'r eitem agenda dan sylw, yn unol â'r  
Cod Ymddygiad Aelodau.

**3 Cofnodion** (*Tudalennau 3 - 8*)

Cymeradwyo cofnodion y cyfarfod blaenorol fel gwir gofnod o'r cyfarfod  
ar 3 Ebrill 2019.

**4 Strategaeth Comisiynu ar y Cyd ar gyfer Oedolion ag Anabledd  
Dysgu (Mewnbwn Cyngor Caerdydd)** (*Tudalennau 9 - 84*)

4.35 pm

Eitem Cyn Penderfynu.

**5 Cynllun Adsefydlu Pobl Agored i Niwed** (*Tudalennau 85 - 148*)

5.30 pm

Eitem Cyn Penderfynu.

**6 Eithrio'r Cyhoedd**

Nid yw'r wybodaeth sydd wedi'i chynnwys yn Atodiad E o'r eitem  
ganlynol i'w chyhoeddi gan ei bod yn cynnwys gwybodaeth eithriedig  
o'r disgrifiad ym mharagraffau 14 a 21 o Atodlen 12A o Ddeddf  
Llywodraeth Leol 1972.

- 7 Strategaeth Adeiladu Tai'r Cyngor** (*Tudalennau 149 - 190*) 6.00 pm  
Eitem Cyn Penderfynu.
- 8 Y Ffordd Ymlaen** 6.20 pm  
Adolygu'r dystiolaeth a'r wybodaeth a gasglwyd wrth ystyried pob eitem agenda, cytuno ar sylwadau a phryderon yr Aelodau i'w cyfleu i'r Aelod Cabinet perthnasol gan y Cadeirydd, a nodi eitemau i'w cynnwys ym Mlaenraglen Waith y Pwyllgor.
- 9 Busnes y Pwyllgor** (*Tudalennau 191 - 204*) 6.45 pm  
Derbyn diweddariad ar Fusnes y Pwyllgor gan gynnwys Gohebiaeth, Panel Perfformiad Ch4, Cynllun Busnes Drafft GRhR a chyfarfod Pwyllgor Craffu ar y Cyd gyda Phlant a Phobl Ifanc i ystyried Adroddiad Blynyddol Gwasanaethau Cymdeithasol yr Awdurdod Lleol.
- 10 Materion Brys (os o gwbl)** 6.55 pm
- 11 Dyddiad y cyfarfod nesaf.**  
Dydd Mercher 5 Mehefin 2019 am 4.30pm, Ystafell Bwyllgor 4, Neuadd y Sir.

**Davina Fiore**

**Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol**

Dyddiad: Dydd Iau, 25 Ebrill 2019

Cyswllt: Andrea Redmond, 02920 872434, a.redmond@caerdydd.gov.uk

COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE

3 APRIL 2019

Present: Councillor McGarry(Chairperson)  
Councillors Ahmed, Jenkins, Lent and Molik

74 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Carter and Goddard.

75 : DECLARATIONS OF INTEREST

None received.

76 : MINUTES

The minutes of the meeting held on 6 March 2019 were agreed as a correct record and signed by the Chairperson.

77 : 2018/19 QUARTER 3 PERFORMANCE - PERFORMANCE MONITORING  
SCRUTINY OF QUARTER THREE PERFORMANCE REPORT

The Chairperson welcomed Councillor Lynda Thorne (Cabinet Member for Housing & Communities); Councillor Susan Elsmore (Cabinet Member Social Care, Health & Well Being) Sarah McGill (Corporate Director, People and Communities), Claire Marchant (Director of Social Services) and Louise Barry (Assistant Director Adult Services) to the meeting.

Members were advised that they would consider the Quarter 3 Performance during two parts:

The first part would consider the relevant performance from the People & Communities Directorate and the second part would consider performance from the Social Services – Adult Services Directorate

The Chairperson invited Councillor Thorne to make a statement in which she said that she was pleased to see that Phase 1 of the Cardiff Living Scheme was progressing well, with handovers of new properties taking place, in addition, phases 2 and 3 of the scheme are in discussions following a high level review of the phases.

The numbers needing support with Universal Credit has far exceeded the targets set by the Department of Work and pensions, however staff have worked hard to ensure the demand is met across the city. More than 3,600 people have been supported with their claims for Universal Credit between April and December.

It was notable that so far this year 115 interventions have supported rough sleepers into accommodation, although this is slightly below target the excellent multiagency work to reduce tents around the city centre, engaging those individuals with support and bringing them into accommodation continues.

Since April 72% of threatened with homelessness have been successfully prevented from becoming homeless, exceeding the target for the year.

Councillor Thorne added that she was pleased to see the progression of the Community Wellbeing Hub work, the associated restructure was completed during Quarter 3, in addition the Welsh Government grant funding was approved in quarter for Butetown Youth Hub, a further development of the Hub model.

The Chairperson invited Councillor Elsmore to make a statement in which she said that she was pleased with the joint working that was taking place; the Chair and Vice Chair of the Health Board had been invited to the ARC and she was pleased that there were positive targets being met, noting that there was always more to be done.

Members were provided with a presentation on the Quarter 3 Performance after which the Chairperson invited questions and comments from Members;

#### People & Communities Directorate

Members asked for more information on Children First and were advised that this ensures early intervention to build resilience, its replicating what has been done in Adult Services with shifting the balance of care.

Members considered it was a very good report but it did lack information on the timeline and monitoring. Officers advised that they wanted the strategy in place first, then an action plan for all partners would be developed. A Board had been developed with partners and the action plans would be developed through this board to ensure buy-in.

Members discussed targets and asked how they were set. Officers advised that the targets are set each year by the Corporate Plan, then through the service delivery plan the targets are reported quarterly. Members consider it would be good to see equalities reporting to ensure services are provided appropriately across the City. Members also considered it would be useful if the narrative referred to the performance report itself.

Members referred to the Rough Sleepers Strategy and the successful pilot of Housing First asking if this would now be rolled out. Officers stated that they were evaluating the pilot and all but 1 placements had been sustained which was a huge success. The scheme has lots of merit but the key issue is having the right accommodation with the level of intensive support and it needs to be established how this will be achieved. The Cabinet Member for Housing and Communities added that currently they use the private rented sector and they need more landlords on board with social housing, it was a balancing act as it was important to consider those on the waiting lists, there was also the added pressure of those people wanting to downsize.

Members referred to Male Domestic Abuse and asked why there has been a delay on this. It was explained that there was lots of work to do on this, the service had been focussed on women and children and there was a lack of parity which needed to be addressed; Bridgend Council were keen to work with Cardiff on this and Members were assured that they would see proposals that are comprehensive and meet the needs of the communities.

With reference to Voids, Members asked if there was a new contractor was in place and were advised that there was and performance had improved slightly; it was noted

that this was a very challenging area and they were currently building up an in-house service as well as being in discussions with another contractor too as they are very focussed on Voids as an issue.

Members noted that the re-let time was 89 days and the quick let time was over 30 days; and considered this was a long time. Members asked if any benchmarking had been done with regard to this. Officers advised that some properties require a lot of work before they can be re-let, but they agreed that in terms of performance these times were not good enough and work needed to be done to address this. Housing Associations perform much better. Members considered this an important issues to address both in terms of the monetary issue and because of all the people on the waiting list.

### Social Services – Adult Services Directorate

Members were provided with a presentation on the Social Services – Adult Services Directorate performance after which the Chairperson invited questions and comments from Members;

Members discussed contracts with voluntary organisations and asked for examples of these. Members were concerned that there may be a risk to the stability of the service if there was a reliance on voluntary organisations. Officers explained that it was positive to work with the third sector as they are best placed to provide services; with regards to stability, the same amount of due diligence is used as is with other organisations the Council works with. Examples of partnerships include Age Connect and the Alzheimer's Society. The Cabinet Member referred to part 9 of the Social Services and Wellbeing Act in relation to partnerships and what the Welsh Government want to see in terms of the value of contributions of the third sector, adding that for Social Value the third sector and social enterprises are very important and make up around 20%. In relation to stability of services it was stated that the partnership with Learning Disability was a 5 year contract, with an option of a contract break at 3 years. A further example of a partnership was Innovative trust who provide the technology to support people with social care needs.

Members referred to fees and asked if they were now set and there was no longer a risk of legal challenge. Officers explained that there could still be a risk of legal challenge due to the dates, but the fees have been set; there were lots of lessons learned as the fees were being set too late in the financial year; there was a need to properly engage and consult with the sector going forward.

Members asked about the numbers of escalated concerns and officers advised that they work to statutory guidelines and the number in the context of the number of providers was to be expected; issues are identified and action plans are put in place to address them; it was important to support providers to address escalated concerns through strong partnership working.

With reference to the report, Members found it difficult to monitor the performance due to the lack of targets and KPI's; Officers stated that they could build those in to the report, they are available from the Corporate Planning Process and comments on the format of the report were welcomed.

Members discussed the Quality Assurance Panel and the Cabinet Member explained that other Local Authorities have used this approach, it is a good infrastructure to ensure compliance, best practice and to add actions/remedial actions, ensuring consistency.

AGREED: that the Chairperson, on behalf of the Committee, writes to the Cabinet Member conveying the observations of the Committee when discussing the way forward.

## 78 : ADULT SAFEGUARDING UPDATE

The Chairperson welcomed Councillor Susan Elsmore (Cabinet Member Social Care, Health & Well Being), Claire Marchant (Director of Social Services) and Louise Barry (Assistant Director Adult Services) to the meeting.

The Chairperson invited Councillor Elsmore to make a statement in which she said that she was delighted that the Social Services and Well Being Act places Adult Safeguarding on the same footing as Children; there was lots of detailed work being done in this area.

Members were provided with a presentation on Adult Safeguarding after which the Chairperson invited questions and comments from Members;

Members asked if there was a likelihood that staff would be permanently based at the MASH. Officers advised that a multi-agency approach was needed as to how best this is addressed, it wasn't absolutely necessary that the staff were physically based in the MASH, it was the multi-agency working that was the important aspect of it.

Members discussed the Social Services and Wellbeing Act (SSWB) and the reference in the presentation that staff have struggled to interpret the new legislation, and asked if this has had a net negative effect on service delivery. Officers assured Members that any immediate safeguarding issues are dealt with immediately, it was the transition from POVA to the SSWB and the delays in issuing the codes of practice that had been the challenge.

Members noted the 25% increase in referrals and that 50% of those were inappropriate referrals. Officers explained that there was an audit being undertaken to give information on the referrals screened out as inappropriate, as it was important to know the presenting issues to look at the capacity demand going forward.

Members noted that the number of enquiries dealt with in 7 days was declining and asked what was being done to mitigate this. Officers explained that there had been some procedural issues in relation to when the date starts in the IT system, some dates had been started incorrectly due to this anomaly in the system. In other cases there can be a delay in waiting on information which can take over 7 days.

Members asked if there was training in place to increase awareness in relation to Ethnic Minority Adults at Risk. Officers explained that this is enshrined in the training that has been commissioned and is a separate element in that training too to provide an optimal level of training. It was added that Corporate Safeguarding training is offered to all managers and there is specific training for adult protection for managers

in Adult Services. The Cabinet Member also added that she and Cabinet colleagues meet officers every 6/8 weeks to ensure there is join up between Children's and Adult Services and Councillor Weaver will also be joining them as Chair of the Corporate Safeguarding Board.

AGREED: that the Chairperson, on behalf of the Committee, writes to the Cabinet Member conveying the observations of the Committee when discussing the way forward.

## 79 : COUNCIL HOUSE BUILDING STRATEGY

The Chairperson welcomed Councillor Lynda Thorne (Cabinet Member for Housing & Communities); Sarah McGill (Corporate Director, People and Communities), and David Jaques (Housing Development Manager) to the meeting.

The Chairperson invited Councillor Thorne to make a statement in which she said that she wished to thank Officers for the work undertaken to get to this stage and being in a position where they are on site and starting projects.

Members were provided with a presentation on the Council House Building Strategy after which the Chairperson invited questions and comments from Members;

Members asked if Energy Efficiency and Zero Carbon options had been explored. Officers explained that they work with the Welsh Government on this and are committed to bringing forward a report to be used by the industry looking at the complexities and costs etc. The current standard is Fabric First which is 17% above the required standard; the next stage is Passivhaus as used in the Highfields development. The next stage would then be zero carbon which the Council is committed to in the next stage of Cardiff Living.

Members asked if sight loss was a consideration when looking at accessibility and were advised that it was, they are fully RNIB audited and go beyond compliance.

Members asked if maybe there was a lack of focus on quality of building when the focus is on accessibility and energy efficiency. The Cabinet Member stated that the standard of building was higher quality than any standard private sector builds and the Council is setting the standard for the public and private sector; she added that people are buying them over homes built by Persimmon and Redrow. Officers added that quality is at the heart of the development, a Cardiff standard has been developed and energy efficiency is just one part of it alongside Place Making. Members were invited to visit one of the show homes.

Members commended the Cabinet Member and Officers on the vision but were concerned about the affordability and the borrowing needed. Officers explained that the decisions are made on affordability and this has to be evidenced; new build social housing brings in revenue. There are some key decisions to be made and there is lots of experience to take into Cardiff Living. Members made reference to the rent cap and Officers explained they are waiting for the decision on the review.

Members discussed the height of blocks of flats and Officers explained the process of place making and planning and what is acceptable; adding that the pre-application

process, while time consuming is beneficial to get local peoples considerations and to receive comments into the design team. It was noted that they start with an outline view of sites and there can be increases/decreases in density as the project progresses, they try to ensure there is flexibility in the thinking and Officers ensured Members that they would be kept informed throughout the process with early and clear communication.

AGREED: that the Chairperson, on behalf of the Committee, writes to the Cabinet Member conveying the observations of the Committee when discussing the way forward.

#### 80 : COMMITTEE BUSINESS

The Principal Scrutiny Officer outlined the forward Work Programme to Members who discussed items that were coming to forthcoming meetings.

The Principal Scrutiny Officer explained that another Member was needed for the Performance Panel, if not then the Quarter 4 performance report would need to come back to full Committee. Members would be contacted via email and invited to join the Performance Panel.

Members were provided with an update on correspondence and were advised that members would be updated on the Welsh Government response on the Rent Review.

#### 81 : URGENT ITEMS (IF ANY)

None received.

#### 82 : DATE OF NEXT MEETING

Wednesday 1st May 2019 at 4.30pm in Committee Room 4, County Hall.

The meeting terminated at 7.00 pm



**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE**

**1 May 2019**

---

**JOINT COMMISSIONING STRATEGY FOR ADULTS WITH A LEARNING  
DISABILITY**

---

**Purpose of Report**

1. This report provides the Committee with background information to enable Members to carry out pre-decision scrutiny on Cardiff Council's input into, Cardiff Council, Vale of Glamorgan Council and Cardiff and Vale University Health Board's integrated commissioning strategy for adults with a learning disability. Prior to its consideration by the Cabinet at its meeting on the 16 May 2019.
2. A copy of the draft Cabinet Proposal is attached at **Appendix A**.
3. Attached at **Appendix B**, is the Joint Commissioning Strategy for Adults with a Learning Disability.
4. In compliance with the duties as expressed within the Equality Act 2010, an Equalities Impact Assessment has been undertaken to determine how the strategy may target or impact on groups with protected characteristics – a copy of the Equalities Impact Assessment is attached to this report at **Appendix C**.

**Background**

5. On the 21st September 2017, the Learning Disability Partnership Group, which reports to the Cardiff and Vale Regional Partnership Board, agreed that a Joint Commissioning Strategy for Adults with a Learning Disability would be developed

across Cardiff and Vale Councils and Cardiff and Vale University Health Board (CVUHB).

6. The Joint Commissioning Strategy for Adults with a Learning Disability, builds upon previous separate commissioning strategies covering the period 2012-2017 in both Cardiff and the Vale of Glamorgan Councils. The development of this joint strategy is the first learning disability specific Commissioning Strategy for CVUHB.
7. A Project Outline Document (POD) was drawn up in November 2017 which sets out the aims and objectives of the Strategy and explained the intention for partner organisations to use the Strategy as a “living document”. This in turn, would allow ongoing assessment of progress against the stated aims, leading to practice, service and culture change.
8. In terms of engagement, in January 2018 the Institute of Public Care (IPC) was commissioned by CVUHB to undertake a health needs assessment of the learning disability population across the region. This involved data collection, stakeholder interviews and online questionnaires.
9. Members of Community and Adults Services Scrutiny Committee’s Task and Finish Group considered the draft strategy as part of the inquiry’s scoping meeting on 7 Feb 2019. Members were overall content with the strategy however made recommendations that wording in relation to “out-of-county” placements should be revised to a more neutral language. Affirming that choice is an important factor when determining the services provided for users.
10. Representatives from the following external organisations have been invited to attend the Committee meeting to share their knowledge, views and perspective of the strategy:
  - Cardiff & Vale Parents Federation (*attendance tbc*)
  - Cardiff Peoples First

## Issues:

11. The purpose of the strategy is to set out how Cardiff and Vale of Glamorgan Council's and CVUHB will work together to respond to the needs and aspirations of the adult learning disability population within the context of national legislation and guidance, wider local plans and available resources. At a local level, the strategy will inform what services each of the three organisations will individually or jointly commission over the next five years.
  
12. Across the region, the aim is to build and expand on previous developments and to continue to transform services that improve the health and well-being of adults with learning disabilities and their carers. This is hoped to be achieved through planning, developing and commissioning services that empower people to meet their personal outcomes, make their own decisions and ultimately, to live full and active lives' within their own homes and communities.
  
13. The strategy, attached at **Appendix B**, is set out as follows:
  - Introduction (page 1)
  - Welsh Context – The Law (page 3)
  - Cardiff & Vale Context (page 5)
  - Priority areas for adults with a learning disability and their carers(page 7)
  - Needs & Demand (pages 9 – 12)
  - Current Provision (pages 13-16)
  - Finance (pages 17-18)
  - Quality & Performance Monitoring (page 19)
  - Key messages (page 21)
  - Implementation (pages 22)
  - The Commissioning's Priorities (pages 23 – 30)
  - Next Steps (page 31)

## **Way Forward**

14. At this meeting, the following witnesses will be in attendance:
  - I. Councillor Susan Elsmore (Cabinet Member for Social Care, Health & Well-being)
  - II. Claire Marchant (Director, Social Services)
  - III. Emma Mullinder (Operational Manager - Learning Disabilities)
  - IV. Denise Moriarty (Strategic Lead Planning Officer)
  - V. Members will also receive evidence from the following organisations:
    - Cardiff & Vale Parents Federation (tbc)
    - Cardiff Peoples First
  
15. Following a presentation from officers, evidence from witnesses and Q&A sessions, Members will be able to decide if they wish to feed any comments or observations back to Cabinet for their consideration.

## **Legal Implications**

16. The Scrutiny Committee is empowered to enquire, consider, review and Recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g.

Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

### **Financial Implications**

17. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

### **RECOMMENDATIONS**

The Committee is recommended to:

- i. Consider the information set out in this report and the Cabinet Proposal
- ii. Consider the information presented by witnesses to this meeting
- iii. Decide whether it wishes to relay any comments or observations to the Cabinet at its meeting on the 16 May 2019; and decide the way forward with regard to any further scrutiny of this issue.

**DAVINA FIORE**

**Director of Governance and Legal Services**

**25 April 2019**

Mae'r dudalen hon yn wag yn fwriadol

**Cabinet: 16 May 2019**

---

**JOINT COMMISSIONING STRATEGY FOR ADULTS WITH A  
LEARNING DISABILITY**

**SOCIAL CARE, HEALTH AND WELL-BEING  
(COUNCILLOR SUSAN ELSMORE)**

**AGENDA ITEM:**

---

**Reason for this Report**

1. To seek Cabinet approval of the Joint Commissioning Strategy for Adults with Learning Disabilities 2019-2024.

**Background**

2. On the 21st September 2017 the Learning Disability Partnership, which reports to the Cardiff and Vale Regional Partnership Board, agreed that a Joint Commissioning Strategy for Adults with a Learning Disability would be developed across Cardiff and Vale Councils and Cardiff and Vale University Health Board (UHB). The Integrated Health and Social Care Partnership team has provided project management support to assist the project steering group, comprising of Learning Disability Operational Managers from both Cardiff and Vale of Glamorgan Councils, Cardiff Council's Strategic Commissioning Officer and Cardiff and Vale University Health Board (the UHB) Commissioning Manager to develop the strategy.
3. The Joint Commissioning Strategy for Adults with a Learning Disability (the 'Strategy') builds upon previous separate commissioning strategies covering the period from 2012-2017 in both Cardiff and the Vale of Glamorgan Councils. The development of this joint strategy would be the first learning disability specific Commissioning Strategy for the UHB.
4. A Project Outline Document (POD) was drawn up in November 2017 which, in broad terms, set out the aims and objectives of the Strategy. In summary the POD explained the intention of partner organisations to use the Strategy as a "living document" to enable assessment of progress against its stated aims, leading to practice, service and culture change.
5. In January 2018 the Institute of Public Care (IPC) was commissioned by the UHB to undertake a health needs assessment of the learning disability population across the region. This involved data collection and stakeholder interviews.

6. In addition, in March 2018 IPC facilitated an online questionnaire to collate the views of providers, carers and people who use services on the current and future provision.
7. This information enabled the project group to identify emerging priorities for engagement events co-facilitated with Cardiff and Vale People First to maximise participation and engagement and inform the strategy development.
8. Members of the Parents Federation, parents of people registered on the Disability Index, as well as providers and professionals, were further consulted via a focussed online questionnaire in relation to core themes that had arisen from the IPC information collected earlier in the year.
9. The consultation outcomes from all stakeholder groups and events were presented to the Senior Leadership Group (SLG), the officer group reporting to the Regional Partnership Board, on the 28th September 2018 with feedback informing amendments to the draft Strategy.
10. On the 7<sup>th</sup> February 2019 the draft strategy was considered by Community and Adults Services Scrutiny Committee Task and Finish Group who commented on the report and provided feedback. The committee received a final version on the 1<sup>st</sup> May 2019.

## **Issues**

11. The proposed Strategy has been developed in line with the principles outlined in the National Commissioning Board's "Commissioning Services for People with a Learning Disability; Good Practice Guidance" (Oct 2017, IPC) and in accordance with the four commissioning principles of Cardiff and Vale Regional Partnership Board:
  - What Matters to me
  - Home First
  - Sustainable and Prudent use of resources
  - Avoiding Harm, Waste and Variation.
12. The proposed strategy sets out how the three organisations together will meet the needs of adults with a learning disability within the context of Welsh legislation, national guidance, wider regional and local plans, and identified resources.
13. Across the region the aim is to build and expand on previous developments and to continue to transform services that improve the health and well-being of adults with learning disabilities and their carers. We will achieve this through planning, developing and commissioning services that empower people to meet their personal outcomes, make their own decisions and ultimately, to live full and active lives' within their own homes and communities.



14. In Cardiff and the Vale of Glamorgan, there are 1623 people with a learning disability over the age of 18 known to Community Learning Disability Teams. In Cardiff the number of people known to Adult Social Care Teams with a Learning Disability in 2016/17 was 1175. Between 2017–2025, it is predicted there will be an increase of 125 people known to services with a moderate to severe learning disability in the City.
15. We therefore need to ensure that services which we commission are delivered to the right people, at the right time, in the right way, in order to maximise people's outcomes and support them to live full and active lives.
16. The information gathered from the consultations and activities undertaken, have enabled identification of eight key priorities for adults with a learning disability and their carers. These are:
- Information - Accessible and easy to understand
  - Choice and control - Listening to the person and carer's views
  - Right care at the right time - Early, crisis and respite support
  - Day opportunities, volunteering and work - Person centred, accessible and part of the community
  - Transition - Joined up and planned well
  - Health and wellbeing - Feeling good, having fun and a social life, being active
  - Having my own home - Being independent, with friends, near family, using technology better
  - Collaboration and co-production - Working better together.
17. The proposed strategy outlines 'what is happening now', to meet each of the eight priorities and also 'what we will do' over the next five years.
18. We have also consulted with people with a learning disability, the workforce, parents/carers and partner agencies on the draft document to ensure that the plans for the future reflect what they need.
19. A Launch is planned on June 18<sup>th</sup> 2019 as part of Learning Disability Week.

### **Local Member consultation**

20. No local ward member consultation has been undertaken.
21. On the 7<sup>th</sup> February 2019 the draft strategy was considered by Community and Adults Services Scrutiny Committee Task and Finish Group who commented on the report and provided feedback. The committee received a final version on the 1<sup>st</sup> May 2019.

### **Financial Implications**

22. There are no direct financial implications for this report as it is seeking the authority to develop a strategy between Cardiff Council, the Vale of Glamorgan Council and Cardiff and Vale University Health Board. However, formal agreements, with relevant financial protocols, will need to be established where jointly funded or jointly commissioned initiatives are being considered. If there are direct financial implications resulting from

decisions that come from the strategy then these will be included in future cabinet reports

**Legal Implications (including Equality Impact Assessment where appropriate)**

23. The recommendation in the report is to seek approval of the Joint Commissioning Strategy for Adults with Learning Disabilities (“the Strategy”) 2019 – 2024.
24. Legal Services has not been involved in the preparation of the Strategy. The Cabinet will need to be satisfied that the Strategy addresses all material factors, including legislative and government guidance (including Welsh Government guidance), that the same have been taken into account, that there has been adequate consultation with all those who may be affected by the Strategy and that their views have been taken into account. Legal Services have advised that all material factors should be addressed in the body of the report.

**Generic advice**

25. In considering the matters set out in this report regard should be had, amongst other things, to:
- (a) The Welsh Language (Wales) Measure 2011 and the Welsh Language Standards,
  - (b) Public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are : a. Age; b. Gender reassignment; c. Sex; d. Race – including ethnic or national origin, colour or nationality; e. Disability; f. Pregnancy and maternity; g. Marriage and civil partnership; h. Sexual orientation; i. Religion or belief – including lack of belief
  - (c) The Social Services and Well -Being (Wales) Act 2014 and
  - (d) The Well - Being of Future Generations (Wales) Act 2015

**Well Being of Future Generations (Wales) Act 2015**

26. The Well-Being of Future Generations (Wales) Act 2015 (“the Act”) places a ‘well-being duty’ on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
27. In discharging its duties under the Act, the Council has set and published well being objectives designed to maximise its contribution to achieving the national well - being goals. The well - being objectives are set out in Cardiff’s Corporate Plan 2018-21:

28. When exercising its functions, the Council is required to take all reasonable steps to meet its well being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.

29. The well being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:

- Look to the long term
- Focus on prevention by understanding the root causes of problems
- Deliver an integrated approach to achieving the 7 national well-being goals
- Work in collaboration with others to find shared sustainable solutions
- Involve people from all sections of the community in the decisions which affect them

30. The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link below:

<http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

#### **Social Services and Well-being (Wales) Act 2014**

The Social Services and Well-being (Wales) Act 2014 sets out a definition of well-being for people who need care and support and the Welsh Government has produced a National Well-being Statement which describes the well-being outcomes that people who need care and support, and carers who need support, can expect to achieve. The decision maker must be satisfied that the approach of the Strategy supports people with learning disabilities to experience these outcomes.

The National Well-being statement is accessible using the link below:  
<https://gweddill.gov.wales/topics/health/publications/socialcare/strategies/state-ment/?lang=en>

#### **HR Implications**

31. There are no immediate HR implications as a result of this report.

## **RECOMMENDATIONS**

The Cabinet is recommended to approve the Joint Commissioning Strategy for Adults with Learning Disabilities ('Strategy') 2019 – 2024.

**NAME OF DIRECTOR** Claire Marchant

**Date** 06/03/19

*The following appendices are attached:*

Appendix 1 - Joint Commissioning Strategy for Adults with a Learning Disability 2019-2024.

Appendix 2- Equality Impact Assessment.

DRAFT

Cardiff Council, Vale of Glamorgan Council  
and Cardiff and Vale University Health Board

# Joint Commissioning Strategy for Adults with Learning Disabilities 2019-2024

*"Promoting Independence  
and Improving Lives"*



Tudalen 21



GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board



## Acknowledgment

We would like to thank everyone who has helped to produce the first joint Learning Disability Commissioning Strategy for people living in Cardiff and the Vale of Glamorgan. Without everyone's hard work and support this would not have been possible.

Special thanks to Cardiff and the Vale People First groups, 3rd Sector partners, the Learning Disability Partnership Board, Cardiff Third Sector Council, Glamorgan Voluntary Services and the Cardiff and Vale Integrated Health and Social Care Partnership.

# Foreword

**We are pleased to present our first joint health and social care commissioning strategy for adults with learning disabilities.**

The Strategy demonstrates our commitment to listen to people with learning disabilities and their families and carers, in order to understand what matters to them, and to put in place health and social care support services to deliver the outcomes that people want.

As partner organisations working together, we are committed to developing services that provide people with a learning disability the choice and control to support them to live their lives in the way they want. We will continue to develop our services, focussing on the strengths of the people we work with, and the services that support people to connect with their communities. By *“promoting independence and improving lives”*, we will support people to live the lives they choose, with access to high quality, flexible health and social care and support when they need it.

By listening to people with a learning disability, and their families and carers, we know we need to work with other services such as housing, education and the third sector, to develop services that provide early intervention, prevent crisis, and are community focussed.

Cardiff and the Vale of Glamorgan Councils and Cardiff and Vale University Health Board will work together to achieve the vision set out in our Commissioning Strategy by jointly developing and delivering services and making best use of shared resources. We will do this in partnership with people with learning disabilities who are the experts in their own lives.

*“Promoting Independence  
and Improving Lives”*



*Susan Elsmore*  
Councillor Susan Elsmore  
Cardiff Council Cabinet  
Member for Social Care, Health  
and Well-being



*Ben Gray*  
Councillor Ben Gray  
Vale of Glamorgan Council Cabinet  
Member for Social Care, Health  
and Leisure



*Maria Balle*  
maria balle  
Chair, Cardiff and Vale  
University Health Board

# Introduction

## Joint Health and Social Care Commissioning Strategy for Adults with a Learning Disability in Cardiff and the Vale

Cardiff Council, Vale of Glamorgan Council and Cardiff and Vale University Health Board are pleased to present our first integrated commissioning strategy for adult learning disability services for the people living in Cardiff and the Vale of Glamorgan.

We have worked together with people with a learning disability, their families, carers and the third and independent sector to produce a clear direction for the planning and delivery of adult learning disability services across the region over the next five years.

This strategy describes our shared vision, the core principles that we believe are fundamental to service design and delivery, and the key issues that need to be addressed in the forthcoming years in order to deliver effective, safe and good quality services. This includes ensuring there is sufficient capacity and an appropriate range of provision to meet local need.

## Purpose - Why have a Strategy?

The purpose of our strategy is to describe how Cardiff and Vale of Glamorgan Councils and Cardiff and Vale University Health Board will work together to respond to the needs and aspirations of our adults with a learning disability within the context of national legislation and guidance, wider local plans and available resources. At a local level, our strategy will inform what services each of the three organisations will individually or jointly commission over the next five years.

## Our vision for Cardiff and the Vale - Promoting Independence and Improving Lives

Our vision is that people with learning disabilities have a good quality of life and are supported to live the lives they want to lead; living locally where they “feel good and well”, where they are valued and included in their communities and have equal access to appropriate support that ensures independence, choice and control.

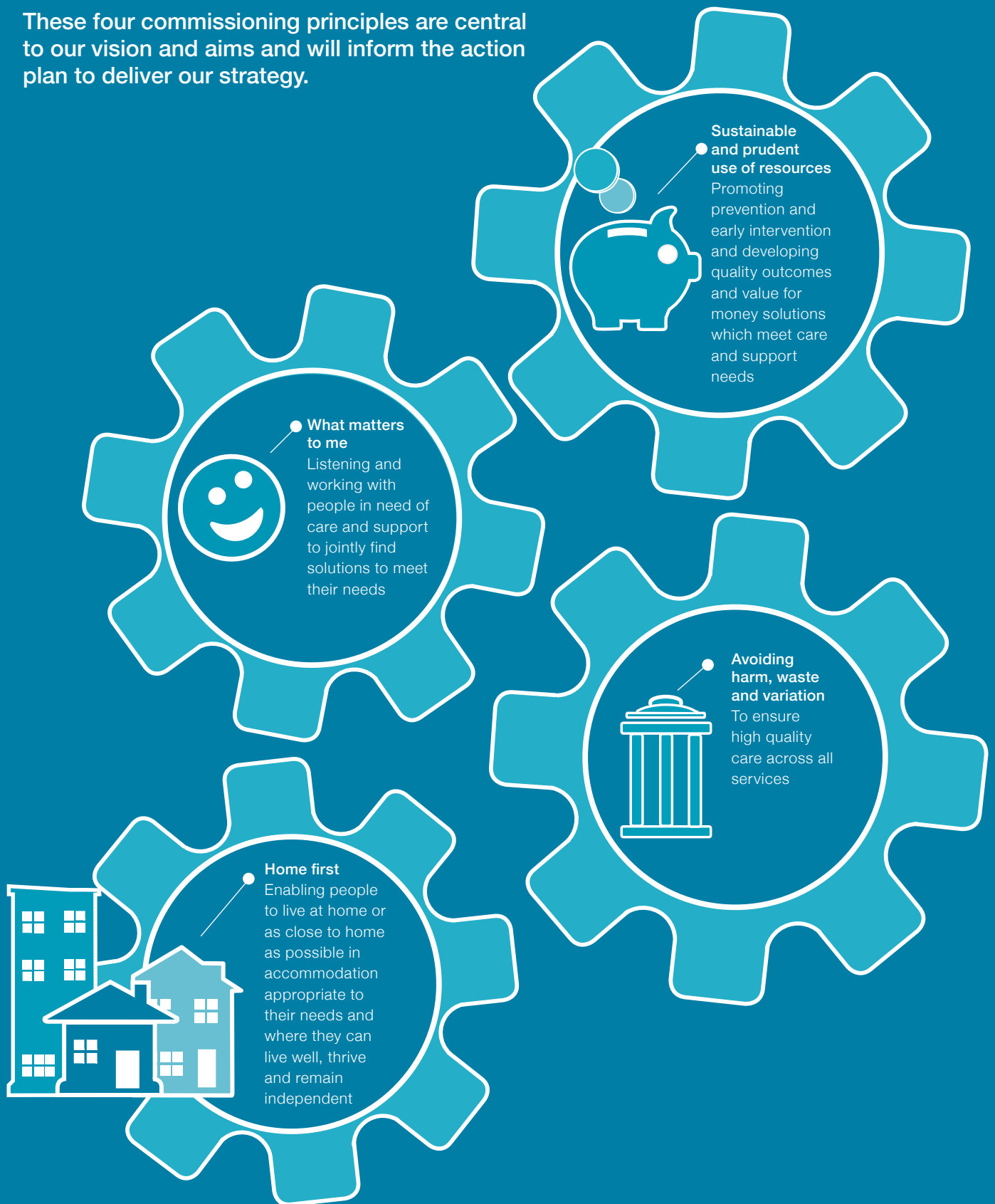
## Aim - What do we want our Strategy to do?

Our aim is to build and expand on our previous successes and continue to transform services that improve the health and well-being of adults with learning disabilities and their carers.

Cardiff and the Vale Integrated Health and Social Care Regional Partnership Board have adopted four commissioning principles:



These four commissioning principles are central to our vision and aims and will inform the action plan to deliver our strategy.



# 1 Welsh Context - The Law

The two main pieces of legislation that are reflected in this strategy are the Social Services and Well-being (Wales) Act 2014 and the Well-being of Future Generations (Wales) Act 2015:

## The Social Services and Well-being (Wales) Act 2014

The Act imposes duties on local authorities, health boards and Welsh Ministers that require them to work to promote the well-being of those who need care and support, or carers who need support.

The Social Services and Well-being (Wales) Act outlines key duties to ensure:

- People have control over what support they need, making decisions about their care and support as an equal partner
- New proportionate assessment focuses on the individual
- Carers have an equal right to assessment for support to those who they care for
- Easy access to information and advice is available to all
- Powers to safeguard people are stronger
- A preventative approach to meeting care and support needs is practised
- Local authorities and health boards come together in new statutory partnerships to drive integration, innovation and service change

The principles of the Act are:

- To support people who have care and support needs to achieve well-being
- People are at the heart of the new system by giving them an equal say in the support they receive
- Partnership and co-operation drive service delivery
- Services will promote the prevention of escalating need and the right help is available at the right time

## The Well-being of Future Generations (Wales) Act 2015

The Act places a duty on Public bodies (including health and social services) to make sure that when making their decisions they take into account the impact they could have on people living their lives in Wales in the future.

The Act requires them to:

- work together better
- involve people reflecting the diversity of our communities
- look to the long term as well as focusing on now
- take action to try and stop problems getting worse - or even stop them happening in the first place



# 2 Cardiff and Vale Context

Cardiff Council, Vale of Glamorgan Council and Cardiff and Vale University Health Board work together formally under the Learning Disability Regional Partnership Board to jointly oversee the development and delivery of integrated health and social care services, to ensure they align with local need.

## How have we developed this Strategy?

It has been very important to us to ensure that people who use services and those who support them tell us what matters to them and what they feel would make a difference to their lives. To capture this information, a range of engagement activities have taken place:

- Between February 2016 and January 2017 we conducted a Population Needs Assessment which took place with citizens across Cardiff and the Vale including the views of people with a learning disability.
- In February 2018 the Institute of Public Care conducted 23 one hour interviews with people working within a range of learning disability services across Cardiff and the Vale, including staff working in education, the NHS, social services, the third sector and community groups.
- We analysed the responses from people using services and their families/carers who contributed to two online surveys.
- Two accessible engagement events were held by Vale People First for people with a learning disability.
- Cardiff People First collated information they gathered from members on improving local services.
- We have considered responses from individuals and their families following the 2017 review of complex day services across Cardiff and the Vale Councils.
- We established a dedicated email feedback address for citizens to tell us what they think about services for people with complex needs.
- In November 2018, we attended a feedback event led by Cardiff and the Vale People First groups, during which they presented the views of people with a learning disability and support providers on the draft Strategy.



# 3

## What's Important to People with Learning Disabilities and their Carers?

From the information gathered from the consultations and activities undertaken with young people, adults with a learning disability and their carers, eight priority areas have been identified;





# 4 Needs and Demand

## What do we know about people with a learning disability living in Cardiff and the Vale of Glamorgan?

Many people with learning disabilities will not require social care services or specialist health services. Like the rest of the population on a day to day basis, people with learning disabilities will come into contact with universal community services. Supporting people with learning disabilities to lead healthy, meaningful lives, preventing the need for more intensive, specialist services requires universal community services to be accessible with reasonable adjustments made to facilitate this. In Cardiff and the Vale of Glamorgan, there are 1,623 people with a learning disability over the age of 18 known to our Community Learning Disability Teams.

During January - March 2018, with the assistance of the Institute of Public Care, we reviewed our 'current position', in terms of the needs of the adult learning disability population, existing service provision and national legislation and guidance. This included an examination of:

- Estimated figures on the current and future size of the number of adults with learning disabilities in Cardiff and the Vale
- The number of people supported in council and health commissioned services
- The resources currently used to deliver learning disability services, which include both money and staff
- A map of the range of current service provision and its location

### In addition to the above activities we have:

- Analysed national, regional and local information
- Analysed budget and staff resources – current and future
- Analysed current services
- Drawn upon the skills and knowledge of members of the Learning Disability Partnership Group to assist us in reviewing plans

Together, these findings have shaped this strategy and helped to determine the eight key priorities outlined on page 7.





**As of March 2017, in Cardiff:**

- 7,081 people aged 18 and over in Cardiff are estimated to have a learning disability.
- 1,175 people with a learning disability received support from Learning Disability Services. This is 78% of people with a moderate or severe learning disability in the city.
- The number of people known to services is predicted to increase by 125 between 2017 – 2025.
- There are a higher number of men, (59.7%, 701).
- 17% of the Cardiff population are from non-white backgrounds (Stats Wales).
- 84.6% of people with learning disabilities reported their ethnicity as White British (943). This was followed by White – Other Background (3.1%, 35) and Pakistani (2.3%, 26) (CC records).

**As of March 2017 in the Vale of Glamorgan:**

- 2,400 people aged 18 and above are estimated to have a learning disability.
- 448 people received support from the Learning Disability Services.
- This is 90% of people with a moderate or severe learning disability in the county.
- This population is predicted to remain stable between 2017-2025.
- There are a higher number of men (55.4%).
- 2.5% of the County's population were from non-white backgrounds (Stats Wales).
- 391 (95.8%) of those who stated, reported their ethnicity as White British. This was followed by White – Other Background (2.7%, 11) and White – Irish (0.5%, 2) (VOG records)

Both counties will see an increase in people aged 65 and above. Whilst this increase is only 37 in number and represents just 30% of the total increase in numbers, these individuals may be expected to require greater support as they get older including social care and /or specialist health services.

The last census, 2011, identified that over 15% of people living in Cardiff and the Vale identified as being able to communicate in Welsh. In March 2017, council data identified very few adults with learning disabilities as Welsh speaking with only 13 (1.1%) in Cardiff. This may increase over time as more children attend Welsh Speaking schools.

**What do we know about the needs of parent carers of people with a learning disability?**

In 2017 Carers Wales published 'The State of Caring Report' aimed at capturing the day to day experience of unpaid carers in Wales. The report draws upon the experience of 400 unpaid carers across Wales identifying 1 in 10 Welsh people as unpaid carers and estimating the value of the care and support provided at £8.1 billion.

Within Cardiff and the Vale the 2011 census recorded 50,580 people identifying themselves as carers representing a 12% rise from the previous census 10 years earlier. The findings of Cardiff and Vale of Glamorgan 'Population Needs Assessment', undertaken during 2016-2017, resonate with the Carers Wales report and the feedback received from carers of adults with a learning disability undertaken as part of the consultation and engagement for this strategy during 2017/18. Carers have told us they need:

- Information and advice that is accurate and timely
- To be valued
- Respite
- Consistency of support
- Support at times of crisis

### **What do we know about the health and wellbeing needs of adults with learning disabilities?**

We know that people with learning disabilities are at increased risk of experiencing poorer health and well-being than the general population. We also know that people with a learning disability experience unequal access to health services, unequal provision of health service and unequal treatment within mainstream health services. The fact that people with a learning disability are living longer and with more complex health needs, means that there will be increasing demands upon health and social care services in the future.

### **This is what we know in relation to adults with a learning disability:**

- 40% will experience moderate to severe hearing loss, but are less likely than the general population to have their hearing problem diagnosed or managed
- 25-40% will experience mental health issues with a risk that their mental health needs may not be identified due to assumptions that symptoms and behaviours are caused by their learning disability
- Over 20% aged 65 years and above will have dementia compared to 6% in the general population. People with Down's Syndrome are particularly at risk, and can develop dementia 30-40 years earlier than the general population with rates of 40% at age 50
- 15-30% of people with moderate and severe learning disabilities will have epilepsy
- 10-15% of adults will display behaviours that challenge
- 10% are likely to be blind or partially sighted (10 times more than in the general population)

For the health and well-being of adults with a learning disability to be promoted, they need to ensure that they are registered at their local GP practice as having a learning disability in order to have an annual health check. This will promote their health and well-being, and has the potential to prevent crises

# 5 Current Provision

## What do we know about people with learning disabilities receiving social care services?

A review of Cardiff and the Vale of Glamorgan adult social care learning disability services during 2016/17 told us that:

### Cardiff

---

- 62% of adults with learning disabilities were living at home with family members
- There were 111 supported accommodation properties, with three provider agencies and the council supporting 343 people with a learning disability
- 84 adults with a learning disability lived in out of county residential provision.
- 11% of adults received direct payments
- Between 2018/19 and 2020/21, an average of 19 people will transition from children to adult learning disability services every year

### Vale

---

- 40% of adults with learning disabilities known to the Council were living at home with family members
- There were 27 supported accommodation properties with three provider agencies supporting 77 people
- 38 adults with a learning disability lived in out of county residential provision
- 10% of adults receiving direct payments
- Between 2018/19 and 2020/21, an average of 9 people will transition from children to adult learning disability services every year.

Council services for adults with learning disabilities and their families/carers are provided through three Community Learning Disability Teams : Two for Cardiff (East and West) and one for the Vale of Glamorgan. The teams are made up of a range of local authority professionals and provide access to information, advice and support. Staff work alongside people with learning disabilities and those important to them to assess needs, agree outcomes and develop care plans. People are supported to access a wide range of assistance included integrated community facilities, volunteering, employment, domiciliary care, day opportunities, respite care, supported living and residential care. Local authority staff work closely with learning disability health staff to offer multidisciplinary support when required.



## What do we know about people with learning disabilities currently receiving health care?

In Cardiff and the Vale of Glamorgan, adults with learning disabilities access generic NHS services available to the general population, and sometimes may also access NHS specialist learning disability services specific to their needs.

Generic health services include: GP and other primary care services, general specialist healthcare, including general hospital based care and treatments, and emergency care. A review of our generic NHS services during 2016/17 has shown that:

### In October 2017

- 901 adults with learning disabilities had a health check via a GP (792 from Cardiff and 109 from Vale of Glamorgan). At 31 March 2017 there were a total of 1,999 people on the adult learning disability register, this is likely to be a gross underestimate of the number of adults with a learning disability. Even given this figure, only 45.4% had a health check during 2016/17, who were on the register.
- 81 adults were admitted to hospital (76 from Cardiff and 5 from Vale of Glamorgan)
- A total of 1,396 days were spent in hospital (39% in surgical services, 30% in specialist services and 29% in medicine services)
- A total of 776 general outpatient appointments were attended (769 by Cardiff residents and 7 residing in the Vale of Glamorgan)
- There were 214 different attendances to accident and emergency (210 by Cardiff residents and 4 from the Vale of Glamorgan)

For those that need them, there is a range of specialist NHS adult learning disability services available to Cardiff and Vale of Glamorgan residents. These services are provided by Swansea Bay University Health Board through Community Learning Disability Teams, Specialist Residential Services, Assessment and Treatment Units, and Behaviour Support Teams.

## Specialist Community Learning Disability Teams

Specialist NHS community services for adults with learning disabilities and their families/ carers are provided through three Community Learning Disability Teams : Two for Cardiff (East and West) and one for the Vale of Glamorgan. The teams are made up of a range of NHS professionals, and provide a single point of access to specialist NHS Learning Disability services such as Specialist Behavioural Services, Specialist Residential Units and Acute Admissions Units.

### In October 2017:

- 980 people were supported by our community teams (753 in Cardiff and 227 in the Vale of Glamorgan)
- 245 people had a learning disability and additional needs (179 in Cardiff and 66 in the Vale of Glamorgan)
- The most common areas of additional need were: epilepsy (25%), mental illness (24%), behaviours that challenge (22%) and autistic spectrum disorder (11%)

- 33 people were receiving support for behaviours that challenge (28 from Cardiff and 5 from the Vale of Glamorgan) Swansea Bay University Health Board areas.

In 2016/17, 725 referrals were received by the community teams (513 for Cardiff and 212 for the Vale of Glamorgan). During this year, 178 adults were discharged from the service.

## Specialist Residential Services

Specialist Residential Services (SRS) are small, nurse led units for people whose needs cannot be supported through social care. The units are registered as hospitals and people placed in the units have input into their treatment and support by a psychiatrist and psychologist. There are a total of 43 beds geographically located across the three Swansea Bay University Health Board areas.

### In October 2017:

- Over two thirds (68.3%) of people in SRS were aged between 41-60 years
- All but 3 of the 41 patients were reported to exhibit behaviours that challenge
- The average length of stay across all units was 10 years and 7 months

## Assessment and Treatment Units

Assessment and Treatment Units provide inpatient assessment and treatment for adults with learning disabilities whose behaviours present exceptional challenges or have complex mental health needs.

There are a total of 23 beds geographically located across the health areas of ABMU (7), Cwm Taf (8) and Cardiff and Vale (8)

### In October 2017:

- Just under half of people who were in the units were aged 21-30 years
- All individuals had at least two additional needs, with many reported as having three or four
- Challenging behaviour was noted in all but one patient and autism in 10 of the 13
- The average length of stay was 184 days

## Continuing NHS Healthcare Funding

Continuing Healthcare (CHC) funding is used by Cardiff and Vale University Health Board to purchase packages of care, or residential and nursing home placements where an individual's primary need has been assessed as health-based. Packages of care can be provided in any setting and is part of the continuum of care and support for people with complex needs. It is also recognised that at times a person's needs are such that a jointly funded package of care is most appropriate. Across Cardiff and the Vale a number of people with complex health and social care needs receive joint funding.

# 6 Finance

The table below provides an overview of the total amount of money spent on some key adult learning disability services across the region by organisation in financial year 2017/18.

## Total Spend on Core Adult Learning Disability Services by Organisation

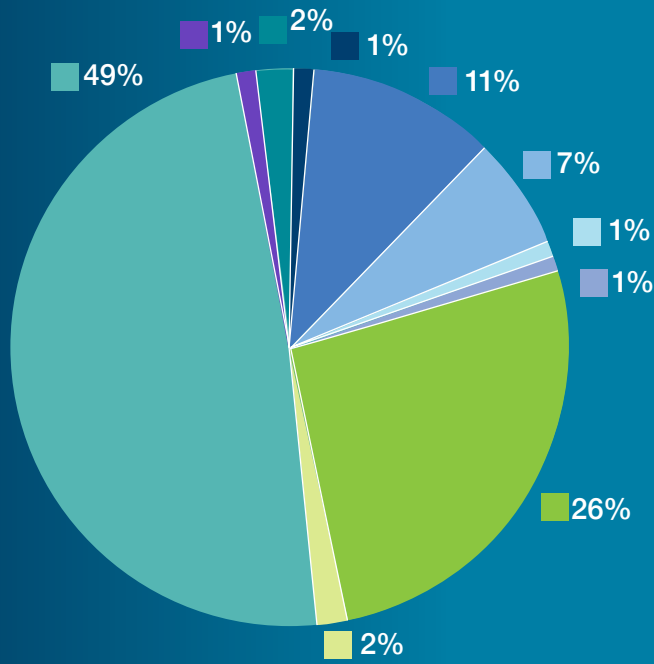
Organisation	Funded Services	Financial Year	Total Amount	Average Spend <small>per person</small>
<b>Cardiff and Vale University Health Board</b>	• Specialist Learning Disability Community Teams	2017/18	£2,295,114	£2,341.95
	• Inpatient assessment and treatment*	2017/18	£693,107	----
	• Specialist residential care (inpatient)*	2017/18	£1,644,994	----
	• Continuing Health Care funded placements	2017/18	£15,805,520	----
<b>Cardiff Council</b>	• Adult social services	2017/18	£36,231,444	£30,646.00
<b>Vale of Glamorgan Council</b>	• Adult social services		£11,918,152	£26,603.00

\* This figure is not confirmed due to budgets currently being allocated across Health Board areas

Further breakdowns of how this money was spent on commissioned services within each of the organisations can be seen in **Figures 1 to 3**

With less money to meet demographic pressures it is clear that we have to do things differently. Over the next five years we will have to be more innovative and creative about how we commission services, utilising the skills and knowledge of people with a learning disability, their carers, the 3rd and private sector.



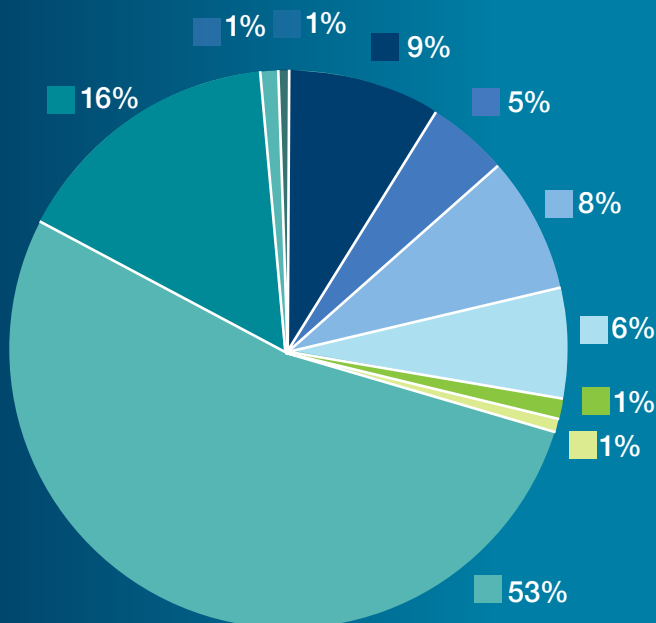
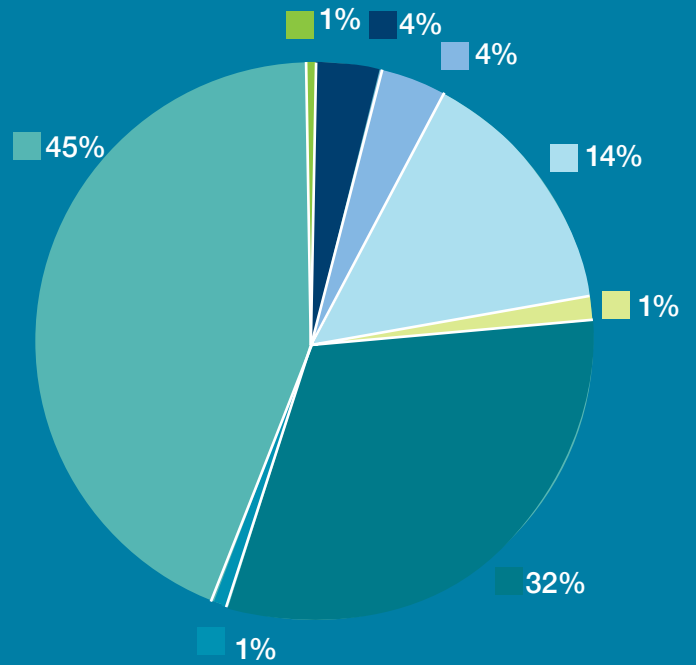


**Fig 1: Cardiff Council Adult Learning Disability Services Expenditure 2017/18**

- Adult placement scheme
- Day provision
- Domiciliary care
- Emergency accommodation service
- Nursing home placements
- Residential placements
- Respite
- Supported living
- Transition

**Fig 2: Vale of Glamorgan Council Adult Learning Disability Services Expenditure 2017/18**

- Adult placement scheme
- Day provision
- Direct payments
- Domiciliary care
- Nursing home placements
- Residential placements
- Respite
- Supported housing



**Fig 3: Cardiff and Vale University Health Board Adult Learning Disability CHC Expenditure 2016/17**

- Community/home based care
- Care day service support
- Independent hospital/specialist facility
- Locked rehabilitation
- Nursing care home
- One-to-One
- Residential care home
- Specialist NHS facility

# 7 Quality and Performance Monitoring

Having identified the financial challenges across the region for health and social care, it is important that we continue to strive for the highest quality of service provision for people in the most cost effective way: ensuring commissioning contracts are clear in regards to what and how services are to be provided. Over the next five years we want to work with people receiving services and their carers, to ensure that they are being provided with good quality services that support them to achieve their outcomes.

We will put in place quality assurance measures in line with Health and Care Standards (2015), and the Social Service and Well-being (Wales) Act 2014.



# 8 Key Messages

**There are a number of factors that will inform our strategic direction:**

## Demography

The number of people with a learning disability is increasing. People with a learning disability are living longer and we are expecting to see an increase in the number of adults with profound and multiple needs transitioning from children's into adult services over forthcoming years.

## What people have told us

People identified clearly what their priorities are and have told us that they wish to be involved in choosing their services and support. We have used what they have told us in setting our priorities for learning disability services in Cardiff and the Vale.

## Financial resources

The financial climate facing the public sector is difficult and unlikely to improve in the foreseeable future. In all of our commissioning arrangements, value for money, quality and sustainability will be taken into account.

## Service provision

Currently many Cardiff and Vale residents live in provision which is out of county and a long way from family and friends. To enable those placed away from home to return where appropriate and to offer people improved local options when considering where to live, requires all three organisations to improve their infrastructure to support people to live locally. There is also a need to modernise our NHS service model to prevent lengthy stays in a hospital setting.

# 9

## Implementation

# How we will deliver our strategy?

To achieve our vision and provide services based on what matters to people, we will work together with all of our stakeholders to develop detailed action plans for each of our priority areas. The plans will include actions to improve support throughout people's lives. To achieve our vision, we need to co-produce services with people with learning disabilities and their carers, and also work closely with staff in the NHS and local authorities, to make sure that reasonable adjustments are made for people with a learning disability to access general public services.

Our action plans will be jointly implemented, and our progress will be monitored through our joint learning disabilities partnership structures. The Learning Disabilities Partnership Group will act as our expert reference group in the development and implementation of our action plans.

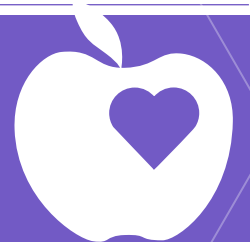
We will strive to ensure to ensure the highest quality of provision for the best value for money to ensure choice within our allocated resources.

# 10 Our Priorities - Promoting Independence & Improving Lives

Our commissioning priorities for the next 5 years are based on what people have told us matters to them.

## Health and Feeling Good:

People have told us that they want to be able to socialise with their friends and have fun. They have also told us they want a range of support from befriending and peer support through to support with meeting complex health care needs.



### The change we want to see:

- More people with learning disabilities accessing an annual health check
- Health inequalities reduced
- People with a learning disability engaging more in positive lifestyle behaviours such as healthy eating and mental wellbeing interventions
- More people with a learning disability accessing leisure, social and cultural opportunities in their communities
- More people with learning disabilities supported to make and maintain friendships

### This is what we are doing now:

- We support people to access health appointments when they cannot get there without assistance.
- We fund and support people to access social and friendship groups provided by the third sector and we encourage people to form their own groups
- We support people to have shared support with their friends where appropriate.
- ABMU Health Board facilitates specialist relationship groups for those who require support.

### This is what we will do:

- Develop more varied social groups to encourage friendships and peer support; 'Gig Buddies' for example. Develop the use of Direct Payments to enable shared and group support. *(Projected forecast 2019-2021)*
- Recruit a Learning Disability Liaison Nurse to work with staff on the wards in the University Hospital of Wales to ensure they are able to care for people with a learning disability appropriately through making "reasonable adjustments". The liaison nurse will also ensure that adequate systems are in place to communicate with people/parents/carers and providers. *(Projected forecast 2019)*
- Work in collaboration to embed "social prescribing" throughout our NHS system-learning from the experience of our local authorities. Social prescribing will mean that we will sign post people with a learning disability to a range of non-clinical wellbeing support, enabling them to access leisure, sport and culture opportunities. *(Projected forecast 2019-2021)*
- Improve the uptake and quality of the annual health checks and health related screening offered to people with a learning disability by their GP. *(Projected forecast 2019-2021)*



## Information – Accessible and easy to understand:

People have said they want to know what services are available and that they want to be involved in making choices about the opportunities available to them. They can only do this if information is easy to access and available to them in a format they can understand.



### The change we want to see

- More people with learning disabilities and their families/carers have access to good, consistent and accessible information about services and opportunities available to them.

### This is what we are doing now:

- Developing a resource of accessible leaflets and letters for all community staff to use with the people they are working with to aid understanding.
- Cardiff and the Vale councils have purchased Dewis Cymru, a web-based resource, to provide information that can help people think about what matters to them and learn about local facilities and services.
- Support Planners are able to assist individuals to learn about, and try, local opportunities when developing a care package.

### This is what we will do:

- Work with our Speech and Language Therapists to produce information that is as accessible as possible. *(Projected forecast 2019/20)*
- Work with Dewis Cymru to develop the website to include accessible information and encourage and promote its use. *(Projected forecast 2020/24)*
- Work with our partners to use social media and technology to assist with information sharing. *(Projected forecast 2019/2024)*
- To use our colleagues in the Learning Disability Partnership Group to be 'critical friends'. *(Projected forecast 2019-2024)*

## Choice and Control – Consultation and Inclusion

People have told us they want to be listened to, communicated with, kept informed, have real choices and be involved in decisions about their care and support. People have told us that at times when they need help to make decision they would like an advocate to be available and not have to wait.



### The change we want to see

- People with a learning disability who require a care and support plan, will always be involved in its development and will have their outcomes clearly articulated..
- More people with learning disabilities will have access to advocacy support.
- More carers/parents of people with a learning disability will have access to support when they need it.
- More people with a learning disability and carers of people with a learning disability, will be involved in commissioning activities, and in making decisions which shape services.
- More people with a learning disability will be using direct payments.



### **This is what we are doing now:**

- Supporting staff to complete outcome focused assessments with individuals and their families or important others.
- Support Planner service works with individuals to understand wishes and choices when developing care packages.
- Provision of the Advocacy Gateway to enable people to receive the most appropriate form of advocacy support and advice to meet their need.
- Person centred support plans in place in all internal and commissioned services
- Promotion of use of direct payments.
- Extension of 'Your Choice' domiciliary care project within the Vale to people with a learning disability.
- Dedicated carers officers to support parents/carers of people with a learning disability.

### **This is what we will do:**

- Talk to people using services more. *(Projected forecast 2019-2024)*
- Talk to carers more. *(Projected forecast 2019-2024)*
- Continue to develop outcome focussed /strength based practice amongst all staff and stakeholders. *(Projected forecast 2019-2024)*
- Include people receiving services in contract monitoring and review meetings. *(Projected forecast 2019-2024)*
- Continue to promote the use of direct payments looking to more creative use of this to enable a Personal Assistant to support friendship groups/social groups. *(Projected forecast 2019-2024)*
- Continue to work with partner agencies to develop use of assistive technology. *(Projected forecast 2019-2024)*

## The Right Support at the Right Time

The need to have information, advice and if necessary, assistance at the time it is required to prevent the need for more support later on.

Carers have said that at times of crisis they require access to support immediately as well as access to regular respite opportunities.



### **The change we want to see**

- Fewer people will fall between the gaps in services.
- Fewer people will be admitted to specialist learning disability hospital assessment beds, and when they do, they will be discharged earlier.
- More carers will be able to access specialist learning disabilities support and advice when they need it.

### **This is what we are doing now:**

- Specialist social work teams (Emergency Duty Team) are in place to respond to urgent need 24 hours a day.
- We support people to access a range of respite services.
- Increased use of Adult Placement respite and complex needs respite in the Vale
- Cardiff Council is reviewing its respite services.
- Local Third Sector organisations such as People First offer a range of self-advocacy and peer support groups.

- Reviewing our specialist NHS service model to ensure that intensive support is available in the community at times of crisis to prevent people being admitted to hospital, and to ensure that people are able to be discharged from hospital with the right support, as soon as they are ready

**This is what we will do:**

- Development of further social groups to encourage friendships and peer support. *(Projected forecast 2019-2021)*
- Encourage peer support amongst carers facing similar concerns. *(Projected forecast 2019-2021)*
- Include people receiving services in contract monitoring and review meetings. *(Projected forecast 2019-2021)*
- Begin implementing our plans to modernise our specialist NHS Learning Disabilities service provision, to ensure that the right support and treatment is available, at the time people need it. *(Projected forecast 2019-2024)*
- We will focus on strengthening our community services to better assist people in times of crisis, prevent unnecessary hospital admission, and work to support people to remain in their own homes. *(Projected forecast 2019-2024)*
- We will work with, and support our residential and nursing home providers across the region to ensure that their staff have the right skills and knowledge to be able to better care for people with a learning disability who also have a mental health diagnosis, including dementia. *(Projected forecast 2019-2024)*

## Work, Volunteering & Day Opportunities

People have told us they want a variety of different opportunities available to them and to have choice and flexibility. Families and carers have told us that having a building base where people with a learning disability can go during the day is important for some people; particularly those with high levels of health and care needs. People have told us that it is difficult to know where to look for available opportunities.

People have commented on how positive volunteering has been for their confidence and independence and how they would like more opportunities to volunteer in a range of different areas. In addition, people have said they want more assistance in getting 'work ready' and more opportunities for paid employment



**The change we want to see:**

- More people with a learning disability, including those with more profound disabilities, will be involved in their local community.
- More people with learning disabilities will be in voluntary and paid work.
- There will be more choice of meaningful activities available to people with a learning disability.

**This is what we are doing now:**

- We have developed day services for people with complex needs and we also commission other building based opportunities.
- Cardiff Council has expanded its complex needs day services to meet local need. The service has also been refurbished to improve facilities and enhance the environment for people using it.

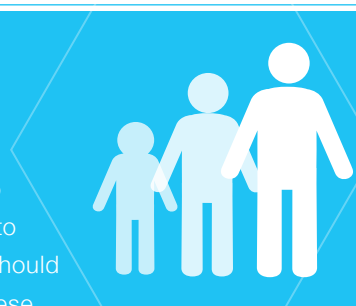
- Vale of Glamorgan Council continue to meet the needs of people with a learning disability and complex physical health problems in their day service provision.
- Cardiff Council introduced a Support Planning service in 2016 which has also been introduced in the Vale of Glamorgan. This service provides people with increased support to identify what they want to do in terms of vocational and leisure activities and has resulted in a greater uptake of mainstream services. We have worked to develop a wide range of voluntary opportunities and encourage people to join local community groups.
- Development of DEWIS Cymru.

**This is what we will do:**

- Further develop the support planner role in the Vale of Glamorgan. *(Projected forecast 2019-2021)*
- Further develop complex need provision across Cardiff and the Vale with a specific emphasis on the transition age group. *(Projected forecast 2019-2024)*
- Work with Third Sector organisations to increase the opportunities available to people for day opportunities, voluntary and paid work. *(Projected forecast 2019-2024)*
- Develop greater links with supported employment agencies to ensure opportunities for paid employment are available to people with a learning disability. *(Projected forecast 2019-2021)*
- Ensure our contracts for day opportunities are focused on improving outcomes for people using the service and are flexible to allow for creativity and innovation. We will assist people to find out about local community groups and activities available in their areas, and support them to get involved. *(Projected forecast 2019-2021)*
- Work with our third sector partners to facilitate friendships and relationships for people with learning disabilities and promote positive risk taking. *(Projected forecast 2019-2021)*

## The Transition from Child to Adult Services

People have told us that the transition from children's to adult services in health, social care and education is not working. People feel fearful and scared about the future and they don't feel supported by services. Where transition from children to adult services has worked well, we don't appear to be sharing this good practice to ensure this happens consistently. People feel that discussions about their future should start earlier in schools and youth clubs and that they should be fully involved in these.



**The change we want to see:**

- A regional Transition Protocol
  - Young people and their carers feel involved and supported through the transition process.
  - Identified transition keyworkers.
  - Education, health and social services working together with the young person to produce clear individual outcome focused plans.

**This is what we are doing now:**

- Increasing dedicated transition social work posts.
- Increasing Support Planners to enable support to those transitioning from children to adult services.
- Developing a joint transition protocol across the region.
- Working with education colleagues to plan for the introduction of the Additional Learning Needs and Education Tribunal legislation in 2020.
- Working to develop improved local options for young people leaving school.

**This is what we will do:**

- Continue to listen and learn from what worked what didn't work and using forums such as the Learning Disability Partnership Group/ Parents Federation and Cardiff and Vale People First to assist. *(Projected forecast 2019-2024)*
- Improve the information available to young people and their families regarding what to expect from the transition process and local opportunities. *(Projected forecast 2020- 2021)*
- Launch the Regional Transition Protocol. *(Projected forecast 2019-2020)*
- Aim to be in contact with all known individuals undergoing transition at age 16. *(Projected forecast 2019-2024)*
- Develop improved data collection methods to plan for young people earlier. *(Projected forecast 2019-2021)*
- Commission Training on the implications of the Additional Learning Needs Act. *(Projected forecast 2019-2020)*
- Develop complex needs day provision specifically for young people coming through transition. *(Projected forecast 2020- 2023)*

## Having my own home:

People have told us that they want to be supported to live as independently as possible and to be able to live near friends and family.



**The change we want to see:**

- Fewer people will be in out of area residential care homes.
- Fewer people will be placed in long term hospital beds.
- More people with a learning disability will have choice and control over where they live and how they are supported.
- More people with learning disabilities will use technology safely to help them live as independently as possible.

**This is what we are doing now:**

- Working with housing departments and housing providers to scope out future demand and need.
- Preparing for the re-tender of supported accommodation in Cardiff and in the Vale.
- Exploring more core and cluster accommodation.
- Expanding the Adult Placement Service within Cardiff and the Vale.
- Developing new accommodation and working to close houses that are no longer fit for purpose.

**This is what we will do:**

- Further develop the Adult Placement Service to promote friends living together. *(Projected forecast 2019-2024)*
- Expand the Adult Placement Service within Cardiff and the Vale. *(Projected forecast 2020-2024)*
- Work together to develop accommodation and support that will enable people who are living out of county or in long term hospital beds to return to their own communities where appropriate. *(Projected forecast 2019-2024)*
- Enable people to have their own tenancy wherever possible when they move away from their families. *(Projected forecast 2019-2024)*

- Encourage and promote the use of new technologies to help people to live as independently as possible. *(Projected forecast 2019-2024)*
- Development/reconfiguration of community step-down facilities to enable move-on for people in NHS and independent hospital beds and to prevent young people being placed out of county. *(Projected forecast 2019-2024)*

## Collaboration and Co-Production

People have said professionals need to work together and that all professionals need to work collaboratively with the people they support. Professionals need to take a strengths based approach, using people's personal knowledge of what they can do and the strengths they have in order to achieve their own goals.



### The change we want to see

- More care and support plans will be outcome focused, based on an individual's strengths and abilities and co-produced with the person.
- More people with a learning disability are fully involved in developing their care or support plans.
- A reduction in the number of people who have multiple care and support plans- people will have one plan, wherever possible.
- More care and support plans will include goals that have been identified by the individual.

### This is what we are doing now:

- Rolling out the 'Your Choice' policy in the Vale of Glamorgan
- Using the Learning Disability Partnership Group as the vehicle for information sharing to a range of other agencies, people using services and carers.
- Promoting a change in culture across both councils to ensure we understand people's strengths and networks and focus on people's identified outcomes.
- We listen to the views of citizens via surveys, compliments and complaints letters.

### This is what we will do:

- Cardiff and Vale Councils will introduce strengths based practice training for staff. *(Projected forecast 2019-2022)*
- Talk to people and talk more often. *(Projected forecast 2019-2024)*
- Keep people informed in a more consistent way through better use of the Learning Disability Partnership Group. *(Projected forecast 2019-2024)*
- Use the Learning Disability Partnership Group more pro-actively for discussion and debate about current and future needs. *(Projected forecast 2019-2020)*
- Use the Learning Disability Partnership group as the forum for the development and on-going monitoring of the implementation plans for the eight priority areas. *(Projected forecast 2019- 2024)*
- Expansion of 'Your Choice' for people with learning disabilities in the Vale. *(Projected forecast 2019-2021)*
- Explore the potential to integrate health and social care management structure. *(Projected forecast 2023-2024)*
- Co-locate our NHS and Social Service Learning Disability Team in Cardiff. *(Projected forecast 2019-2021)*

# 10 Next Steps

Our next task is to produce detailed action plans for the future based on the eight key priorities identified. The Learning Disability Partnership Group will develop and monitor the plans.

---

## How will we know when we have achieved our priorities?

---

Each action plan will be reported on at the regular Learning Disability Partnership Group meetings to monitor progress. Each year we will consult with people with learning disabilities to discuss whether we have achieved our aims. Ultimately we will know we have achieved our priorities when people tell us that the quality of their lives has improved.

---



# Appendices

## Appendix 1: Links to Relevant Legislation, Guidance Documents and Regional Plans Reviewed

- Welsh Government (2007) Statement of Policy and Practices for Adults with a Learning Disability  
<https://gwedhill.gov.wales/topics/health/publications/socialcare/guidance1/disability/?lang=en>
- Carers Strategies (Wales) Measure 2010  
<https://gwedhill.gov.wales/topics/health/publications/socialcare/guidance1/carers/?lang=en>
- Equality Act 2010  
<https://www.gov.uk/guidance/equality-act-2010-guidance>
- NHS Wales (2011) All Wales Prioritisation Framework  
[http://www2.nphs.wales.nhs.uk:8080/HealthTopicLeads.nsf/85c50756737f79ac80256f2700534ea3/c997185d64441b3980257bb80049f48d/\\$FILE/Prioritisation%20Framework\\_Final%2021-12-11.pdf](http://www2.nphs.wales.nhs.uk:8080/HealthTopicLeads.nsf/85c50756737f79ac80256f2700534ea3/c997185d64441b3980257bb80049f48d/$FILE/Prioritisation%20Framework_Final%2021-12-11.pdf)
- The Scottish Government (2012) Strengthening the Commitment: The Report of the UK Modernising Learning Disabilities Nursing Review  
<https://www2.gov.scot/Publications/2012/04/6465/downloads>
- Welsh Government (2012) More Than Just Words – Strategic Framework for the Welsh Language in Health, Social Services and Social Care  
<https://gwedhill.gov.wales/topics/health/publications/health/guidance/words/?lang=en>
- All Wales Challenging Behaviour Community of Practice (2013) Transforming Care in Wales for People with Learning Disability and Challenging Behaviour
- Public Health Wales (2014) Achieving Prudent Healthcare in Wales  
<http://www.1000livesplus.wales.nhs.uk/prudent-healthcare>
- Social Services Improvement Agency (2014) Transforming Learning Disabilities Services in Wales  
<https://socialcare.wales/research-and-data/research-on-care-finder/transforming-learning-disability-services-in-wales>
- The Social Services and Well-being (Wales) Act 2014  
<https://socialcare.wales/hub/sswbact>
- Well-being of Future Generations (Wales) Act 2015  
<http://futuregenerations.wales/about-us/future-generations-act/>
- Welsh Government (2015) Health and Care Standards  
[http://www.wales.nhs.uk/sitesplus/documents/1064/24729\\_Health%20Standards%20Framework\\_2015\\_E1.pdf](http://www.wales.nhs.uk/sitesplus/documents/1064/24729_Health%20Standards%20Framework_2015_E1.pdf)
- Nurse Staffing Act (Wales) Act 2016  
<https://www.legislation.gov.uk/anaw/2016/5/section/1>
- Regulation and Inspection of Social Care (Wales) Act 2016  
<http://www.legislation.gov.uk/anaw/2016/2/contents/enacted>
- Cardiff and Vale University Health Board (2017) Shaping Our Future Well-being 2017-2025  
<http://www.cardiffandvaleuhb.wales.nhs.uk/sitesplus/documents/1143/10%20-%20UHB%20Shaping%20Our%20Future%20Wellbeing%20Strategy%20Final.pdf>
- Public Health (Wales) Act 2017  
<http://www.legislation.gov.uk/anaw/2017/2/contents/enacted>
- Welsh Government (2017) Prosperity for All: The National Strategy  
<https://gov.wales/prosperity-all-national-strategy>
- Additional Learning Needs and Education Tribunal (Wales) Act 2018  
<http://www.legislation.gov.uk/anaw/2018/2/contents/enacted>
- Cardiff and Vale of Glamorgan Integrated Health and Social Care Partnership Area Plan for Care and Support Needs 2018-2023  
<http://www.cvihs.co.uk/about/what-we-do/cardiff-vale-glamorgan-area-plan/>
- Cardiff and Vale University Health Board (2017) Cardiff and Vale Integrated Medium Term Plan 2017/18  
<http://www.cardiffandvaleuhb.wales.nhs.uk/cav-imtp>
- A Healthier Wales: Our Plan for Health and Social Care (July 2018)  
<https://www.basw.co.uk/system/files/resources/180608healthier-wales-mainen.pdf>
- Cardiff and The Vale University Health Board (2015-2025) Shaping our Future Wellbeing Strategy  
[www.cardiffandvaleuhb.wales.nhs.uk/sfw-strategy-2015-2025](http://www.cardiffandvaleuhb.wales.nhs.uk/sfw-strategy-2015-2025)
- Cardiff Council (2018) Cardiff's Well-being Plan  
<https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Local-Wellbeing-Assessment/Draft-Local-Well-being-Plan/Pages/default.aspx>
- Vale of Glamorgan Council (2018) Vale of Glamorgan Public Services Board Well-being Plan 2018-2023: Our Vale – Our Future  
<https://www.valepsb.wales/en/Our-Plan.aspx>
- Welsh Government (2018) The Parliamentary Review of Health and Social Care in Wales  
<https://gov.wales/sites/default/files/publications/2017-07/170714-review-interim-report-en.pdf>
- Welsh Government (June 2018) Learning Disability Improving Lives Programme  
<http://allwalespeople1st.co.uk/wp-content/uploads/2018/06/Improving-Lives-Programme-Report-June-18.pdf>

Cardiff Council, Vale of Glamorgan Council and  
Cardiff and Vale University Health Board



GIG  
CYMRU  
NHS  
Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board





## Equality & Health Impact Assessment for

Cardiff and the Vale Learning Disabilities Commissioning Strategy

**Please read the Guidance Notes in Appendix 1 prior to commencing this Assessment**

**Please note:**

- The completed Equality & Health Impact Assessment (EHIA) must be
  - Included as an appendix with the cover report when the strategy, policy, plan, procedure and/or service change is submitted for approval
  - Published on the UHB intranet and internet pages as part of the consultation (if applicable) and once agreed.
- Formal consultation must be undertaken, as required<sup>1</sup>
- Appendices 1-3 must be deleted prior to submission for approval

Please answer all questions:-

Tudalen 57

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Development of a joint Cardiff and the Vale Learning Disabilities Commissioning Strategy
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Lance Carver – Chair of the Cardiff and Vale Learning Disabilities Regional Partnership Board
3.	Objectives of strategy/ policy/ plan/ procedure/ service	The purpose of our strategy is to describe how Cardiff and Vale of Glamorgan Councils and Cardiff and the Vale University Health Board will work together to respond to the needs and aspirations of our adult learning disability population within the context of national legislation and guidance, wider local plans and available resources. At a local level, our strategy will inform what services each of the three organisations will individually or jointly commission over the next five years.

<sup>1</sup>[http://www.cardiffandvale.wales.nhs.uk/portal/page?\\_pageid=253,73860407,253\\_73860411&\\_dad=portal&\\_schema=PORTAL](http://www.cardiffandvale.wales.nhs.uk/portal/page?_pageid=253,73860407,253_73860411&_dad=portal&_schema=PORTAL)

4.	<p>Evidence and background information considered. For example</p> <ul style="list-style-type: none"> <li>• population data</li> <li>• staff and service users data, as applicable</li> <li>• needs assessment</li> <li>• engagement and involvement findings</li> <li>• research</li> <li>• good practice guidelines</li> <li>• participant knowledge</li> <li>• list of stakeholders and how stakeholders have engaged in the development stages</li> <li>• comments from those involved in the designing and development stages</li> </ul> <p>Population pyramids are available from Public Health Wales Observatory<sup>2</sup> and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need<sup>3</sup>.</p>	<p>Evidence and background information from various sources was considered including:</p> <p>The Cardiff and Vale Population Needs Assessment 2017          Analysis of interviews with range of professionals working in education, the NHS, social services, the third sector and community groups conducted by the Institute for Public Care, February 2018          Analysis of two online survey responses from people using services and their families/carers          Vale People First held two accessible engagement events for people with a learning disability          Cardiff People First collated information they gathered from members on improving local services          We have considered responses from individuals and their families following the 2017 review of complex day services across Cardiff and the Vale.          We established a dedicated email feedback address for citizens to tell us what they think about services for people with a learning disability          During January- March 2018, with the assistance of the Institute of Public Care, we reviewed our 'current position', in terms of the needs of the adult learning disability population, existing service provision and national legislation and guidance. This included an examination of:</p> <ul style="list-style-type: none"> <li>• Estimated figures on the current and future size of the number of adults with learning disabilities in Cardiff and the Vale</li> <li>• The number of people supported in Local Authority and health commissioned services</li> <li>• The resources currently used to deliver learning disability services, which include both money and staff</li> <li>• A map of the range of current service provision and its location</li> </ul> <p>In addition to the above activities we have:</p> <ul style="list-style-type: none"> <li>• Analysed national, regional and local information.</li> </ul>
----	--	---

<sup>2</sup> <http://nww2.nphs.wales.nhs.uk:8080/PubHObservatoryProjDocs.nsf>

<sup>3</sup> <http://www.cardiffandvaleuhb.wales.nhs.uk/the-challenges-we-face>

		<ul style="list-style-type: none"> <li>• Analysed budget and staff resources – current and future</li> <li>• Analysed current services.</li> <li>• Drawn upon the skills and knowledge of members of the Learning Disability Partnership Group to assist us in reviewing plans.</li> </ul>
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	<p>The strategy will affect adults with a learning disability who live in Cardiff and the Vale or are provided services by Cardiff and the Vale.</p> <p>The strategy will also affect parents/carers, service providers and community facilities who may be accessed by individuals with a learning disability.</p> <p>The strategy will affect staff who work with individuals with learning disabilities and their parents/carers.</p>

**6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?**

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

Tudalen 60

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p><b>6.1 Age</b> For most purposes, the main categories are:</p> <ul style="list-style-type: none"> <li>• under 18;</li> <li>• between 18 and 65; and</li> <li>• over 65</li> </ul>	<p>Potential positive impacts.</p> <p>The strategy will take account of the needs of individuals with learning disabilities from 18 onwards to ensure appropriate services can be provided. The strategy will also impact on those in transition between Children and Adult Services aged 16 – 18. Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes.</p> <p>In accordance with Local Authority and UHB policies, we are committed to providing equal</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of their age.		
<p><b>6.2 Persons with a disability as defined in the Equality Act 2010</b></p> <p>Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes</p>	<p>Potential positive impacts.</p> <p>The strategy is proposed to ensure services can meet the needs of those with a learning disability and any co-occurring difficulties or health needs. Services will be developed in consultation with stakeholders considering aspirations, needs and outcomes.</p> <p>In accordance with Local Authority and UHB policies, we are committed to providing equal</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of their disability.		
<p><b>6.3 People of different genders:</b> Consider men, women, people undergoing gender reassignment</p> <p><b>NB</b> Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender</p>	<p>Potential positive impacts.</p> <p>Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes.</p> <p>In accordance with Local Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	needs/outcomes that an individual has in respect of their gender identity.		
<b>6.4 People who are married or who have a civil partner.</b>	This is a protected characteristic only applies to employment/ staffing issues. It does not apply to service provision. There is no evidence to suggest that be any positive or negative impacts on this protected characteristic at this moment in time.		
<b>6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.</b> They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	Potential positive impacts.  In accordance with Local Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of	No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>women expecting a baby or breastfeeding. Staff rights in this area are protected by very clear Local Authority and UHB policies.</p>		
<p><b>6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers</b></p>	<p>Potential positive impacts.</p> <p>Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes.</p> <p>In accordance with Local Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of race,</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	



How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	nationality, colour, culture or ethnic origin.		
<p><b>6.7 People with a religion or belief or with no religion or belief.</b> The term 'religion' includes a religious or philosophical belief</p>	<p>Potential positive impacts.</p> <p>Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes.</p> <p>An individual's rights to practice their religion would be upheld and respected in all settings commissioned by the authorities and would be included in their care and support plans.</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	
<p><b>6.8 People who are attracted to other people of:</b></p> <ul style="list-style-type: none"> <li>• the opposite sex (heterosexual);</li> <li>• the same sex (lesbian or gay);</li> </ul>	<p>Potential positive impacts.</p> <p>Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<ul style="list-style-type: none"> <li>both sexes (bisexual)</li> </ul>	<p>and outcomes.</p> <p>In accordance with Local Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of their sexuality.</p>		
<p><b>6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design</b></p> <p>Well-being Goal – A Wales of vibrant culture and thriving Welsh language</p>	<p>Potential positive impacts.</p> <p>Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes</p> <p>In accordance with Local Authority and UHB policies, we</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of Welsh Language and seek appropriate support.</p>		
<p><b>6.10 People according to their income related group:</b> Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health</p>	<p>Potential positive impacts.</p> <p>Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes.</p> <p>In accordance with Local Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of their income group.		
<p><b>6.11 People according to where they live:</b> Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities</p>	<p>Potentially positive impacts.</p> <p>Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes.</p> <p>In accordance with Local Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of their where they live.</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	<p>Strategy will run alongside organisational strategies such as CVUHB's shaping our future Well-being – principle of 'home first' to provide community based services.</p> <p>Cardiff Councils Corporate Plan – hub provision at the heart of communities.</p> <p>Vale of Glamorgan Council Corporate Plan – priority to ensure an inclusive and safe Vale</p>		
<p><b>6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</b></p>			

**7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?**

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

Tudalen 70

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p><b>7.1 People being able to access the service offered:</b> Consider access for those living in areas of deprivation and/or those experiencing health inequalities</p> <p>Well-being Goal - A more equal Wales</p>	<p>Potential positive impacts.</p> <p>Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes.</p> <p>In accordance with Local Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of their location.</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p><b>7.2 People being able to improve /maintain healthy lifestyles:</b> Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (e.g. immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation services, weight management services etc</p> <p>Well-being Goal – A healthier Wales</p>	<p>Potential positive impacts. Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes</p> <p>In accordance with Local Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of the impact of health choices on their lifestyle and support/signpost accordingly.</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	
<p><b>7.3 People in terms of their income and employment status:</b> Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security,</p>	<p>Potential positive impacts. Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes. In accordance with Local</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>working conditions</p> <p>Well-being Goal – A prosperous Wales</p>	<p>Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of the impact income and employment.</p>		
<p><b>7.4 People in terms of their use of the physical environment:</b> Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces</p>	<p>Potential positive Impacts. Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes In accordance with Local Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs.</p>	<p>No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.</p>	



How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
Well-being Goal – A resilient Wales			
<p><b>7.5 People in terms of social and community influences on their health:</b> Consider the impact on family organisation and roles; social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos</p> <p>Well-being Goal – A Wales of cohesive communities</p>	<p>Potential positive impacts. Services will be designed around population needs and developed in consultation with stakeholders considering aspirations, needs and outcomes.</p> <p>In accordance with Local Authority and UHB policies, we are committed to providing equal access to services for all people according to their needs. To ensure equality of opportunity and outcome, assessments will identify any specific needs/outcomes that an individual has in respect of their wellbeing.</p>	No negative impacts at this time. Impacts will be reconsidered at each stage of the implementation process.	
<p><b>7.6 People in terms of macro-economic, environmental and sustainability factors:</b> Consider the impact of government policies; gross domestic product; economic development; biological</p>	Positive impacts a result of the strategy being informed by the Social Services and Wellbeing (Wales) Act 2014 and the Wellbeing of Future Generations (Wales) Act 2015.		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
diversity; climate  Well-being Goal – A globally responsible Wales			

Tudalen 74

Please answer question 8.1 following the completion of the EHIA and complete the action plan

Tudalen 75

<p><b>8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service</b></p>	<p>Potential positive impacts for people with learning disabilities and their families/carers including those with all protected characteristics and health requirements. The following key priorities have been identified in consultation with people, families/carers and involved agencies.</p> <ol style="list-style-type: none"> <li>1. Information – Accessible and easy to understand. Supporting people to learn about what options are available to meet their outcomes.</li> <li>2. Choice and Control, consultation and inclusion. It will ensure people are fully consulted with and given real choices regarding options to meet outcomes.</li> <li>3. The Right Support at the Right Time. It will ensure appropriate and timely support including emergency support and access to respite. Develop an improved process for supporting people to transition from long stay hospitals into the community.</li> <li>4. Day opportunities, work and volunteering. It will ensure a range of day opportunities including volunteering and employment to support people to have more inclusive lives in their communities and remain living at home for as long as they want to.</li> <li>5. Transitions. It will ensure a multi-agency collaborative approach to supporting young people through the transition into adult services.</li> <li>6. Health and Wellbeing. Support people to live healthier lives supporting with appropriate signposting and support to meet health needs.</li> <li>7. Having my own home. It will ensure a range of accommodation to meet demand.</li> <li>8. Collaboration and Coproduction. Introduce strengths based practice.</li> </ol> <p>Negative Impacts: No specific negative impacts have been identified at this time.</p>
--	--

Impacts will be reconsidered at each stage of the implementation process.

### Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
8.2 What are the key actions identified as a result of completing the EHIA?	<p>Deliver the strategy priorities detailed above.</p> <p>Continue to implement organisational strategies, policies and services that promote equality for the nine protected characteristics and in terms of health.</p>	Cardiff and Vale Learning Disability Regional Partnership Board	2019 - 2023	
<p>8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required?</p> <p>This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?</p>	This is not required as no negative impacts have been identified. Also extensive engagement and consultation is ongoing with stakeholders. Impacts will be reconsidered at each stage of the implementation process.			

Tudalen 76

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p><b>8.4 What are the next steps?</b></p> <p>Some suggestions:-</p> <ul style="list-style-type: none"> <li>• Decide whether the strategy, policy, plan, procedure and/or service proposal: <ul style="list-style-type: none"> <li>○ continues unchanged as there are no significant negative impacts</li> <li>○ adjusts to account for the negative impacts</li> <li>○ continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so) stops.</li> </ul> </li> <li>• Have your strategy, policy, plan, procedure and/or service proposal approved</li> <li>• Publish your report of this impact assessment</li> <li>• Monitor and review</li> </ul>	<p>Ongoing consultation with stakeholders</p> <p>Strategy to be considered by Scrutiny in Vale of Glamorgan Council</p> <p>Review of Draft Plan</p> <p>Strategy to be considered by Scrutiny task and finish group in Cardiff Council</p> <p>Review of Draft Plan</p> <p>Strategy to be considered by Cabinet</p> <p>Final Version</p> <p>Translation into Welsh/accessible format</p> <p>Publish/Launch</p>		<p>Oct – Dec 2018</p> <p>4 Dec 2018</p> <p>7 Dec 2018</p> <p>Jan 2019</p> <p>Jan – April 2019</p> <p>April 2019</p> <p>April/May 20</p> <p>June 18 19</p>	

## Appendix 1

### Equality & Health Impact Assessment

#### Developing strategies, policies, plans and services that reflect our Mission of 'Caring for People, Keeping People Well'

#### Guidance

The University Health Board's (the UHB's) Strategy 'Shaping Our Future Wellbeing' (2015-2025) outlines how we will meet the health and care needs of our population, working with key partner organisations to deliver services that reflect the UHB's values. Our population has varied and diverse needs with some of our communities and population groups requiring additional consideration and support. With this in mind, when developing or reviewing any strategies, policies, plans, procedures or services it will be required that the following issues are explicitly included and addressed from the outset:-

- Equitable access to services
- Service delivery that addresses health inequalities
- Sustainability and how the UHB is meeting the requirements of the Well-being of Future Generations (Wales) Act (2015)<sup>4</sup>

This explicit consideration of the above will apply to strategies (e.g. Shaping Our Future Strategy, Estates Strategy), policies (e.g. catering policies, procurement policies), plans (e.g. Clinical Board operational plans, Diabetes Delivery Plan), procedures (for example Varicella Zoster - chickenpox/shingles - Infection Control Procedure) and services /activity (e.g. developing new clinical services, setting up a weight management service).

Considering and completing the Equality & Health Impact Assessment (EHIA) in parallel with development stages will ensure that all UHB strategies, policies, plans, procedures or services comply with relevant statutory obligations and responsibilities and at the same time takes forward the UHB's Vision, 'a person's chance of leading a healthy life is the same wherever they live and whoever they are'. This process should be proportionate but still provide helpful and robust information to support decision making. Where a more detailed consideration of an issue is required, the EHIA will identify if there is a need for a full impact assessment.

Some key statutory/mandatory requirements that strategies, policies, plans, procedures and services must reflect include:

---

<sup>4</sup> <http://thewaleswewant.co.uk/about/well-being-future-generations-wales-act-2015>

- All Wales Standards for Communication and Information for People with Sensory Loss (2014)<sup>5</sup>
- Equality Act 2010<sup>6</sup>
- Well-being of Future Generations (Wales) Act 2015<sup>7</sup>
- Social Services and Well-being (Wales) Act 2015<sup>8</sup>
- Health Impact Assessment (non statutory but good practice)<sup>9</sup>
- The Human Rights Act 1998<sup>10</sup>
- United Nations Convention on the Rights of the Child 1989<sup>11</sup>
- United Nations Convention on Rights of Persons with Disabilities 2009<sup>12</sup>
- United Nations Principles for Older Persons 1991<sup>13</sup>
- Welsh Health Circular (2015) NHS Wales Infrastructure Investment Guidance<sup>14</sup>
- Welsh Government Health & Care Standards 2015<sup>15</sup>
- Welsh Language (Wales) Measure 2011<sup>16</sup>

This EHIA allows us to meet the requirements of the above as part of an integrated impact assessment method that brings together Equality Impact Assessment (EQIA) and Health Impact Assessment (HIA). A number of statutory /mandatory requirements will need to be included and failure to comply with these requirements, or demonstrate due regard, can expose the UHB to legal challenge or other forms of reproach. This means showing due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

**EQIAs** assess whether a proposed policy, procedure, service change or plan will affect people differently on the basis of their 'protected characteristics' (i.e. their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion, sex or sexual orientation) and if it will affect their human rights. It also takes account of caring responsibilities and Welsh Language issues. They provide a systematic way of ensuring that legal obligations are met and are a practical means of examining new and existing policies and practices to determine what impact they may have on equality for those affected by the outcomes.

<sup>5</sup> <http://gov.wales/topics/health/publications/health/guidance/standards/?lang=en>

<sup>6</sup> <https://www.gov.uk/guidance/equality-act-2010-guidance>

<sup>7</sup> <http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en>

<sup>8</sup> <http://gov.wales/topics/health/socialcare/act/?lang=en>

<sup>9</sup> <http://www.wales.nhs.uk/sites3/page.cfm?orgid=522&pid=63782>

<sup>10</sup> <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

<sup>11</sup> <http://www.unicef.org.uk/UNICEFs-Work/UN-Convention>

<sup>12</sup> <http://www.un.org/disabilities/convention/conventionfull.shtml>

<sup>13</sup> <http://www.ohchr.org/EN/ProfessionalInterest/Pages/OlderPersons.aspx>

<sup>14</sup> <http://www.wales.nhs.uk/sites3/Documents/254/WHC-2015-012%20-%20English%20Version.pdf>

<sup>15</sup> <http://gov.wales/topics/health/publications/health/guidance/care-standards/?lang=en>

<sup>16</sup> <http://www.legislation.gov.uk/mwa/2011/1/contents/enacted>

**HIAs** assess the potential impact of any change or amendment to a policy, service, plan, procedure or programme on the health of the population and on the distribution of those effects within the population, particularly within vulnerable groups. HIAs help identify how people may be affected differently on the basis of where they live and potential impacts on health inequalities and health equity. HIA increases understanding of potential health impacts on those living in the most deprived communities, improves service delivery to ensure that those with the greatest health needs receive a larger proportion of attention and highlights gaps and barriers in services.

The **EHIA** brings together both impact assessments in to a single tool and helps to assess the impact of the strategy, policy, plan, procedure and/or service. Using the EHIA from the outset and during development stages will help identify those most affected by the proposed revisions or changes and inform plans for engagement and co-production. Engaging with those most affected and co-producing any changes or revisions will result in a set of recommendations to mitigate negative, and enhance positive impacts. Throughout the assessment, 'health' is not restricted to medical conditions but includes the wide range of influences on people's well-being including, but not limited to, experience of discrimination, access to transport, education, housing quality and employment.

Throughout the development of the strategy, policy, plan, procedure or service, in addition to the questions in the EHIA, you are required to remember our values of *care, trust, respect, personal responsibility, integrity and kindness* and to take the Human Rights Act 1998 into account. All NHS organisations have a duty to act compatibly with and to respect, protect and fulfil the rights set out in the Human Rights Act. Further detail on the Act is available in Appendix 2.

**Completion of the EHIA should be an iterative process and commenced as soon as you begin to develop a strategy, policy, plan, procedure and/or service proposal and used again as the work progresses to keep informing you of those most affected and to inform mitigating actions. It should be led by the individual responsible for the strategy, policy, plan, procedure and/or service and be completed with relevant others or as part of a facilitated session. Some useful tips are included in Appendix 3.**

For further information or if you require support to facilitate a session, please contact Susan Toner, Principal Health Promotion Specialist ([susan.toner@wales.nh.uk](mailto:susan.toner@wales.nh.uk)) or Keithley Wilkinson, Equality Manager ([Keithley.wilkinson@wales.nhs.uk](mailto:Keithley.wilkinson@wales.nhs.uk))



Based on

- Cardiff Local Authority (2013) Statutory Screening Tool Guidance
- NHS Scotland (2011) Health Inequalities Impact Assessment: An approach to fair and effective policy making. Guidance, tools and templates<sup>17</sup>
- Wales Health Impact Assessment Support Unit (2012) Health Impact Assessment: A Practical Guide<sup>18</sup>

---

<sup>17</sup> <http://www.healthscotland.com/uploads/documents/5563-HIIA%20-%20An%20approach%20to%20fair%20and%20effective%20policy%20making.pdf> (accessed 4 January 2016)

<sup>18</sup> <http://www.wales.nhs.uk/sites3/page.cfm?orgid=522&pid=63782> (accessed on 4 January 2016)

## Appendix 2 – The Human Rights Act 1998<sup>19</sup>

The Act sets out our human rights in a series of ‘Articles’. Each Article deals with a different right. These are all taken from the European Convention on Human Rights and are commonly known as ‘the Convention Rights’:

1. Article 2 Right to life. NHS examples: the protection and promotion of the safety and welfare of patients and staff
2. Article 3 Freedom from torture and inhuman or degrading treatment. NHS examples: issues of dignity and privacy, the protection and promotion of the safety and welfare of patients and staff, the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travelers, issues of patient restraint and control
3. Article 4 Freedom from slavery and forced labour
4. Article 5 Right to liberty and security. NHS examples: issues of patient choice, control, empowerment and independence, issues of patient restraint and control
5. Article 6 Right to a fair trial
6. Article 7 No punishment without law
7. Article 8 Respect for your private and family life, home and correspondence. NHS examples: issues of dignity and privacy, the protection and promotion of the safety and welfare of patients and staff, the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travelers, the right of a patient or employee to enjoy their family and/or private life
8. Article 9 Freedom of thought, belief and religion. NHS examples: the protection and promotion of the safety and welfare of patients and staff, the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travelers
9. Article 10 Freedom of expression. NHS examples: the right to hold and express opinions and to receive and impart information and ideas to others, procedures around whistle-blowing when informing on improper practices of employers where it is a protected disclosure
10. Article 11 Freedom of assembly and association
11. Article 12 Right to marry and start a family
12. Article 14 Protection from discrimination in respect of these rights and freedoms. NHS examples: refusal of medical treatment to an older person solely because of their age, patients presented with health options without the use of an interpreter to meet need, discrimination against UHB staff on the basis of their caring responsibilities at home
13. Protocol 1, Article 1 Right to peaceful enjoyment of your property
14. Protocol 1, Article 2 Right to education
15. Protocol 1, Article 3 Right to participate in free elections
16. Protocol 13, Article 1 Abolition of the death penalty

---

<sup>19</sup> <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

## Appendix 3

### Tips

- Be clear about the policy or decision's rationale, objectives, delivery method and stakeholders.
- Work through the Toolkit early in the design and development stages and make use of it as the work progresses to inform you of those most affected and inform mitigating actions
- Allow adequate time to complete the Equality Health Impact Assessment
- Identify what data you already have and what are the gaps.
- Engage with stakeholders and those most affected early. View them as active partners rather than passive recipients of your services.
- Remember to consider the impact of your decisions on your staff as well as the public.
- Record which organisations and protected characteristic groups you engaged with, when you engaged with them and how you did so (for example, workshop, public meeting, written submission).
- Produce a summary table describing the issues affecting each protected group and what the potential mitigations are.
- Report on positive impacts as well as negative ones.
- Remember what the Equality Act says – how can this policy or decision help foster good relations between different groups?
- Do it with other people! Talk to colleagues, bounce ideas, seek views and opinions.

Mae'r dudalen hon yn wag yn fwriadol

**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE**

**1 May 2019**

---

**VULNERABLE PERSONS RESETTLEMENT SCHEME**

---

**Purpose of Report**

1. This report provides the Committee with background information to enable Members to carry out pre-decision scrutiny of Cardiff Council's participation in the Vulnerable Persons Resettlement Scheme prior to its consideration by the Cabinet at its meeting on the 16 May 2019.
2. A copy of the draft Cabinet Proposal is attached at **Appendix A**.

**Background**

3. In January 2014 the UK Government made a commitment to resettle Syrian refugees in the UK as a result of the civil war. In September 2015, the UK Government announced a significant expansion of this commitment, with the formation of the Vulnerable Persons Resettlement Scheme (VPRS) which aimed to resettle 20,000 refugees within the UK by March 2020.
4. Participation in the Scheme is on a voluntary basis, and is subject to grant funding being made available to Cardiff Council and the Vale of Glamorgan Council on an annual basis, to support the cost of resettlement and integration.
5. On 17 September 2015, Cabinet approved recommendations to pursue a regional approach to managing the project, under the guidance of the regional

multi-agency Leadership Group and in partnership with the Vale of Glamorgan Council. With the delegation of authority given to the Corporate Director People and Communities in consultation with the Cabinet Member for Health, Housing & Well-being.

6. In May 2016, Cardiff Council and the Vale of Glamorgan Council agreed to participate in the resettlement of vulnerable Syrian refugees under the Home Office scheme on a regional basis, under a three year Collaborative Agreement. As a result, an Integration and Support Services provider was appointed to provide resettlement support across the region, in accordance with the requirements set out in the Home Office Funding Instructions (Attached at **Appendix B**).
7. Based on an assessment of local resources, including the capacity of primary/secondary health care, and the availability of school places and affordable accommodation, the Authorities jointly pledged to resettle up to sixty refugees per year for the lifespan of the programme.
8. Given the current demand on social housing, both Authorities elected to use private rented accommodation for this scheme in order to mitigate the long term impact on housing pressures in the region. However, each year it is proving more difficult to identify suitable accommodation in a housing market characterised by high demand.
9. In March 2017, and May 2018, the Corporate Director of People and Communities, in consultation with the Cabinet Member, approved recommendations to participate in the scheme for a second, and third (and final) term.
10. The agreement is due to expire on 16th May 2019, so Cabinet approval is now required to continue to participate in the resettlement of vulnerable refugees until March 2020, on a regional basis, in line with the Home Office scheme.

## Funding

11. Under the current arrangements, Cardiff Council claims and receives the grant funding on behalf of both Authorities, and arrangements are in place to ensure the relevant funding is transferred to the Vale of Glamorgan Council at the end of each Financial Year.
12. In accordance with the Local Authority's Funding Instructions 2019-202 (Appendix B), the first 12 months of a refugee resettlement costs are fully funded from Central Government. The Authority is able to claim a tariff per person, according to the unit costs shown in Figure 1 Below:

Unit Costs for Syrian Resettlement Programme	Adult	Children 5 – 18 years	Children 3 - 4	Children under 3
Local Authority Costs	8,250	8,520	8,520	8,520
Education	0	4,500	2,250	0

Figure 1

13. Funding is available for five years, however, the amount diminishes for each additional year of stay, on the assumption the most significant costs are incurred in the first year. Year 2 to 5 unit costs are:

13-24 Months (Year 2)	25-36 Months (Year 3)	37-48 Months (Year 4)	49-60 Months (Year 5)
£5,000	£3,700	£2,300	£1,000

14. Attached at Appendix B is the Home Office 'Local Authority Funding Instructions 2019-20' which sets out the terms under which the Authority will make funding available to the recipient during the period April 2019 to 31 March 2020.

15. In keeping with established HM Treasury funding policies, the Authority will issue a fresh instruction for each financial year for which Funding is approved. This will occur whether or not any changes are made.

## **Issues**

16. Due to the growing demand on social housing and the growing concern of homelessness, both Authorities have elected to use private rented accommodation for the scheme. However, each year there are growing difficulties in identifying and sourcing sufficient properties.
17. Both the Collaboration Agreement and the Integration Support Services Contract expire on 16th May 2019. Both were issued for an initial twelve month period, then extended by agreement for two additional twelve month terms. The maximum duration of both contracts is three years which does not mirror the full lifespan of the Home Office Programme, leaving concerns surrounding funding and the transition period for a new Service Contract.
18. The Cabinet Proposal attached at **Appendix A** set outs the legal and equality implications in line with the Equalities Act 2010 (**paragraphs 35 – 42**). The Equality Impact Assessment (EIA) referenced in the proposal, and additional background papers are available upon request.
19. The Well-being of Future Generations Act also places a statutory duty on Public Bodies to publish well-being objectives, which are set out in Cardiff's Corporate Plan 2019-22. The relevance of these objectives are detailed in **paragraphs 43 – 46** of the Cabinet Proposal.



## **Cabinet Recommendations**

20. Cabinet is recommended to

1. Agree in principle to continue to participate in the active resettlement of refugees from Syria until March 2020, in line with the lifespan of the current VPRS programme, and to provide necessary services to support integration for up to five years post-arrival.
2. Agree in principle to enter into a Collaborative Agreement with the Vale of Glamorgan Council for up to six years, to deliver the programme on a regional basis and delegate final approval to the Corporate Director in line with recommendation 4.
3. Authorise a competitive tender to appoint an Integration and Support Services Provider, to provide resettlement support to Syrian refugees across the region for up to six years, in compliance with the terms and conditions of the VPRS grant funding and delegate the approval of the evaluation criteria and documentation (as well as all aspects of the procurement) to the Corporate Director in line with recommendation 4.
4. Delegate authority to the Corporate Director of People & Communities, in consultation with the Cabinet Member for Social Care, Health & Well-being, s.151 officer and Director of law and Governance to generally deal with all aspects of the procurement process and to progress and finalise arrangements for the delivery of the VPRS in Cardiff and the Vale of Glamorgan including but not limited to the collaboration agreement with the Vale of Glamorgan and agreement with the Service provider.

## **Way Forward**

19. Councillor Susan Elsmore, Cabinet Member for Social Care, Health & Well-being has been invited to attend for this item. She will be supported by officers from the People & Communities Directorate.

## **Legal Implications**

20. The Scrutiny Committee is empowered to enquire, consider, review and Recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **Financial Implications**

21. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

## **RECOMMENDATIONS**

The Committee is recommended to:

- i. Consider the information provided in the Cabinet Proposal and subsequent appendices;
- ii. Decide whether it wishes to relay any comments or observations to the Cabinet at its meeting on the 16 May 2019; and decide the way forward with regard to any further scrutiny of this issue.

**DAVINA FIORE**

**Director of Governance and Legal Services**

**25 April 2019**

Mae'r dudalen hon yn wag yn fwriadol

**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**

**CABINET MEETING: 23 MAY 2019**

---

**APPROVAL FOR THE CONTINUED PARTICIPATION IN THE  
VULNERABLE PERSONS RESETTLEMENT SCHEME**

**REPORT OF CORPORATE DIRECTOR OF PEOPLE AND  
COMMUNITIES**

**AGENDA ITEM:**

---

**PORTFOLIO: SOCIAL CARE, HEALTH AND WELL-BEING (COUNCILLOR  
SUSAN ELSMORE)**

**Reason for this Report**

1. To provide Cabinet with an update on the local and regional delivery of the Vulnerable Persons Resettlement Scheme (VPRS) and to recommend that Cardiff Council agrees to continue its regional participation in the Home Office programme, in partnership with the Vale of Glamorgan Council.
2. To secure support to facilitate the appointment of a single Provider to deliver support to vulnerable refugees resettled through the VPRS across the region.
3. To note that the multi-agency leadership group, initially established to oversee the implementation of the programme across the region, continues to provide strategic governance and oversight. The group comprises and is attended by Members and Officers of Cardiff Council, the Vale of Glamorgan Council, Cardiff University Health Board and Third Sector and Faith group representatives.
4. Delegate authority to the Corporate Director of People & Communities, in consultation with the Cabinet Member for Social Care, Health & Well-being, s.151 officer and Director of law and Governance to generally deal with all aspects of the procurement process and to progress and finalise arrangements for the delivery of the VPRS in Cardiff and the Vale of Glamorgan including but not limited to the collaboration agreement with the Vale of Glamorgan and agreement with the Service provider.

**Background**

5. In January 2014 the UK Government made a commitment to resettle Syrian refugees in the UK, who'd been displaced to neighbouring countries

as result of civil war. In September 2015, the UK Government announced a significant expansion of this commitment with the formation of the Vulnerable Persons Resettlement Scheme (VPRS), which operates in partnership with the United Nations High Commissioner for Refugees (UNHCR). The primary purpose of the VPRS is to identify and resettle 20,000 of the most vulnerable refugees from Turkey, Iraq, Jordan, Lebanon and Egypt, by March 2020. On 3rd July 2017, the Home Secretary announced that eligibility for the VPRS would be extended to all refugees fleeing the conflict in Syria, regardless of their nationality.

6. The UK Government sought the voluntary participation of all Local Authorities, and put in place grant funding to support the cost of arrivals in the first year, in terms of orientation, health and education.
7. On 17 September 2015, Cabinet approved recommendations to pursue a regional approach to managing the project, under the guidance of the regional multi-agency Leadership Group, in partnership with the Vale of Glamorgan Council (Cabinet Decision No. CAB/15/33, Minute No. 40 refers). Cabinet further approved the delegation of authority to the Corporate Director People and Communities, in consultation with the Cabinet Member for Health, Housing and Wellbeing, to progress the detail of the Authorities involvement in the scheme.
8. The report was referred to Council to seek full Council support for the implementation of the scheme. On 24 September 2015, Council approved the Cabinet report (Item 11) recommendations in full.
9. Based on an assessment of local resources, including the capacity of primary/secondary health care, and the availability of school places and affordable accommodation, the Authorities jointly pledged to resettle up to sixty refugees per year for the lifespan of the programme. The pledge included accommodation arrangements for six families (adults and dependants) in Cardiff, and four in the Vale of Glamorgan, to be secured in the private rented sector, in order to negate the impact on social housing.
10. A Collaboration Agreement between Cardiff Council and the Vale of Glamorgan Council was signed on 17th May 2016 for an initial twelve month term.
11. Following a competitive tender, a Contract was awarded to Taff Housing Association to provide support services across the region, for up to three years. The Support Contract dovetailed with the Collaboration Agreement.
12. On a cost-share basis, a Regional Resettlement Co-ordinator was appointed by the Vale of Glamorgan Council in April 2016, to implement and coordinate the operational delivery of the programme. Key responsibilities included the monitoring of the Integration and Support Services Provider, and to ensure full compliance with the statement of outcomes set out in the Funding Instructions 2019-20.

13. In March 2017, the Corporate Director of People and Communities, in consultation with the Cabinet Member, approved recommendations to participate in the VPRS for a second term and to extend all Agreements pursuant to the delivery of the scheme.
14. In May 2018, the Corporate Director of People and Communities, in consultation with the Cabinet Member, approved the extension of both Agreements for a third (and final) term, which are due to expire on 16th May 2019.
15. Since May 2016, the Authority has provided accommodation and support to sixteen families resettled in Cardiff under the VPRS. Despite their traumatic experiences, through the coordinated responses from key stakeholders, including Health, Housing and Education, all have begun to rebuild their lives in safety. The long term focus remains on supporting the families to live independently of support; to integrate into their new communities; and to realise their aspirations.
16. In July 2016, the Community Sponsorship Scheme was launched, which enables community groups (sponsors) to become directly involved in refugee resettlement. The Home Office intends to resettle one hundred and twenty families under this scheme. Cardiff Council has consented to the approval of one Community Sponsorship application to date, and is working with other interested groups to further their resettlement plans.
17. Under the current arrangements, Cardiff Council claims and receives the grant funding on behalf of both Authorities, and arrangements are in place to ensure the relevant funding is transferred to the Vale of Glamorgan Council at the end of each Financial Year.
18. In accordance with the Local Authority Funding Instructions 2019-20, the first 12 months of a refugee's resettlement costs, excluding economic integration, are fully funded by Central Government from the Official Development Assistance budget.
19. The Authority is able to claim a tariff per person, according to the unit costs shown in Figure 1 below

Unit Costs for Syrian Resettlement Programme				
	Adult	Children 5 to 18	Children 3 to 4	Children under 3
Local Authority Costs	8,250	8,520	8,520	8,520
Education	0	4,500	2,250	0

Figure 1

20. The appropriate level of funding is transferred to schools who accept refugee children from the relevant age groups. Schools are responsible for recording expenditure for activities such as language support.

21. Funding is available for five years, however, the amount diminishes for each additional year of stay, on the assumption the most significant costs are incurred in the first year. Year 2 to 5 unit costs are:

13-24 Months	25-36 Months	37-48 Months	49-60 Months
(Year 2)	(Year 3)	(Year 4)	(Year 5)
£5,000	£3,700	£2,300	£1,000

22. The Local Authority may also claim £850 per capita, to support access to formal language training (ESOL) for adults only, appropriate to needs and ability. There are no prescribed activities for which the funding may be used, and Authorities may pool the funding to so as to maximise its ability to effectively identify individuals' language training requirements and be responsive to these needs through the most appropriate delivery arrangements and range of providers within a local area.
23. On a cost share basis, Cardiff Council delivers the following programmes to all adult refugees in the region. It is anticipated the Programmes will continue for 2019-20.
- Refugee Employment Support Programme
  - Informal Conversational English classes
24. On a cost share basis, Cardiff Council provides financial administration support to the Programme, through the Corporate Grants Officer. It is anticipated the support will continue for 2019-20.
25. It is expected that the Grant funding will be sufficient to meet the costs associated with resettlement for the duration of the Programme.

## Issues

26. In the context of high demand for social housing and growing homelessness, both Authorities elected to use private rented accommodation only, for the purposes of this scheme, to mitigate the long term impact on housing in the region. Each year, it has proven more challenging to identify sufficient units of suitable, affordable accommodation in a housing market characterised by high demand and high rent expectations.
27. Both the Collaboration Agreement and the Support Services Contract expire on 16th May 2019. Both were issued for an initial twelve month period, extendable by agreement for two additional twelve month terms. Therefore, the maximum duration of both contracts is three years, which does not mirror the full lifespan of the Home Office Programme. In simple terms, both regional contracts are outlived by the terms and conditions of the Grant Funding, so the Council's responsibilities to provide



accommodation and support (for resettled Syrian refugees) will continue after the current arrangements have ended.

28. The Integration and Support Services Contract and Collaboration Agreement with the Vale ends on 16th May 2019, so a Direct Award to the incumbent Provider and the Vale, for up to four months, has been approved to enable support and collaboration agreement to continue, pending the commissioning and procurement of a new Service Contract, and to ensure a smooth transition in the event the Contract is awarded to a new Provider.

### **Reason for Recommendations**

29. The political situation in Syria remains extremely unstable and the safety of its citizens is still of grave concern. According to the Department for International Development (source Syria UNHCR), in March 2019, 400,000 people are estimated to have been killed since the conflict began. 5.6 million Syrian refugees are still living in neighbouring countries, and a further 6.2 million people have been internally displaced
30. Despite the coordinated efforts of partner organisations both in Syria and across the crisis region, access (for both internally displaced people and refugees) to suitable accommodation, healthcare, sanitation, and education is extremely challenging.
31. According to data published by the Home Office in February 2019, 14,945 refugees (including dependants) were resettled in the UK by the end of December 2018 under the VPRS. 959 refugees had been resettled by Welsh Authorities. Although numbers have been bolstered by Community Sponsorship, the Home Office still requires Local Authority assistance to meet its target of 20,000 refugees by March 2020
32. The proposed continuation of the regional arrangements (with the Vale of Glamorgan Council) ensures the economic benefits of providing services in both Local Authority areas, on a cost-share basis, are maximised. This approach ensures that services are more sustainable over the lifespan of the programme and makes better use of the Grant funding available. In the context of continued pressure on Local Government budgets, this is an opportunity to continue to deliver high quality, sustainable services to the community, regardless of where they live.
33. A Collaborative Agreement will need to be executed to enable the Local Authorities to participate on a regional basis beyond 16th May 2019. In order to meet the needs of refugees who arrive up to March 2020, it is suggested that a new back-to-back Agreement of up to six years would be appropriate to ensure the continuation of all existing operational and administrative structures, to deliver joint-funded services and to comply in full with the terms of the grant funding.

### **Financial Implications**

34. External Grant is receivable in relation to the resettlement scheme. Any such expenditure should be in accordance with the terms and conditions of the grant and be planned in accordance with the timescales for eligibility of grant to ensure all costs are recoverable.

**Legal Implications (including Equality Impact Assessment where appropriate)**

35. It is understood that Cardiff will procure a service provider to deliver the VPRS on behalf of Cardiff and the Vale and the two Councils will enter into a collaboration agreement to work together to deliver the VPRS in their respective administrative areas.
36. Detailed legal advice should be obtained throughout the procurement process with regard to i) the drafting of all the relevant procurement documentation (including the draft terms and conditions of contract) and ii) the procurement process and generally with regards the proposed collaboration agreement with the Vale of Glamorgan.
37. It is noted that the proposal is subject to grant funding. Accordingly, the Service Area will need to be satisfied that the Council can comply with any grant conditions attached to the funding and that in commissioning the services it complies with such conditions.
38. Further legal implications will be set out in the delegated report to the Corporate Director.

**Equality Duty.**

39. The Council has to satisfy its public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties) – the Public Sector Equality Duties (PSED). These duties require the Council to have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of 'protected characteristics'. The 'Protected characteristics' are: • Age • Gender reassignment • Sex • Race – including ethnic or national origin, colour or nationality • Disability • Pregnancy and maternity • Marriage and civil partnership • Sexual orientation • Religion or belief – including lack of belief.
40. As noted in the report, consideration has been given to the requirements to carry out Equality Impact Assessments ('EIA') and an EIA is in the background papers to the report so that the decision maker may understand the potential impacts of the proposals in terms of equality. This assists the decision maker to ensure that it is making proportionate and rational decisions having due regard to the public sector equality duty.
41. Where a decision is likely to result in a detrimental impact on any group sharing a Protected Characteristic, consideration must be given to possible ways to mitigate the harm. If the harm cannot be avoided, the decision maker must balance the detrimental impact against the strength of the legitimate public need to pursue the recommended approach. The

decision maker must be satisfied that having regard to all the relevant circumstances and the PSED, the proposals can be justified, and that all reasonable efforts have been made to mitigate the harm.

42. It is noted that Equality Impact Assessments (which include consideration of views and information obtained through consultation) is in the background papers to this report. The decision maker must consider and have due regard to the Equality Impact Assessment prior to making the decisions recommended in the report.

### **Well Being of Future Generations (Wales) Act 2015 - Standard legal imps**

43. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
44. In discharging its duties under the Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2019-22. When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well-being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.
45. The well-being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
- Look to the long term
  - Focus on prevention by understanding the root causes of problems
  - Deliver an integrated approach to achieving the 7 national well-being goals
  - Work in collaboration with others to find shared sustainable solutions
  - Involve people from all sections of the community in the decisions which affect them
46. The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link below: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

## General

47. The decision maker should be satisfied that the proposal is in accordance within the financial and budgetary policy and represents value for money for the council.
48. The decision maker should also have regard to, when making its decision, to the Council's wider obligations under the Social Services and Wellbeing (Wales) Act 2014, the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

## HR Implications

49. A Regional Resettlement Co-ordinator was appointed by the Vale of Glamorgan Council to implement and deliver the Programme, on a cost-share basis with Cardiff Council. This role is integral to the continued administration of the regional programme and it is expected that the role, including the cost-share arrangements, will be extended in line with the operational requirements of the Programme, subject to the availability of the Home Office Grant Funding.
50. Cardiff Council will conduct a competitive tender exercise to procure a Support Provider to provide integration and orientation support on behalf of both Local Authorities. If the incumbent provider is unsuccessful, TUPE regulations will apply.

## **RECOMMENDATIONS**

Cabinet is recommended to

1. Agree in principle to continue to participate in the active resettlement of refugees from Syria until March 2020, in line with the lifespan of the current VPRS programme, and to provide necessary services to support integration for up to five years post-arrival.
2. Agree in principle to enter into a Collaborative Agreement with the Vale of Glamorgan Council for up to six years, to deliver the programme on a regional basis and delegate final approval to the Corporate Director in line with recommendation 4.
3. Authorise a competitive tender to appoint an Integration and Support Services Provider, to provide resettlement support to Syrian refugees across the region for up to six years, in compliance with the terms and conditions of the VPRS grant funding and delegate the approval of the evaluation criteria and documentation (as well as all aspects of the procurement) to the Corporate Director in line with recommendation 4.
4. Delegate authority to the Corporate Director of People & Communities, in consultation with the Cabinet Member for Social Care, Health & Well-being, s.151 officer and Director of law and Governance to generally deal with all aspects of the procurement process and to progress and finalise

arrangements for the delivery of the VPRS in Cardiff and the Vale of Glamorgan including but not limited to the collaboration agreement with the Vale of Glamorgan and agreement with the Service provider.

**Sarah McGill**  
**Corporate Director of People & Communities**  
**24 April 2019**

*The following appendices are attached:*

Local Authority Funding Instructions 2019-20

*The following background papers have been taken into account*

Cabinet 17 September 2015 – Report of Director of Communities, Housing & Customer Services. Agenda Item 11

Equality Impact Assessment

Council 24 September 2015 – Cabinet Proposal. Agenda Item 11.

Department for International Development – Syria Crisis Report Summary, March 2019.

Community Sponsorship Guidance for Local Authorities

Mae'r dudalen hon yn wag yn fwriadol



Home Office



Ministry of Housing,  
Communities &  
Local Government

# **Funding Instruction for local authorities in the support of the United Kingdom's Resettlement Schemes**

## **Financial Year 2019 - 2020**

### **Resettlement Programme**

A joint unit between the Home Office and the Ministry for  
Housing, Communities and Local Government

**Lunar House  
Croydon  
CR9 2BY**

Date of issue: 31 March 2019



© Crown copyright 2018

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](https://nationalarchives.gov.uk/doc/open-government-licence/version/3) or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at [www.gov.uk/government/publications](https://www.gov.uk/government/publications)

Any enquiries regarding this publication should be sent to us at:  
[ResettlementLAPaymentsTeam@homeoffice.gov.uk](mailto:ResettlementLAPaymentsTeam@homeoffice.gov.uk)



# TABLE OF CONTENTS

TABLE OF CONTENTS .....	3
TERMS AND CONDITIONS OF FUNDING .....	5
DEFINITIONS .....	5
THIS INSTRUCTION .....	7
SCOPE.....	8
DURATION .....	9
TRANSPARENCY, CONFIDENTIALITY, DATA PROTECTION AND DATA SHARING.....	9
FUNDING.....	11
Eligible Expenditure .....	11
Overpayments .....	11
Cessation of Funding.....	11
Exceptional Costs .....	12
General.....	12
DATA RECONCILIATION AND PAYMENTS.....	13
MONITORING & EVALUATION.....	14
BREACH OF FUNDING CONDITIONS .....	15
ACTIVITIES – GENERAL .....	15
Sub-contracting.....	15
Hours of Operation .....	16
Complaints .....	16
Staff Standards .....	16
LIABILITY .....	17
DISPUTE RESOLUTION .....	18
CONTACT DETAILS.....	18

SCHEDULE 1 – POST-ARRIVAL RESETTLEMENT SUPPORT .....	19
PART 1 – YEAR 1 STATEMENT OF OUTCOMES .....	19
Provision of Accommodation .....	19
Initial Reception Arrangements.....	19
Casework Support .....	20
Requirements for Refugees with special needs/assessed community care needs .....	20
Provision of Education for U18's.....	21
English Language Provision for Adult Refugees .....	21
Funding and Claims Process.....	22
PART 2 – YEAR 2 TO 5 STATEMENT OF OUTCOMES .....	23
Year 2 – 5 Funding .....	23
Funding and Claims Process.....	23
PART 3 – COMMUNITY SPONSORSHIP STATEMENT OF OUTCOMES .....	25
Reimbursement for Education Costs.....	25
Reimbursement for other Support Costs during Years 1 and 2.....	25
Funding for Years 3 to 5 .....	26
PART 4 – ACCESS TO ESOL: STATEMENT OF OUTCOMES FOR ADDITIONAL FUNDING TO SUPPORT ENGLISH LANGUAGE PROVISION FOR ADULT REFUGEES .....	27
Increasing Access to Language Training.....	27
Critical Success Factors .....	28
Funding and Claims Process.....	28
PART 5 – ACCESS TO ESOL: STATEMENT OF OUTCOMES FOR CHILDCARE SUPPORT .....	29
Outcomes .....	29
Funding and Claims.....	29
ANNEX A – EXPENDITURE CLAIM PRO-FORMA .....	31
ANNEX B – UNHCR VULNERABILITY CRITERIA.....	32
ANNEX C – DATA SHARING PROTOCOL (DSP) .....	35
ANNEX D – ESOL CHILDCARE FUNDING BID TEMPLATE.....	42
ANNEX E – PROPERTY ADAPTATIONS FOR REFUGEES .....	43
ANNEX F – VOID COSTS FOR FOUR BEDROOM PROPERTIES .....	45

# TERMS AND CONDITIONS OF FUNDING

## 1. DEFINITIONS

- 1.1. An “**Adult**” for the purpose of the English language provision means a Refugee who is 19-years of age or older, or who turns 19 within the first twelve (12) Months of arrival in the UK.
- 1.2. An “**Annex**” means the annexes attached to this Funding Instruction.
- 1.3. The “**Authority**” means the Secretary of State for the Home Department acting through the Resettlement Scheme on behalf of the Crown.
- 1.4. A “**Community Sponsor**” (or “**Sponsor**”) means a group or organisation which:
  - 1.4.1. exists and works for the benefit of the community rather than private shareholders, and
  - 1.4.2. is registered as either a charity (or from 2013 as a charitable incorporated organisation), or a community interest company, or is an individual or body falling within Section 10(2)(a) of the Charities Act 2011, and
  - 1.4.3. which has been approved by the Authority to support Refugees brought to the UK through the Scheme.
- 1.5. A “**Clause**” means the clauses in this Funding Instruction;
- 1.6. The “**Community Sponsorship Scheme**” means the scheme developed by the Authority to enable community groups (Sponsors) to support Refugees brought to the UK through the Scheme.
- 1.7. “**Critical Success Factors**” means the indicators required to assess the success of the Funding against its intended outcome.
- 1.8. “**Data Protection Legislation**” means (i) the General Data Protection Regulations (“GDPR”) 2016/679 including the Law Enforcement Directive, (ii) the Data Protection Act 2018 (“DPA 2018”) to the extent that it relates to the processing of Personal Data and privacy, and (iii) all applicable Law about the processing of Personal Data and privacy;
- 1.9. The “**Data Sharing Protocol**” (or the “**DSP**”) means the set of principles detailed in Annex C which govern the processes and practicalities of information sharing between the Authority and the Recipient, and which the Recipient agrees to abide by and comply with.
- 1.10. “**Day**” means any calendar day Monday through Sunday (inclusive).
- 1.11. “**Delivery Partner**” means any Third-Party whether an organisation or an individual working with the Recipient, whether remunerated or not, in the delivery of this Funding Instruction for the provision of the Purpose.
- 1.12. “**Eligible Expenditure**” means expenditure incurred by the Recipient in accordance with and/or in order to achieve the Purpose or as otherwise agreed between the Parties.

- 1.13. “**ESOL**”<sup>1</sup> means a formal ‘English for Speakers of Other Languages’, or other equivalent formal language skill support.
- 1.14. “**Exceptional Costs**” means additional expenses incurred by a Recipient in supporting a Refugee for which the Authority has a budget and may, on a case-by-case basis, agree to reimburse.
- 1.15. A “**File Share Area**” (or the “**FSA**”) means the designated area within MOVEit from where a Recipient can access files that the Authority has made available to share.
- 1.16. “**Formal Language Training**”<sup>2</sup> means the provision of ESOL, or employment sector specific, courses that where possible should lead to Refugees attaining accredited qualifications from a provider regulated by an appropriate national body (i.e. OFQAL, SQA or Qualifications Wales) and whose key characteristics are that:
- 1.16.1. Their delivery is led by qualified tutors, and
  - 1.16.2. They are appropriate to individual Refugee’s abilities as identified following a diagnostic assessment led by a qualified ESOL tutor, and
  - 1.16.3. They follow agreed curricula<sup>3</sup>.
  - 1.16.4. They can also enable progression, helping Refugees to access a course leading to an accredited qualification. This is non-regulated provision offered by providers at pre-entry level, for which there are no qualifications, but the curriculum as mentioned above does cover pre-entry level material.
- 1.17. The “**Funding Instruction**” (or the “**Instruction**”) means this document which describes the conditions under which a Recipient may claim Funding.
- 1.18. “**Funding**” means the Authority’s financial contributions towards a Recipient’s Eligible Expenditure incurred supporting Refugees for up to sixty (60) Months following their arrival in the UK and in accordance with the terms and outcomes of this Instruction.
- 1.19. “**Informal Language Training**”<sup>4</sup> means language training provision that does not have any or all of the characteristics described in 1.12 for example, it can take place in any location, may or may not have a pre-set curriculum and will usually be provided in a structured or semi-structured way, delivered by a range of people including volunteers. It can include confidence building, active citizenship and a whole host of leisure or community activities.
- 1.20. “**Information Acts**” means the Data Protection Legislation, Freedom of information Act 2000 (“FOIA”) and the Environmental Information Regulations 2000 (“EIR”) in force.
- 1.21. “**Law**” means any applicable law, statute, bye-law, regulation, order, regulatory policy, guidance or industry code, judgement of a relevant court of

---

<sup>1</sup> Please also refer to the Guidance on Commissioning ESOL for further information

<sup>2</sup> Please also refer to the Guidance on Commissioning ESOL for further information

<sup>3</sup> Please also refer to [the Excellence Gateway](#) for further information on the ESOL national curriculum and Skills for Life Curriculum

<sup>4</sup> Please also refer to the Guidance on Commissioning ESOL for further information

law, or directives or requirements of any regulatory body, delegated or subordinate legislation;

- 1.22. The “**Local Administrator**” means a senior member of the Recipient’s staff who will act as the single point of contact for authorising access to the Recipient’s designated FSA within MOVEit.
- 1.23. A “**Month**” means a calendar month.
- 1.24. “**MOVEit**” means the Authority’s online two-way file-sharing service that allows the sharing of Official and Official-Sensitive (IL2) data with other government departments, non-departmental public bodies and external organisations, in a completely secure environment. Files including PDFs, all types of Office documents, images and Winzip of up to 2GB in size may be shared.
- 1.25. An “**Overpayment**” means Funding paid by the Authority to the Recipient in excess of the amount actually due.
- 1.26. The “**Scheme**” means any one of the UK government’s humanitarian relief programmes supporting Refugees where it has been determined that resettlement is in their best interests – principally (but not limited to) the Vulnerable Persons Resettlement Scheme (VPRS) whose purpose is to resettle 20,000 Refugees to the UK, who fled the conflict in Syria from Turkey, Iraq, Lebanon, Jordan, and Egypt; and, the Vulnerable Children’s Resettlement Scheme (VCRS) whose purpose is to resettle up to 3,000 Refugees, specifically children at risk and their families, from Turkey, Iraq, Lebanon, Jordan, and Egypt.
- 1.27. A “**Recipient**” means a participating local or regional authority to which the Authority has agreed to provide Funding under this Instruction as a contribution towards eligible expenditure incurred supporting Refugees.
- 1.28. A “**Refugee**” means an eligible person who, regardless of their nationality, has:
- 1.28.1. been accepted as being vulnerable by the Authority following referral by the UN High Commissioner for Refugees (*UNHCR*), and
  - 1.28.2. arrived in the UK having been admitted to the Scheme, and
  - 1.28.3. has been resettled in England, Scotland or Wales.
- 1.29. The “**Resettlement Scheme**” means the joint unit comprising staff from Home Office and Ministry of Housing, Communities and Local Government (MHCLG), whose objective is to deliver the Scheme.
- 1.30. “**Schedule**” means the Schedules attached to this Funding Instruction.
- 1.31. “**Staff**” means any person employed or engaged by a Recipient and acting in connection with the operation of this Instruction including the Recipient’s servants, agents, suppliers, volunteers and sub-contractors, any consultants and professional advisers (and their respective servants, agents, suppliers and Sub-contractors) used in the performance of its obligations under the Instruction.
- 1.32. A “**Working Day**” means any day Monday to Friday (inclusive) excluding any recognised UK public holidays.

## 2. THIS INSTRUCTION

- 2.1. This Instruction consists of thirteen (13) Articles, one (1) Schedule, and six (6) Annexes and replaces any funding instructions previously issued by the Authority providing financial contributions towards Recipients' costs incurred supporting Refugees.
- 2.2. This Instruction provides Funding enabling a Recipient to support Refugees:
  - 2.2.1. during the first twelve (12) Months following arrival in the UK, including Educational costs (YEAR 1) – Schedule 1, Part 1,
  - 2.2.2. during the subsequent forty-eight (48) Months (YEARS 2 – 5) – Schedule 1, Part 2,
  - 2.2.3. on the Community Sponsorship Scheme – Schedule 1, Part 3,
  - 2.2.4. improve their English language skills in order to assist with integration and improve employability – Schedule 1, Part 4, and
  - 2.2.5. with childcare needs to attend Formal Language Training – Schedule 1, Part 5.

## 3. SCOPE

- 3.1. The Scheme currently comprises two humanitarian resettlement schemes:
  - 3.1.1. On 7 September 2015, the then Prime Minister announced that the scheme would be expanded to resettle 20,000 Syrians in need of protection by 2020. On 3 July 2017, the Home Secretary announced that eligibility for the VPRS would be extended to all those refugees fleeing the conflict in Syria, regardless of their nationality.
  - 3.1.2. On 21 April 2016, the Vulnerable Children's Resettlement Scheme (VCRS) was announced. VCRS has been specifically tailored to resettle vulnerable and refugee children at risk and their families from the Middle East and North Africa (MENA) region. VCRS does not solely target unaccompanied children, but also extends to all 'Children at Risk' as defined by the UNHCR<sup>5</sup>. It is open to all 'at risk' groups and nationalities within the MENA region. Unaccompanied children resettled under VCRS will (unless in exceptional circumstances) be treated in the same way as Unaccompanied Asylum Seeking Children (UASCs) for funding purposes, and local authorities who accept unaccompanied children under the Scheme will be reimbursed in accordance with the relevant year's UASC Funding Instruction not this Instruction.
- 3.2. To further support these commitments, the Community Sponsorship Scheme has been developed enabling Sponsors to provide comprehensive wrap-around support to Refugees for a period of two (2) years, instead of the Recipient.
- 3.3. The Scheme's primary purpose is to resettle Refugees in a way that:

---

<sup>5</sup> See Annex B

- 3.3.1. Secures national security and public protection, and
- 3.3.2. Has the wellbeing of the vulnerable persons and the welcoming communities at the centre of decision making, and
- 3.3.3. Delivers value for money for the UK tax payer
- 3.4. The Scheme is run in partnership with the United Nations High Commission for Refugees (the 'UNHCR'). It demonstrates the UK's support for the UNHCR's global effort to relieve the humanitarian crisis through the provision of resettlement opportunities for some of the most vulnerable people into communities within the UK, by 2020, who:
  - 3.4.1. have registered with the UNHCR in Turkey, Iraq, Lebanon, Jordan, Egypt, and
  - 3.4.2. the UNHCR consider meet one of their resettlement submission categories<sup>6</sup>.
- 3.5. The Authority is responsible for identifying Refugees eligible for resettlement to the UK in liaison with the UNHCR.
- 3.6. The Recipient has made commitments to support the Scheme, and the Authority has agreed to provide Funding to the Recipient as a contribution to supporting Refugees for up to five (5) years after first arrival in the UK, as further described in this Instruction.
- 3.7. Unless specifically stated otherwise, any Funding will be in respect of a Recipient's costs in fulfilment of its statutory duties and anything otherwise agreed with the Authority.
- 3.8. The Recipient shall be free to determine how best to utilise the Funding but for monitoring and Scheme evaluation purposes must be able to demonstrate that the Funding has been committed in supporting Refugees and furthering the aims of the Schem.

## 4. DURATION

- 4.1. This Instruction sets out the terms under which the Authority will make Funding available to the Recipient, in respect of expenditure incurred supporting Refugees brought to the UK under the Scheme during the period 1 April 2019 to 31 March 2020.
- 4.2. In keeping with established HM Treasury funding policies, the Authority will issue a fresh instruction for each financial year for which Funding is approved. This will occur whether or not any changes are made.

## 5. TRANSPARENCY, CONFIDENTIALITY, DATA PROTECTION AND DATA SHARING

- 5.1. The Recipient acknowledges that grant funded arrangements issued by government departments may be published on a public facing website and

---

<sup>6</sup> See Annex B

that the Authority shall disclose payments made against this Instruction in accordance with the UK Government's commitment to efficiency, transparency and accountability.

- 5.2. The Recipient undertakes to keep confidential and not to disclose, and to procure that their staff keep confidential and do not disclose any information which they have obtained by reason of this Instruction.
- 5.3. Nothing in this Article 5 applies to information which is already in the public domain or the possession of the Recipient other than by reason of breach of this Article 5. Further, this Article 5 shall not apply to information which is required to be disclosed pursuant to any law or pursuant to an order of any court or statutory or regulatory body.
- 5.4. The Recipient shall ensure that any personal information concerning any Refugee disclosed to them in the course of delivering this Scheme is treated as confidential and should only be disclosed to a third party in accordance with the provisions of Data Protection Legislation. In the event of any doubt arising, the matter shall be referred to the Authority whose decision on the matter shall be final. In particular, the Recipient shall:
  - 5.4.1. have in place appropriate policies and procedures to recognise and maintain the Refugee's need for confidentiality; and
  - 5.4.2. ensure that without the consent of a Refugee, details of that individual Refugee are not released to any organisation not party to this Instruction.
- 5.5. The Recipient shall not use any information which they have obtained as a result of delivering the Scheme (including, without limitation, any information relating to any Refugee) in any way which is inaccurate or misleading.
- 5.6. In the event of any unauthorised disclosure, the Authority must be informed without delay. The Authority will decide on what, if any, remedial action should take place and the Recipient shall be bound by and will abide by the decision of the Authority.
- 5.7. Where a Recipient is responsible for an unauthorised disclosure in breach of this Instruction, that Recipient will be liable for any consequences of such unauthorised disclosure, including (but not confined to) any civil or criminal liability.
- 5.8. All approaches made by any person or organisation not party to this Instruction in respect of funding provided to deliver the Scheme must be referred to the Authority's press office for their advice and/ or action.
- 5.9. Prior to departure for the UK, Refugees will have signed a consent form confirming their willingness to share personal data with executive bodies and relevant delivery partners. The Authority will retain these forms and will allow inspection by the Recipient as requested.
- 5.10. The Authority also expects the Recipient to share relevant information on the delivery of the Scheme and on Refugees with its partners; before doing so, the Recipient must ensure that a formal agreement has been signed with relevant deliverers of the Scheme which flows down the terms of the Data Sharing Protocol (Annex C).



- 5.11. Where applicable, the Recipient and the Authority are required to comply with the Information Acts, any subordinate legislation made and any guidance issued by the Information Commissioner.
- 5.12. The Recipient agrees to assist and cooperate with the Authority to enable the Authority to comply with its obligations under the Information Acts whenever a request is made for information which relates to or arises out of this Instruction.
- 5.13. No information shall be disclosed if such disclosure would be in breach or is exempted from disclosure under the Information Acts.
- 5.14. The Recipient shall ensure that it, and its Staff, complies with the Authority's data sharing protocols as described in Annex C.
- 5.15. The provisions of this Article 5 shall survive the termination of this Instruction, however that occurs.

## **6. FUNDING**

### **Eligible Expenditure**

- 6.1. Monies provided must not be used for any purpose other than achieving delivery of Scheme outcomes detailed in this Instruction, nor is it permissible to vire any such funds elsewhere without prior written consent from the Authority.
- 6.2. Any funding issues resulting from a Refugee moving permanently from a participating local authority during the maximum sixty (60) Month term of the Funding are to be resolved between the Recipient and the relevant local authority.
- 6.3. No aspect of the activity funded by the Authority may be party-political in intention, use or presentation.
- 6.4. The Funding may not be used to support or promote religious activity. This will not include activity designed to improve inter faith relationships and/or working.

### **Overpayments**

- 6.5. The Authority must be notified at the earliest opportunity if a Recipient expects its Funding requirement to be lower than expected, in order to avoid Overpayments.
- 6.6. In the event that an Overpayment is made, howsoever caused, the Authority must be notified as soon as reasonably practicable. In such instances, the Authority may require immediate reimbursement of the Overpayment or may adjust subsequent payment(s) accordingly.

### **Cessation of Funding**

- 6.7. The Authority's responsibility for providing Funding under this Instruction will cease no later than the sixty (60) Month anniversary of the Refugee's arrival in the UK under the Scheme and Funding is not claimable for any support provided beyond this anniversary.
- 6.8. Payments may also cease where the Refugee:

- 6.8.1. dies,
  - 6.8.2. leaves the Recipient's area to live in another UK local authority area,
  - 6.8.3. indicates that they no longer wish to receive support under the Scheme,
  - 6.8.4. indicates that they are leaving the UK permanently,
  - 6.8.5. applies for some other Immigration status within the UK as advised by the Authority<sup>7</sup>, or
  - 6.8.6. otherwise leaves or becomes ineligible for the Scheme.
- 6.9. In the event of any such occurrence under Clause 6.8, the Recipient must notify the Authority without delay.
- 6.10. For the purposes of Clause 6.7, the sixty (60) Month period will commence on the date of the Refugee's first arrival in the UK under the Scheme and will continue unbroken until the end of that sixty (60) Month period.
- 6.11. The Authority reserves the right to cease making payments through this Instruction if it has reasonable grounds to believe that the Refugee has sought to deceive the Authority, the relevant Recipient or a partner agency in relation to their circumstances, including their inclusion on the Programme or their activities whilst so involved.

### Exceptional Costs

- 6.12. Payments may also be made in order to cover additional essential costs incurred by the Recipient above and beyond what could reasonably be regarded as normal expenditure and not available through other mainstream funding mechanisms. Funding from the Exceptional Costs budget may be used, amongst other things, to pay for:
- Property Adaptations (see Annex E)
  - Property Void Costs (see Annex F)
  - Support for children with identified educational needs
  - Social Care provision
  - Universal Credit top-up (see Schedule 1, Clause 1.6)
- 6.13. All applications will be assessed, and payments made, on a case-by-case basis:
- 6.13.1. There is no minimum or maximum amount that can be claimed.
  - 6.13.2. Exceptional Costs cannot be claimed for support provided to a Refugee that would normally be funded through the per capita health or education funding or through welfare payments,
  - 6.13.3. Before incurring Exceptional Costs, a Recipient should seek in principle agreement in writing from the Authority or risk having the claim rejected. The Authority will use its reasonable judgement when assessing mitigations for claims where this has not been possible,
  - 6.13.4. Recipients must submit evidence of Exceptional Cost expenditure incurred (e.g. copy invoices) along with the Appendix to Annex A form before claims will be accepted.

<sup>7</sup> Excepting instances where a Refugee requests a change in immigration status in accordance with the 1 July 2017 [policy announcement](#).

- 6.14. The Authority will periodically review the operation of the Exceptional Costs process and budget.

### General

- 6.15. Unauthorised spends that exceed the maximum stated Funding levels will not be reimbursed by the Authority.
- 6.16. In all instances, Funding received is to be pooled and managed across all the Refugees supported by the relevant Recipient.
- 6.17. The relevant Recipient will be the single point of contact for invoicing and payments.
- 6.18. Any payments made under this Instruction will also cover VAT or other duties paid by the Recipient to the extent that these are not otherwise recoverable by the Recipient.
- 6.19. Nothing in this Instruction shall be construed as providing or permitting the total relevant benefits to exceed the statutory limit (the ‘benefit cap’) prevailing at the time of payment.

## 7. DATA RECONCILIATION AND PAYMENTS

- 7.1. The Recipient shall complete applications for payment in the form set out in Annex A, which includes details of each Refugee and the financial support applied for.
- 7.2. Specific instructions for the completion of Annex A are included in the LA funding Excel workbook, which will be supplied by the Authority. The Annex A should only be submitted via the Authority’s secure data transfer portal, “MoveIT DMZ”, to ensure compliance with Data Protection Legislation.
- 7.3. Payments will be made within thirty (30) Days of receipt of a correctly-completed claim.
- 7.4. The Annex A submitted for payment should be received by the Authority no later than three (3) Months after the close of the period to which the application relates; late returns may result in payment being delayed. The Recipient will have the opportunity to make representations if they believe that the level of Funding received is less than that to which they are entitled under the terms of this Instruction. Any discrepancies regarding the amounts paid must be notified by the relevant Recipient to the Resettlement Funding Team within one (1) Month of the Annex A response being sent, following reconciliation against the Authority’s records.
- 7.5. At the end of the period for which support is paid, final checks will be carried out to ensure that the payments already made accurately reflect the amounts to which the Recipient is entitled. Payments made as a result of applications are to be regarded as payments on account, which will be finalised when the final claim is confirmed by the Authority. The Recipient should note that the format of the claim spreadsheets **must not** be altered.
- 7.6. Where a Recipient believes that the level of Funding actually paid by the Authority is less than that to which they are entitled under the terms of this Instruction, the Recipient may make representations to the Authority’s Funding Team. Any discrepancies must be notified to the Authority’s Funding

Team within one (1) Month of a payment being made. Retrospective payments by the Authority for individuals not promptly included in the Annex A claim may be agreed only where exceptional circumstances can be shown.

- 7.7. Payments will be made by BACS using account details that the Recipient must supply to the Authority on headed notepaper, signed by a senior finance official. The Recipient is responsible for ensuring that the Authority has been notified of its correct bank account details and any subsequent changes. The information which the Authority requires to enable a new account or change of BACS payment details is as follows:

#### Supplier Details

1. Registered name of company
2. Trading name of company
3. Company registration number
4. Vat registration number

#### Supplier Address Details

1. Registered Address
2. Credit Control/Finance Address

#### Contact Details

1. Email address for purchase orders
2. Email address for remittance advice
3. Email address for invoice queries
4. Telephone Number for Accounts Receivable/Credit Control

#### Payment Details

1. Bank Name
2. Branch name and address
3. Company Bank Account Name
4. Bank Account Number
5. Bank Account Sort Code

- 7.8. In the event of a change in bank details, the relevant Recipient should immediately notify the Authority of the new information. Such notification must be provided in writing, in PDF format, and in accordance with the requirements of Clause 7.7.
- 7.9. The Recipient must record expenditure in their accounting records under generally-accepted accounting standards in a way that the relevant costs can be simply extracted if required. Throughout the year, the Authority's Funding team will work with the Recipient to ensure the accuracy of claims, thereby reducing the need for audits at year-end.

## 8. MONITORING & EVALUATION

- 8.1. The Recipient should itself manage and administer the quality and level of delivery relating to the support it provides to Refugees.
- 8.2. The Authority will require the Recipient to provide information and documentation regarding Refugees for monitoring and evaluation purposes.

- 8.3. This will include the provision of individual level information on Refugees for the evaluation of the Scheme. The evidence form should only be submitted via the Authority's secure data transfer portal, "MoveIT DMZ", to ensure compliance with Data Protection Legislation.
- 8.4. The Recipient shall provide information requested to monitor the outcomes from the additional ESOL funding, as set out in a template reporting form which will be provided by the Authority. At a minimum, the Recipient should ensure it provides reports detailing progress against the Critical Success Factors outlined in Schedule 1. Visits may be made from time to time by the Authority or its appointed representatives, including the National Audit Office. Whilst there is no requirement for submission of detailed costings, the Recipient must be able to provide the costs for individual cases and will, if required, be expected to justify, explain and evidence costs.
- 8.5. In all cases, to assist with monitoring and evaluation of the Scheme, the Recipient shall supply the Authority with all such financial information as is reasonably requested from time-to-time, on an open book basis.

## 9. BREACH OF FUNDING CONDITIONS

- 9.1. Where a Recipient fails to comply with **any** of the conditions set out in this Instruction, or if any of the events mentioned in Clause 9.2 occur, then the Authority may reduce, suspend, or withhold payments, or require all or any part of the relevant payments to be repaid by the Recipient. In such circumstances, the Recipient must repay any amount required under this Clause 9.1 within thirty (30) Days of receiving the demand for repayment.
- 9.2. The events referred to in Clause 9.1 are as follows:
  - 9.2.1. The Recipient purports to transfer or assign any rights, interests or obligations arising under this Agreement without the agreement in advance of the Authority, or
  - 9.2.2. Any information provided in the application for Funding (or in a claim for payment or Exceptional Costs) or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which the Authority considers to be material, or
  - 9.2.3. The Recipient takes inadequate measures to investigate and resolve any reported irregularity.

## 10. ACTIVITIES – GENERAL

### Sub-contracting

- 10.1. When procuring works, goods or services the Recipient must ensure that it complies with its statutory obligations, for example the regulations as transposed into national Law from the EU Directives on Public Procurement (2014) i.e. the Public Contracts Regulations 2015 in England, Northern Ireland & Wales. In any event, the Recipient shall demonstrate value for money and shall act in a fair, open and non-discriminatory manner in all purchases of goods and services to support the delivery of the Scheme.

- 10.2. Where the Recipient enters into a contract (or other form of agreement) with any third party for the provision of any part of the Scheme, the Recipient shall ensure that a term is included in the contract or agreement requiring the Recipient to pay all sums due within a specified period: this shall be as defined by the terms of that contract or agreement, but shall not exceed thirty (30) Days from the date of receipt of a validated invoice.
- 10.3. The Recipient must take all reasonable steps to ensure that anyone acting on its behalf shall not bring the Authority or the Scheme into disrepute; for instance, by reason of prejudicing and/or being contrary to the interests of the Authority and/or the Scheme.

### Hours of Operation

- 10.4. The Recipient shall note that the Authority performs normal business during the hours of 09.00 to 17.00 on Working Days.
- 10.5. The Scheme shall be provided at a minimum on each Working Day. The Authority recognises that in the interests of efficiency the exact availability and timings of the various service elements will vary. It is envisaged that some out of hour's provision will be required from the Recipient.
- 10.6. All premises used to deliver the Scheme elements should meet all regulatory requirements and be suitable for the purpose.

### Complaints

- 10.7. The Recipient and/or its delivery partners shall develop, maintain and implement procedures enabling:
  - 10.7.1. Refugees to complain about the support and assistance provided by the Recipient,
  - 10.7.2. Reporting and management of 'cases of interest'<sup>8</sup>. The Authority must be advised of such incidents as soon as reasonably possible, but in any event by the end of the next Working Day.

### Staff Standards

- 10.8. At all times whilst delivering the Scheme the Recipient shall be mindful of the intent, and apply the spirit, of the UK Government's "Supplier Code of Conduct"<sup>9</sup> which outlines the standards and behaviours that the government expects of all its Delivery Partners.
- 10.9. The Recipient shall:
  - 10.9.1. ensure that the recruitment, selection and training of Staff, are consistent with the standards required for the performance of the outcomes,
  - 10.9.2. fully equip and train Staff to ensure they are able to fulfil their roles and ensure that appropriate and sufficient security provisions are made for all Staff undertaking face-to-face activities,

---

<sup>8</sup> The Authority will provide guidance on 'cases of interest' upon request

<sup>9</sup> <https://www.gov.uk/government/publications/supplier-code-of-conduct>

- 10.9.3. ensure that Staff levels are appropriate at all times for the purposes of the delivering the Scheme and ensure the security and well-being of all Refugees, dependent children and its Staff,
  - 10.9.4. take all reasonable steps to ensure that they and anyone acting on their behalf shall possess all the necessary qualifications, licences, permits, skills and experiences to discharge their responsibilities effectively, safely and in conformance with all relevant law for the time being in force (so far as binding on the Recipient), and
  - 10.9.5. ensure that it has relevant organisational policies in place to deliver the activities funded by this Instruction. These shall remain current for the duration of this Instruction and be reviewed regularly by appropriately senior staff. All staff must be aware of these policies and of how to raise any concerns.
  - 10.9.6. that all applicants for employment in connection with the Scheme are obligated to declare on their application forms any previous criminal convictions subject always to the provisions of the Rehabilitation of Offenders Act 1974.
- 10.10. In addition, the Recipient shall ensure that all Staff:
- 10.10.1. employed or engaged have the right to work in the United Kingdom under applicable immigration law, and
  - 10.10.2. are suitable and of good character to provide support to Refugees. Consideration must be given to eligibility for Disclosure and Barring Service (DBS2) checks. Where such checks reveal prior criminal convictions that might reasonably be regarded as relevant to the appropriateness of the individual to have unsupervised access, particularly to children under the age of 18, or where such checks are not possible because of identification issues, the Recipient shall follow its internal policy and carry out an appropriate risk assessment before an offer of employment is made, and
  - 10.10.3. who are likely to have unsupervised access to children under the age of 18 have been instructed in accordance with the relevant national child protection guidelines e.g. for people working in England, DfE's Working Together to Safeguard Children, 2015, and Local Safeguarding Children Boards' guidance and procedures, and
  - 10.10.4. providing immigration advice should be known to the Office of the Immigration Services Commissioner (OISC) in accordance with the regulatory scheme specified under Part 5 of the Immigration & Asylum Act 1999. The Recipient shall use all reasonable endeavours to ensure that Staff do not provide immigration advice or immigration services unless they are "qualified" or "exempt" as determined and certified by OISC.
- 10.11. The Recipient shall, on request, provide the Authority with details of all Staff delivering the Scheme.
- 10.12. The Recipient shall, on request, provide the Authority with CVs and/or job descriptions for all Staff selected to work on the project.
- 10.13. The Recipient shall use all reasonable endeavours to comply with the requirements of the Computer Misuse Act 1990.

- 10.14. The Recipient shall implement the Scheme in compliance with the provisions of Data Protection Legislation.

## **11. LIABILITY**

- 11.1. The Authority accepts no liability to the Recipient or to any third party for any costs, claims, damage or losses, however they are incurred, except to the extent that they are caused by the Authority's negligence or misconduct.

## **12. DISPUTE RESOLUTION**

- 12.1. The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with this Instruction.
- 12.2. The Parties may settle any dispute using a dispute resolution process which they agree.
- 12.3. If the Parties are unable to resolve a dispute in line with the requirements of Clauses 12.1 or 12.2, the dispute may, by agreement between the Parties, be referred to mediation in accordance with the Model Mediation Procedure issued by the Centre for Effective Dispute Resolution ("CEDR"), or such other mediation procedure as is agreed by the Parties. Unless otherwise agreed between the Parties, the mediator will be nominated by CEDR. To initiate the mediation the Party shall give notice in writing (the ADR Notice) to the other Party, and that latter Party will choose whether or not to accede to mediation. A copy of the ADR Notice should be sent to CEDR. The mediation will start no later than ten (10) Working Days after the date of the ADR Notice.
- 12.4. The performance of the obligations which the Recipient has under this Instruction will not cease or be delayed because a dispute has been referred to mediation under Clause 12.3 of this Instruction.

## **13. CONTACT DETAILS**

For queries relating to this Instruction or the submission of payment applications, please email the relevant Resettlement Local Authority Payments team at:

[ResettlementLAPaymentsTeam@homeoffice.gov.uk](mailto:ResettlementLAPaymentsTeam@homeoffice.gov.uk).



# SCHEDULE 1

## POST-ARRIVAL RESETTLEMENT SUPPORT

### 1. PART 1 – YEAR 1 STATEMENT OF OUTCOMES

#### Provision of accommodation:

- 1.1 The Recipient will arrange accommodation for arriving Refugees which:
  - 1.1.1 meets local authority standards, and
  - 1.1.2 will be available on their arrival, and
  - 1.1.3 is affordable and sustainable.
- 1.2 The Recipient will ensure that the accommodation is furnished appropriately. The Funding should not be used to procure luxury items: This means that Funding received should be used for food storage, cooking and washing facilities but should not include the provision of other white goods or brown goods, i.e. TV's, DVD players or any other electrical entertainment appliances. This shall not preclude the Recipient from providing Refugees with additional luxury, white or brown goods through other sources of funding.
- 1.3 The Recipient shall ensure that the Refugees are registered with utility companies and ensure that arrangements for payments are put in place (no pre-pay coin or card meter accounts)<sup>10</sup>.
- 1.4 The Recipient will provide briefings on the accommodation and health and safety issues for all new arrivals including the provision of an emergency contact point.

#### Initial Reception Arrangements

- 1.5 The Recipient will meet and greet arriving Refugees from the relevant airport and escort them to their accommodation, briefing them on how to use the amenities.
- 1.6 The Recipient will ensure that Refugees are provided with a welcome pack of groceries on their arrival – the content of this pack should take into account the culture and nationality of the Refugee(s). The Recipient will provide an initial cash allowance for each Refugee of £200 – this is to ensure they have sufficient funds to live on while their claim for benefits is being processed. Where a Refugee is resettled in an area in which Universal Credit has been implemented, the Recipient may provide an additional one-off payment of up to £100 for each Refugee, if required. This should be claimed as an Exceptional Cost.

---

<sup>10</sup> It is the Authority's preference that pre-pay coin or card meter accounts should not be used as these are generally more costly for the Refugee. Recipients seeking exceptions should liaise through the Authority's relevant Local Authority Contact Team.

## Casework Support

- 1.7 The Recipient should ensure that Refugees are provided with a dedicated source of advice and support to assist with registering for mainstream benefits and services, and signposting to other advice and information giving agencies – this support includes:
  - 1.7.1 Assisting with the distribution of Biometric Residence Permits following arrival,
  - 1.7.2 Registering with local schools, or if Adults, English language and literacy classes (see paragraphs 1.21-1.28),
  - 1.7.3 Attending local Job Centre Plus appointments for benefit Assessments,
  - 1.7.4 Registering with a local GP, and other healthcare providers in line with identified medical needs,
  - 1.7.5 Advice around and referral to appropriate mental health services and to specialist services for victims of torture as appropriate,
  - 1.7.6 Providing assistance with access to employment.
- 1.8 The Recipient shall develop an overarching (or framework) support plan and bespoke support plans for each family or individual for the first twelve (12) Month period of their support to facilitate their orientation into their new home/area.
- 1.9 Throughout the period of resettlement support the Recipient shall ensure interpreting services are available. Any additional interpreting costs incurred, for example attendance at Job Centre Plus or Healthcare appointments, may be claimed as an Exceptional Cost.
- 1.10 The above outcomes will be provided through a combination of office based appointments, drop in sessions, outreach surgeries and home visits.
- 1.11 The Recipient shall collate such casework information as is agreed to enable the Authority to monitor and evaluate the effectiveness of the Scheme's delivery.

### Requirements for Refugees with special needs/assessed community care needs:

- 1.12 In order to facilitate a Recipient's need to make additional arrangements, such as property adaptations (see also Annex E), for each Refugee identified as potentially having special needs/community care needs the Authority will ensure, as far as possible, that these needs are clearly identified and communicated to the Recipient a minimum of forty-two (42) Days prior to the arrival in the UK of the each Refugee.
- 1.13 Where special needs/community care needs are identified only after arrival in the UK, the Recipient will use its best endeavours to ensure that care is provided by the appropriate mainstream services as quickly as possible.
- 1.14 Where sensitive issues (including safeguarding issues or incidents of domestic abuse, violence or criminality) are identified pre-arrival by the Authority, the Authority will notify the Recipient immediately, and not longer than one (1) Day, after its receipt of the information.

### Provision of Education for U18's:

- 1.15 The Recipient has a statutory duty for ensuring educational places are available for of children of school age.
- 1.16 To support the Recipient in achieving this obligation, the Authority will pay Funding in respect of Refugees aged between 3 and 18 years (including those brought in under the Community Sponsorship Scheme) to meet the:
  - 1.16.1 provision of education in state-funded establishments; and
  - 1.16.2 Recipient's statutory obligations regarding the assessment of Special Educational Needs & Disabilities (SEND), in respect of which the costs of the assessment will also be met on a case-by-case basis.
- 1.17 The Recipient shall be responsible for ensuring that the appropriate level of funding is paid to places of education (incl. schools, academies, free schools and Further Education colleges, as appropriate) who accept Refugees from the relevant age groups.
- 1.18 Further additional payments may also be made in order to cover necessary Exceptional Costs of social care, where compelling circumstances exist. These will be assessed and made on a case-by-case basis.

### English Language Provision for Adult Refugees

- 1.19 The purpose of language training is to ensure that each Adult Refugee is able to progress towards the level of proficiency needed to function in their everyday life, including in the workplace if they are seeking employment.
- 1.20 The Recipient shall undertake an assessment of each Adult Refugee's English language capability to determine their training needs; this assessment should take place at the earliest opportunity to ensure that where Formal Language Training is deemed appropriate the Adult Refugee can access a minimum of eight (8) hours per week within one (1) Month of arrival. The Adult Refugee should be made aware of their assessment level.
- 1.21 If Formal Language Training is deemed appropriate this should be provided to Adult Refugees until they have reached Entry Level 3 or for at least twelve (12) Months after their arrival in the UK, (whichever is the sooner).
- 1.22 In instances where Adult Refugees arrive outside term time, making immediate access to Formal Language Training difficult, alternative Informal Language Training should instead initially be provided within one (1) Month of arrival.
- 1.23 The provision of Informal Language Training is a suitable alternative in instances where a Refugee is assessed as being at pre-entry ESOL level<sup>11</sup> or finds a Formal Language Training environment a barrier to accessibility; in such instances the Recipient should encourage the Adult Refugee to access Formal Language Training in the future. This is because Informal Language Training cannot provide accredited qualifications which are often necessary for accessing employment, further study or training.
- 1.24 All Adult Refugees should be offered the opportunity of accessing conversational practice outside of their Formal Language Training.

---

<sup>11</sup> Please also refer to the Guidance on Commissioning ESOL for further information

- 1.25 Where possible, Funding should be used to overcome barriers that prevent Refugees from accessing provision.
- 1.26 Funding to support Adult Refugees' language training needs can be claimed through Part 4 of this Schedule 1 and this is a single payment to be claimed within the first 12 months of arrival.

#### Funding and Claims Process:

- 1.27 The Authority agrees to provide Funding as a contribution to the Recipient's eligible expenditure delivering the outcomes described in Part 1 of this Schedule 1 (paragraphs 1.1 to 1.27, inclusive), on a standard per capita per annum rate for each Refugee as follows:

<b>UNIT COSTS<sup>12</sup></b>					
	<b>Adult Benefit Claimant</b>	<b>Other Adults</b>	<b>Children 5-18</b>	<b>Children 3-4</b>	<b>Children U-3</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Local Authority Costs	8,520	8,520	8,520	8,520	8,520
Education	0	0	4,500	2,250	0
<b>TOTALS</b>	<b>8,520</b>	<b>8,520</b>	<b>13,020</b>	<b>10,770</b>	<b>8,520</b>

- 1.28 Payments will be made based on the age of the Refugee on arrival in the UK.
- 1.29 Once these maxima have been reached, no further funding will be paid by the Authority to a Recipient save for any claims made in respect of Exceptional Costs (see Terms & Conditions, Clauses 6.12 and 6.13).
- 1.30 On the Day of a Refugee's arrival in the UK, the Recipient will be eligible to claim 40% of the total projected annual per capita amount for that person. The Recipient must make a claim on the standard claim form (Annex A).
- 1.31 The remainder will be due in two equal instalments at the end of the fourth (4<sup>th</sup>) and eighth (8<sup>th</sup>) Months following the Refugee's arrival in the UK.
- 1.32 The per capita tariff includes an element for the Recipient to cover up to fifty six (56) Days (i.e. eight weeks) of void costs. The process for claiming additional / exceptional void costs is explained in Annex F.
- 1.33 Additional funding to meet the Recipient's SEND responsibilities for any Refugee will be met by the Authority on a case-by-case basis.
- 1.34 Where compelling circumstances exist, the Recipient may request additional funding for educational purposes in respect of Refugees who are 18 years or younger and who are in full-time education. Such requests will be considered on a case-by-case basis, with the final decision on payment, duration and rate (which may be adjusted from time to time) to be set by the Authority.

<sup>12</sup> Payment values are valid only for the duration of this Funding Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.

## 2. PART 2 – YEAR 2 TO 5 STATEMENT OF OUTCOMES

### Year 2 – 5 Funding

- 2.1 Year 2 – 5 Funding is intended as a contribution towards a Recipient's costs incurred supporting a Refugee's continued participation in the Scheme.
- 2.2 To maximise flexibility, it will be for the Recipient to determine the best use of Funding claimed to support Refugees on their journey towards integration and self-sufficiency. Support could include (but should not be limited to), ongoing integration into the communities into which a Refugee has been resettled; social care costs for adults and children; or, additional educational support. Funding can be used to support Refugees into employment and could be used for sector specific Formal or Informal Language Training and tailored employment support.
- 2.3 The Recipient should be able to explain how they are supporting Refugees and furthering the aims of the Scheme by documenting the type(s) of support provided.

### Funding and Claims Process

- 2.4 The Recipient may claim Funding from the first anniversary (i.e. 12-Months) following a Refugee's arrival in the UK under the Scheme, and for each subsequent year until the end of the fifth year.
- 2.5 The key principles of the Funding are that it:
- 2.5.1 provides a per Refugee annualised tariff (see table 2.6),
  - 2.5.2 is not ringfenced,
  - 2.5.3 supports programme evaluation and reporting, and
  - 2.5.4 can be pooled across all Refugees a Recipient is supporting.
- 2.6 A maximum of four (4) annual flat rate payments may be claimed by a Recipient for each Refugee supported:

UNIT COSTS <sup>13</sup>				
Timeframe	13-24 months	25-36 months	37-48 months	49-60 months
Rate	£5,000	£3,700	£2,300	£1,000

- 2.7 The Authority will only approve one claim per Refugee per annum.
- 2.8 No further Funding will be paid by the Authority to a Recipient apart from for any claims made in respect of Exceptional Costs (see Terms & Conditions, Clauses 6.12 and 6.13).
- 2.9 All claims for Year 2 – 5 Funding must be submitted during the second financial quarter (i.e. from 1 July, but in all cases by 30 September) in the same year: late returns may result in payment requests being delayed or refused. Once satisfied that a payment request has been correctly submitted, the Authority will endeavour to make payments of Funding due during the third quarter of the same financial year (i.e. from 1 October, but no later than 31 December).

<sup>13</sup> Payment values are valid only for the duration of this Funding Instruction; future years are indicative and may, from time to time, be adjusted by the Authority

2.10 Funding will be by means of a single annual payment to be claimed at the times as detailed in the following table:

<b>YEARS 2-5 FUNDING - PAYMENT PROFILE</b>				
<b>Arrivals between</b>	<b>Claim funding for</b>			
	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
22/09/15 - 30/09/15	31/12/2016	30/09/2017	30/09/2018	30/09/2019
01/10/15 - 31/12/15	31/12/2016	30/09/2018	30/09/2019	30/09/2020
01/01/16 - 30/09/16	30/09/2017	30/09/2018	30/09/2019	30/09/2020
01/10/16 - 30/09/17	30/09/2018	30/09/2019	30/09/2020	30/09/2021
01/10/17 - 30/09/18	30/09/2019	30/09/2020	30/09/2021	30/09/2022
01/10/18 - 30/09/19	30/09/2020	30/09/2021	30/09/2022	30/09/2023
01/10/19 – 31/05/20	30/09/2021	30/09/2022	30/09/2023	30/09/2024

### 3. PART 3 – COMMUNITY SPONSORSHIP STATEMENT OF OUTCOMES

- 3.1 A key aspect of the Community Sponsorship Scheme (the ‘Scheme’) is the requirement for each approved Sponsor to have the support of their relevant statutory authorities, including the Recipient.

#### Reimbursement for Education Costs

- 3.2 In accordance with their statutory duty, a Recipient shall be entitled to claim Funding towards educational costs incurred supporting children of school age up to the following maximum per capita rates:

UNIT COSTS (£GBP) FOR SCHEME <sup>14</sup>					
	Adult Benefit Claimant	Other Adults	Children 5-18	Children 3-4	Children U-3
<b>YEAR 1</b>					
Education	0	0	4,500	2,250	0

- 3.3 The Recipient shall be responsible for ensuring that the appropriate level of funding is paid to places of education (incl. schools, academies, free schools and Further Education colleges, as appropriate) who accept Refugees from the relevant age groups.
- 3.4 The Recipient may request additional funding for educational purposes in respect of supported Refugees who are 18 years or younger and who are in full-time education, where compelling circumstances exist. Such requests will be considered on a case-by-case basis, with the final decision on payment, duration and rate (which may be adjusted from time to time) to be set by the Authority.

#### Reimbursement for other Support Costs during Years 1 and 2

- 3.5 If, for any reason, a Sponsor is unable to fulfil its obligations in delivering the Scheme, the Recipient will be required to step-in and provide the necessary support through:
- 3.5.1 The first twelve (12) Months (Year 1), including the provision of accommodation, casework support, education (incl. Language Training), and social care, as described in Part 1 of this Schedule, and
- 3.5.2 The second twelve (12) Months (Year 2), the provision of accommodation and any other support as the Recipient deems appropriate, as described in Part 2 of this Schedule.
- 3.6 Where a Sponsor becomes unable to fulfil their contractual obligations, or otherwise support the Refugees, a Recipient may also be eligible to claim Funding for each Refugee supported up to the following maximum standard per capita rates:

<sup>14</sup> Payment values are valid only for the duration of this Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.

<b>UNIT COSTS (£GBP) FOR SCHEME<sup>15</sup></b>					
	<b>Adult Benefit Claimant</b>	<b>Other Adults</b>	<b>Children 5-18</b>	<b>Children 3-4</b>	<b>Children U-3</b>
<b>YEAR 1</b>					
Resettlement Costs	8,520	8,520	8,520	8,520	8,520
<b>YEAR 2</b>					
Resettlement Costs	5,000	5,000	5,000	5,000	5,000

- 3.7 It is recognised that a Sponsor may already have fulfilled some of their obligations with respect to a Refugee's support requirements. It will, therefore, be for the Recipient to assess and determine each Refugee's needs against the outcomes described in Part 1 and Part 2 of this Schedule 1.
- 3.8 The exact value of the Funding and timing of the payment will be determined on a case by case basis depending on the circumstances of each Refugee for whom the Recipient is claiming.
- 3.9 Funding up to the maxima noted will be dependent on the length of time for which the Recipient is required to provide support for the Refugee. Typically this will be:
- 3.9.1 More than six (6) Months – full value
- 3.9.2 Less than six (6) Months – 50% of the value
- Funding for Years 3 to 5**
- 3.10 A Recipient will be eligible to claim for contributions to costs under the relevant time periods described in Part 2 of this Schedule 1 to be determined on a case by case basis.

<sup>15</sup> Payment values are valid only for the duration of this Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.



## 4. PART 4 – ACCESS TO ESOL: STATEMENT OF OUTCOMES FOR ADDITIONAL FUNDING TO SUPPORT ENGLISH LANGUAGE PROVISION FOR ADULT REFUGEES

### Increasing Access to Language Training

- 4.1 The Funding is primarily intended to increase Adult Refugees' access to Formal Language Training appropriate to their ability and needs.
- 4.2 It can also be used to support Informal Language Training (Part 1, paragraph 1.25 of this Schedule 1).
- 4.3 Different Adult Refugees will face different barriers to participating in Formal Language Training depending on their unique circumstances. There is therefore not a singular uniform activity that this Funding should be used for. Instead, the Recipient's use should be informed by the nature of existing local provision and by each Adult Refugee's specific circumstances and requirements. Possible activities include but should not be considered limited to:
- 4.3.1 Funding for fees in order for the Adult Refugees to access mainstream Formal Language Training,
  - 4.3.2 Commissioning discrete Formal Language Training classes for Adult Refugees or funding advanced levels of ESOL for those that have a higher level of English language proficiency,
  - 4.3.3 Language training supporting access to employment or higher education,
  - 4.3.4 Commissioning classes at the level which faces the greatest pressure in the area with the agreement that some of the Adult Refugees attend – along with other students – and with the agreement that the additional capacity created allows Adult Refugees at other levels to attend mainstream classes,
  - 4.3.5 Supporting the delivery of the minimum eight (8) hours provision per week (Part 1, paragraph 1.22 of this Schedule 1),
  - 4.3.6 Funding evening and weekend classes,
  - 4.3.7 Funding online resources to complement face to face ESOL provision.
- 4.4 The Funding is prioritised for participation in ESOL provision. However, if there is a lack of available provision, up to 25% of the Funding can be spent to increase ESOL infrastructure, and therefore future participation rates, where deemed absolutely necessary. ESOL infrastructure could include, for example, training ESOL teachers, buying equipment and resources and renting classroom space. The 25% of the Funding is classed as spend on non-participation. The Recipient will be expected to report back on the split between participation and non-participation.
- 4.5 For some Adult Refugees, attending Formal Language Training will be more challenging than for others. For example, they might have caring responsibilities, a disability or find attending Formal Language Training difficult, in these instances it is important that steps are taken to address these barriers. The non-participation element of the Funding can be used to support activities that help overcome accessibility barriers.
- 4.6 The Recipient, however, should look to utilise other local or central funding sources or services, wherever possible.
- 4.7 In line with existing good practice guidance on resettlement, it is intended that this Funding be used in a way that promotes integration and the journey towards self-sufficiency.

### Critical Success Factors

- 4.8 The Authority has designed a set of indicators to assess the effectiveness of the Funding in achieving its outcome. These Critical Success Factors are:
- 4.8.1 payments received,
  - 4.8.2 split of spend on participation and spend on non-participation
- 4.9 In addition, Recipients should report on the following:
- 4.9.1 To what extent has the Funding increased local capacity to deliver ESOL? Have there been any delivery barriers which this Funding has not been able to overcome?
  - 4.9.2 To what extent has the Funding improved access to ESOL? Have there been any accessibility barriers which this funding has not been able to overcome?
- 4.10 The Recipient will be expected to report on these success measures through the annual End of Year monitoring process. Please see Guidance on Commissioning ESOL for further information.

### Funding and Claims Process

- 4.11 A per capita payment may be claimed for each Adult Refugee provided with language training by the Recipient at the following standard rate:

Unit Costs (£GBP) <sup>16</sup>	
Adult Refugee	£850

- 4.12 A Recipient may 'pool' any Funding claimed, at a local or regional level, so as to maximise its ability to effectively identify individuals' language training requirements, be responsive to these needs through the most appropriate delivery arrangements and range of providers within a local area.
- 4.13 Following a Refugee being assessed as eligible (Part 1, paragraph 1.22 of this Schedule 1) the Recipient will be able to claim.
- 4.14 The Recipient must make a claim on the standard claim form (Annex A) in order to receive payment. ESOL should be inserted in column O of the Annex and the standard tariff of £850 inserted in column P against each Refugee for whom the Funding is being claimed.
- 4.15 Claims for the £850 ESOL employability funding should be claimed at the same time as the initial tariff payment.

<sup>16</sup> Payment values are valid only for the duration of this Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.

## 5. PART 5 – ACCESS TO ESOL: STATEMENT OF OUTCOMES FOR CHILDCARE SUPPORT

### Outcomes

- 5.1 The Authority recognises that Refugees face barriers to participating in Formal Language Training activity, in particular the provision of childcare.
- 5.2 Delays in starting to learn English upon arrival make it more difficult for Refugees (in particular, women with families) to integrate and become self-sufficient: Removing this barrier is a key to assisting Refugees effectively settling into their new community.
- 5.3 The Authority is making Funding available to help Recipients, whether receiving authorities and/or regional co-ordination bodies (i.e. Strategic Migration Partnerships), across the UK to address this problem.
- 5.4 Access to the Funding will require potential Recipients to submit project proposals intended to break down these barriers using the application form at Annex D.
- 5.5 Projects could provide:
- 5.5.1 traditional forms of childcare such as crèches or playgroups, or
  - 5.5.2 existing childcare providers with support to deliver English language training in addition to their existing services, or
  - 5.5.3 more innovative approaches such as providing family learning events to help adults learn English when they are unwilling or unable to leave their children.
- 5.6 Even the most motivated learners may struggle to attend every class and a flexible approach to provision supported by appropriate childcare is required.
- 5.7 Consideration should also be given to how Refugees supported by Community Sponsors may benefit from this 'Access to ESOL: Childcare Support' Funding.

### Funding and Claims

- 5.8 The Authority agrees to provide Funding as a contribution to the Recipient's eligible expenditure to overcoming childcare barriers whilst Refugees participate in ESOL training as follows:

<b>Maximum UK-wide Funding available for Access to ESOL (Childcare) projects<sup>17</sup></b>				
Access to ESOL Funding	2016-17	2017-18	2018-19	2019-20
	£600,000	£600,000	£600,000	£500,000

- 5.9 Depending on the number of proposed projects the Authority may limit the amount of funding available to each project to ensure a fair distribution of funds. Recipients whose project proposals are approved will be advised as to the amount of funding awarded and the claim process.

<sup>17</sup> Payment values are valid only for the duration of this Memorandum; future years are indicative and may, from time to time, be adjusted by the Authority

### Critical Success Factors

- 5.10 The Authority has designed a set of indicators to assess the effectiveness of the Funding in achieving its outcome. The Critical Success Factor is:
- 5.10.1 Total number of individuals accessing ESOL as a result of this funding
- 5.11 In addition, Recipients should report on the following:
- 5.11.1 To what extent has the additional funding improved access to ESOL among those with child-caring responsibilities?
- 5.11.2 Has there been any accessibility barriers related to childcare which this funding has not been able to overcome?
- 5.11.3 Any additional evidence of the benefits to those participating
- 5.12 The Recipient will be expected to report on these success measures through the annual End of Year monitoring process. We also expect case studies illustrating how it has been beneficial on an individual basis.
- 5.13 If you have any questions about this funding stream, please contact:
- Kellie McHugh (e: [Kellie.McHugh@homeoffice.gov.uk](mailto:Kellie.McHugh@homeoffice.gov.uk))

# ANNEX A – EXPENDITURE CLAIM PRO-FORMA

The following Annex A Excel spreadsheets and appendix to be provided separately.

- VPRS Annex A – Year 1 initial claim
- VPRS Annex A – Year 1 subsequent claims
- VCRS Annex A – Year 1 initial claim
- VCRS Annex A – Year 1 subsequent claims
  
- VPRS Annex A – Years 2 to 5
  
- VCRS Annex A – Years 2 to 5
  
- Appendix to VPRS Annex A for Additional Costs claimed
  
- Appendix to VCRS Annex A for Additional Costs claimed

# ANNEX B – UNHCR RESETTLEMENT SUBMISSION CATEGORIES

The Authority is responsible for identifying suitable Refugees for resettlement to the UK under the Vulnerable Persons Resettlement Scheme in liaison with the United Nations High Commission for Refugees (UNHCR) based upon the following seven resettlement submission categories<sup>18</sup>:

- Legal and or Physical Protection Needs
- Survivors of Torture and/or Violence
- Medical Needs
- Women and Girls at Risk
- Family Reunification
- Children and Adolescents at Risk\*
- Lack of Foreseeable Alternative Durable Solutions

The Vulnerable Children's Resettlement Scheme (VCRS) is only open to those referred under the resettlement submission categories of Children and Adolescents at Risk as defined by UNHCR.

## \*UNHCR's Categories of Children and Adolescents at Risk (VCRS)

- **Unaccompanied children (UAC):** are those children who have been separated from both parents and other relatives and are not being cared for by an adult who, by law or custom, is responsible for doing so.
- **Separated children (SC):** are those separated from both parents, or from their previous legal or customary primary care-giver, but not necessarily from other relatives. These may, therefore, include children accompanied by other adult family members.
- **Children without legal documentation:** This would include children without legal documentation to prove their legal identity, and who may be particularly vulnerable and considered for resettlement, including:
  1. children aged 0-4 year who lack evidence of their birth (no birth certificate, no birth notification passport or family booklet), and where one parent is not present (in particular, where the parent who has the right to pass nationality is not present), or
  2. children aged 12-17 who lack documentation to prove their age and who face other protection risks (child labour, child marriage, child recruitment, children detained or in conflict with the law) who are at particular risk because they lack proof of their status as children and are therefore unable to prove their right to age-specific child protections under the law.

<sup>18</sup> As defined in the UNHCR's Resettlement Handbook (<http://www.unhcr.org/46f7c0ee2.pdf>)

- **Children with specific medical needs:** Child with serious medical condition is a person below the age of 18 that requires assistance, in terms of treatment or provision of nutritional and non-food items, in the country of asylum.
- **Children with disabilities:** A child with disability is a person below the age of 18 who has physical, mental, intellectual or sensory impairments from birth, or resulting from illness, infection, injury or trauma. These may hinder full and effective participation in society on an equal basis with others.
- **Child carers:** The Child Carer category includes a person below the age of 18, who is not an unaccompanied child and who has assumed responsibility as head of household. This could include, for example, a child who still lives with his/her parents, but has taken on the role of caring for them (and possible siblings) due to the fact that the parents are ill, disabled, etc.
- **Children at risk of harmful traditional practices, including child marriage and female genital mutilation:** Person below the age of 18 years of age who is at risk of, or is a victim/ survivor of a harmful traditional practice. Every social grouping has specific traditional practices and beliefs, some of which are beneficial to all members while others are harmful to a specific group, such as women. Such harmful traditional practices include for instance, female genital mutilation, early marriage, dowry price, widow inheritance, female force feeding, witch hunting, female infanticide, son preference and its implications for the girl child. Depending on the circumstances, certain forms of male circumcision, scarring or tattooing fall also under this category.
- **Child labour:** Includes children engaged in:
  - (i) the worst forms of child labour: Person below the age of 18 who is engaged in the worst forms of child labour, which include all forms of slavery or practices similar slavery (such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict); the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances; the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties; work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children; and
  - (ii) other forms of child labour: Person below the age of 18 who is engaged in forms of child labour other than the worst forms, such as work that is likely to be hazardous or to interfere with his/her education, or to be harmful to his/her health or physical, mental, spiritual, moral or social development. UNICEF defines child labour as work that exceeds a minimum number of hours, depending on the age of a child and on the type of work. Such work is considered harmful to the child: ages 5-11: at least one hour of economic labour or 28 hours of domestic labour per week; ages 12-14: at least 14 hours of economic labour or 28 hours of domestic labour per week; ages 15-17: at least 43 hours of economic or domestic work per week.
- **Children associated with armed forces or armed groups:** are persons below the age of 18 who are or have been recruited into, or used by, an armed force or armed group in any capacity, including as fighter, cook, porter, messenger, spy, or for sexual purposes or forced marriage. It does not only refer to a child who is taking or has taken a direct part in hostilities.

- ***Children in detention and/or in conflict with the law:*** Person below the age of 18 who is, or has been, charged or convicted for an infringement of the law.
- ***Children at risk of refoulement<sup>19</sup>:*** Person below the age of 18 who is at risk of being returned to the frontiers of territories where his/her life or freedom would be threatened, or where he/she is at risk of persecution for one of more grounds of the 1951 Refugee Convention, including interception, rejection at the frontier or indirect *refoulement*.
- ***Children at risk of not attending school:*** Person below the age of 18 who is unable or unwilling to attend school or is at heightened risk of interruption or discontinuation of his/her education.
- ***Children survivors of (or at risk of) violence, abuse or exploitation, including Sexual and Gender-Based Violence (SGBV):*** Person below 18 years of age, who is at risk of physical and/or psychological violence, abuse, neglect or exploitation. The perpetrator may be any person, group or institution, including both state and non-state actors.

---

<sup>19</sup> Refoulement means the expulsion of persons who have the right to be recognised as refugees.



# ANNEX C – DATA SHARING PROTOCOL (DSP)

## 1. AIMS AND OBJECTIVES OF THE DSP

- 1.1 The aim of this DSP is to provide a set of principles for information sharing.
- 1.2 This DSP sets out the rules that the Recipient must follow when handling information classified as “personal data” by Data Protection Legislation in force.<sup>1</sup>

## 2. DATA PROTECTION LEGISLATION

- 2.1 The Data Protection Legislation stipulates specific obligations upon all individuals who process personal data which must be adhered to. The Data Protection Legislation requires that all transfers of information fall within its six data protection principles. The Recipient, when processing personal data in connection with the Instruction, must comply with these principles of good practice.
- 2.2 Personal data must be processed in accordance with the following six data protection principles:
  - a) processed lawfully, fairly and in a transparent manner in relation to individuals;
  - b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
  - c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
  - d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
  - e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

---

<sup>1</sup>Data Protection Legislation in force, namely:

- a) any legislation in force from time to time in the United Kingdom which implements the European Community’s Directive 95/46/EC and Directive 2002/58/EC, including but not limited to the Data Protection Act 1988 and the Privacy and Electronic Communications (EC Directive) Regulations 2003;
- b) EU General Data Protection Regulation and Data Protection Act 2018.

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### 3. SECURITY

3.1 The Recipient and its Staff shall exercise care in the use of information that they acquire in the course of their official role, and to protect information which is held by them in accordance with the Data Protection Legislation. Such measures include:

- not discussing information about a Beneficiary in public; and
- not disclosing information to parties who are not authorised to have access to the shared information.

3.2 In addition to the above, the Recipient must ensure that:

- personal data received is processed solely for the purposes of discharging their obligations for supporting Beneficiaries under this Instruction,
- all personal data received is stored securely,
- only people who have a genuine need to see the data will have access to it,
- information is only retained while there is a need to keep it, and destroyed in line with government guidelines,
- all reasonable efforts have been taken to warrant that the Recipient does not commit a personal data breach
- any information losses, wrongful disclosures or personal data breaches originating from the Authority are reported to the Authority's Security team at [HOSecurity-DataIncidents@homeoffice.gov.uk](mailto:HOSecurity-DataIncidents@homeoffice.gov.uk)
- The Authorities, Security Team and Data Protection Officer will provide direction on the appropriate steps to take e.g. notification of the Information Commissioner's Office (ICO) or dissemination of any information to the Beneficiaries
- The responsibility to notify the HO is not withstanding any internal policies SMPs may have regarding reporting data breaches to the ICO.
- Security breaches and incidents can result in government information being made available to those not authorised to have it or violate confidentiality. In the worst cases, a security incident or breach can jeopardise national security or endanger the safety of the public.

3.3 Security breaches and incidents can result in government information being made available to those not authorised to have it or violate confidentiality. In the worst cases, a security incident or breach can jeopardise national security or endanger the safety of the public.

3.4 The Authority will make available further information as to what constitutes a personal data breach upon request.

3.5 As public sector bodies the Authority and the Recipient are required to process

personal data in line with Her Majesty's Government Security Policy Framework (HMG SPF) guidance issued by the Cabinet Office when handling, transferring, storing, accessing or destroying information assets.

## 4. SUBJECT ACCESS REQUESTS

4.1 The Authority and the Recipient will answer any subject access or other requests made under the Data Protection Legislation that it receives for the data where it is the Controller for that data. In cases where such a request is received, both the Authority and the Recipient shall:

- consult the other before deciding whether or not to disclose the information;
- allow the other a period of at least five (5) working days to respond to that consultation;
- not disclose any personal data that would breach the principles of the Data Protection Legislation; and
- give proper consideration to any arguments from the other as to why data should not be disclosed, and where possible reach agreement before any disclosure is made.

## 5. DATA TO BE SHARED

5.1 The Authority will share with the Recipient the following documents on a Refugee:

5.1.1 UNHCR Resettlement Referral Form (RRF)

5.1.2 Migration Health Assessment form (MHA)

5.1.3 Best Interest Assessments and Determinations

5.1.4 Pre departure Medical Screening Form (PDMS)

5.2 The above documents will contain the following personal information on a Refugee:

### **UNHCR Resettlement Registration Form (RRF)**

- biographic data for each Refugee including marital status, religion, ethnic origin, contact details in host country;
- Education, skills and employment summary;
- known relatives of the principal applicant and spouse not included in referrals submission;
- summary of the Basis of the Principal Applicant's Refugee Recognition<sup>2</sup>;
- Need for resettlement<sup>3</sup>;

- specific needs assessment<sup>4</sup>;
- the number of people within a family due to be resettled, age and gender or family members;
- the language spoken;
- ability to communicate in English; and
- any known specific cultural or social issues<sup>5</sup>.

### **MHA Form**

- consent from Refugee to conduct a medical examination;
- consent from the Refugee to Medical Advisors to disclose any existing medical conditions to the Authority necessary for the resettlement process<sup>6</sup>.

### **Best Interest Assessments and Determinations**

- information about any particular safeguarding circumstances and an assessment of the best interests of the individuals affected<sup>7</sup>.

### **PDMS Form**

- biographic data for each refugee that requires this form;
- Medical information in relation to the refugee including medical history, updates on treatments and medication, on-going care requirements.

---

<sup>2</sup>Classed as sensitive personal information under Data Protection Legislation.

<sup>3</sup>Classed as sensitive personal information under Data Protection Legislation.

<sup>4</sup>Depending on the content, this could be classed as potentially sensitive personal information under Data Protection Legislation.

<sup>5</sup>Depending on the content, this could be classed as potentially sensitive personal information under the Data Protection Legislation.

<sup>6</sup>Classed as sensitive personal information under Data Protection Legislation.

<sup>7</sup>Depending on the content, this could be classed as potentially sensitive personal information under Data Protection Legislation.

## **6. STORAGE, RETENTION AND DESTRUCTION SCHEDULE**

- 6.1 The Recipient will keep all personal information shared securely in accordance with the handling instructions associated with the information security classifications as well as its own data retention and destruction schedules.
- 6.2 Recipients will not retain the personal information for longer than is necessary for the purpose of resettlement activity as outlined in the funding instruction.
- 6.3 A regular review shall be conducted by the Recipient to assess the necessity of retaining the Refugee's personal data. Once the data is no longer relevant for those purposes it will be destroyed securely.

## **7. CENTRAL POINTS OF CONTACT FOR ISSUES, DISPUTES AND RESOLUTION**

- 7.1 The Recipient shall provide the Authority with reasonable co-operation and assistance in relation to any complaint or request made in respect of any data shared under this data sharing arrangement, including providing the Authority with any other relevant information reasonably requested by the Authority.
- 7.2 Any operational issues or disputes that arise as a result of this DSP must be directed in the first instance to the Resettlement Programme Strategic Regional leads.

## **8. STAFF RESPONSIBILITIES**

- 8.1 Staff authorised to access a Beneficiary's personal data are personally responsible for the safekeeping of any information they obtain, handle, use and disclose.
- 8.2 Staff should know how to obtain, use and share information they legitimately need to do their job.
- 8.3 Staff have an obligation to request proof of identity, or takes steps to validate the authorisation of another before disclosing any information requested under this DSP.
- 8.4 Staff should uphold the general principles of confidentiality, follow the guide-lines set out in this DSP and seek advice when necessary.
- 8.5 Staff should be aware that any violation of privacy or breach of confidentiality is unlawful and a disciplinary matter that could lead to their dismissal. Criminal proceedings might also be brought against that individual.

## **9. FREEDOM OF INFORMATION REQUESTS**

- 9.1 Both the Authority and the Recipient will answer any requests made under the Freedom of Information Act 2000 that it receives for information that it holds solely as a result of, or about, this data sharing arrangement. In such cases where such a request is received, both the Authority and the Recipient shall:

- consult the other before deciding whether or not to disclose the information;
- allow the other a period of at least five (5) working days to respond to that consultation; and
- not disclose any personal data that would breach the principles of the Data Protection legislation.

## **10. METHOD OF TRANSFER OF A BENEFICIARY'S PERSONAL DATA**

- 10.1 The Authority will use a secure process, known as MOVEit, to transfer the data which allows internal and external users to share files securely and shall provide the interaction between the parties.
- 10.2 The Recipient shall be given access to MOVEit over a web-based browser. Once this arrangement is operative, the Recipient shall, to the extent from time to time specified by the Authority, be required to use MOVEit for the purpose of its interface with the Authority under this Memorandum.
- 10.3 A list of authorised Staff should be available for inspection if requested by the Authority.

## **11. RESTRICTIONS ON USE OF THE SHARED INFORMATION**

- 11.1 All information on a Refugee that has been shared by the Authority must only be used for the purposes defined in Section 3 of this DSP, unless obliged under statute or regulation or under the instructions of a court. Therefore any further uses made of the personal data will not be lawful or covered by this DSP.
- 11.2 Restrictions may also apply to any further use of personal information, such as commercial sensitivity or prejudice to others caused by the information's release, and this should be considered when considering secondary use of personal information. In the event of any doubt arising, the matter shall be referred to the Authority whose decision – in all instances – shall be final.
- 11.3 A full record of any secondary disclosure(s) must be made if required by law or a court order on the Beneficiary's case file and must include the following information as a minimum:
- date of disclosure;
  - details of requesting organisation;
  - reason for request;
  - what type(s) of data has been requested;
  - details of authorising person;
  - means of transfer (must be by secure); and
  - justification of disclosure.
- 11.4 The restrictions on secondary disclosures as set out in paragraph 11.1 and 11.2 of this DSP apply equally to third party recipients based in the UK and third party recipients based outside the UK such as international enforcement agencies.

## 12. AUDITS

- 12.1 The Recipient agrees that it may be audited at the request of the Authority to ensure that the personal data has been stored and/or deleted appropriately, and that they have conformed to the security protocols set out in this DSP.
- 12.2 The Authority confirms that no other information would be reviewed or audited for this purpose.

# ANNEX D – ESOL CHILDCARE FUNDING BID TEMPLATE

The ESOL Childcare Funding Bid Template will be provided separately.



# ANNEX E – PROPERTY ADAPTATIONS FOR REFUGEES

Property adaptations for Refugees who have mobility issues are divided into two categories:

- a) minor adaptations which are included within the tariff rate, and
- b) major adaptations which may be paid for from the Exceptional Cases fund.

## Minor adaptations

These are works that do not need any structural changes to the property including:

- grab rails
- stair rails
- lever taps
- level access thresholds
- half steps to doors
- flashing/vibrating doorbells/smoke alarms, and
- overbath showers.

These would be paid for from the standard tariff for each Refugee.

## Major adaptations

These are works that do need structural changes to the property and can include:

Adaptation	Estimated average cost (£GBP)
level access shower facilities	£3,500
Stairlifts	£1,500 (Straight) – £5,000 (Corners)
Ramps	£500 to £1000
changing the height of kitchen work surfaces	TBC
adapting your home for wheelchair use such as widening doorways	£600 - £800 per door
ground floor bathroom/bedroom facilities	£2000 to £3000

These may be funded by the exceptional cases fund following an assessment by an occupational therapist or similarly qualified person. The maximum that can be spent on any property is £30,000 and should not include extensions.

'In principle' approval would need to be sought from the Resettlement Local Authority Payments Team in advance of any work being undertaken. Costs would be expected to be in line with average costs for each adaptation shown in the table above. The Scheme will consider reasonable reversal costs – approval would need to be sought from the Resettlement Local Authority Payments Team prior to any work.

If a grant is made available for adapting a Social or Private Rented property the landlord is required to make the property available for letting by the tenant for a period of five (5) years upon completion of the work, in line with the Disabled Facility Grant arrangements.

## ANNEX F – VOID COSTS FOR FOUR BEDROOM PROPERTIES

Local authorities are already able to use the Year One tariff (see Schedule 1, Part 1) to pay for a period of void costs. To reflect this, fifty six (56) Days void costs ('voids') are already built into the tariff to enable Recipients to secure properties before Refugee families arrive.

The Authority understands the supply challenges associated with securing four (4) bedroom properties in particular. To support Recipients to secure these properties when they become available, the Authority has agreed to fund an additional twenty-eight (28) Days voids as an Exceptional Cost outside of the tariff. This will bring the total period of voids covered up to eighty four (84) Days and align with the move to regional working and the planning of regular charter flights into each region.

### Criteria

Recipients are able to submit an Exceptional Costs claim to pay for up to an additional twenty eight (28) Days voids for four (4) bedroom properties only.

Claims can be submitted for costs accrued from 1 April 2016. They must be accompanied by evidence demonstrating excess voids were incurred over and above the tariff fifty six (56) Days, up to a maximum of an additional twenty eight (28) Days.

The Authority will also consider other voids in exceptional circumstances, such as non-arrival of a family after the property has been secured.

Recipients are asked to contact their regional contact officer to discuss if they believe exceptional circumstances apply.

Mae'r dudalen hon yn wag yn fwriadol

**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE**

**1 May 2019**

---

**COUNCIL HOUSE BUILDING STRATEGY**

---

**Purpose of Report**

1. To provide the Committee with an opportunity to carry out pre-decision scrutiny on Cardiff Council's, Council House Building Strategy.
2. A copy of the draft Cabinet Proposal and its subsequent Appendices are attached at **Appendices A-E**.
3. **Appendix E** titled, 'Updated Costs & Details of sites for Cardiff Living Programme' is exempt from publication as it contains exempt information of the description contained in paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972.

**Background**

3. In line with Capital Ambition, the Council's Housing Development team are aiming to build 1,000 new homes by May 2022 and delivering 2,000 new homes in the longer term.
4. Currently, there are just under 8,000 people on the housing waiting list. A recent Local Housing Market Assessment indicated that 2,024 new affordable homes are required each year to meet the demand. However, on average over the last 5 years the social housing sector has only delivered around 250 new homes each year.

5. The key objectives for the strategy are:

- Clear Vision
- Understanding Need
- Land
- Procurement
- Delivering in Volume and at Pace
- High Standards

6. At its meeting on 3 April 2019, the Community and Adult Services Scrutiny Committee received a presentation and briefing on the proposed strategy. A copy of the presentation received by Committee and the letter sent to the Cabinet Member following the meeting are attached to this report as **Appendices F & G**.

## **Issues**

13. The draft Cabinet Proposal, set out at **Appendix A** gives details of the following:

- Background – **paragraphs 5 – 9**
- Progress to Date – **paragraphs 10 – 13**
- Housing need & Financial Viability – **paragraphs 14-28**
- Development Sites – **paragraphs 29 – 33**
- Cardiff Living Programme – **paragraphs 34-43**
- Financial, Legal & HR Implications – **paragraphs 45 - 54**

14. The draft Cabinet Proposal calls on Cabinet to recommend to:

- To note the progress made to date on the Council's new build housing programme and to note the strategy's approach to housing mix, place making & standards and to adopt a 'Cardiff Design Standard' for the programme.
- To approve the list of development sites identified in Appendix 3 and to approve the appropriation of these sites to "planning purposes" (under Part IX of the Town & Country Planning Act 1990), due to land not being required for its present purpose during the development period and following completed construction works to appropriate the Council housing back into the Housing Revenue Account.
- To approve the continuation of the Cardiff Living programme onto the next phases of development within the updated financial parameters set out in Appendix 4, subject to a satisfactory review of the Phase 2 & 3 inter phase financial appraisals.
- To Delegate authority to the Corporate Director for People & Communities to conclude the appointment of Wates for Phase 2 & 3 of the Cardiff Living programme subject to the approval of the Phase 2 & 3 inter phase financial appraisals & to instruct the Director for Legal Services to make amendments to the Cardiff Living Development Agreement as necessary.
- To approve the updated list of sites ring-fenced for the Cardiff Living programme.

### **Way Forward**

7. Councillor Lynda Thorne, Cabinet Member for Housing & Communities has been invited to attend for this item. She will be supported by officers from the People & Communities Directorate.

## **Legal Implications**

8. The Scrutiny Committee is empowered to enquire, consider, review and Recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **Financial Implications**

9. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.



## **RECOMMENDATIONS**

The Committee is recommended to:

- i. Consider the information provided in the Cabinet Proposal and its subsequent Appendices;
- ii. Decide whether it wishes to relay any comments or observations to the Cabinet at its meeting on the 16 May 2019; and decide the way forward with regard to any further scrutiny of this issue.

**DAVINA FIORE**

**Director of Governance and Legal Services**

**25 April 2019**

Mae'r dudalen hon yn wag yn fwriadol

**THIS REPORT MUST BE ACCOMPANIED BY THE  
REPORT AUTHORISATION FORM 4.C.214**

**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**

**CABINET MEETING: May 2019**

---

**TITLE: A strategy to deliver 2,000 new council homes.**

**REPORT OF DIRECTOR: Sarah McGill**

**AGENDA ITEM:**

---

**PORTFOLIO:**

Appendix 4 is not for publication as it contains exempt information of the description contained in paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972

**Reason for this Report**

1. To give Cabinet an overview of the strategy being adopted to ensure the Council delivers 1,000 new council homes by May 2022 and 2,000 new council homes in the longer term.
2. To set out the standards & requirements for the new build programme and adopt a 'Cardiff Design Standard' which all schemes should adhere to.
3. To identify the development sites included in the additional build programme and to appropriate those sites for planning purposes.
4. To seek authority to proceed with the next phase of the Cardiff Living Programme (formally the Housing Partnership Programme) within updated financial parameters, delegating authority to The Corporate Director for People & Communities to conclude appointment of the next phase.

**Background**

5. Through Capital Ambition the Council has set a target of building at least 1,000 new council homes by May 2022 and to have a development programme capable of delivering 2,000 new council homes in the longer term. These new build targets have been set in direct response to the increasing demand we face for affordable housing in our city.

6. The housing need is increasing year on year and there are currently around 8,000 people on the waiting list. The most recent Local Housing Market Assessment indicated that 2,024 new affordable homes are required each year to meet the current demand. However, on average over the last 5 years the social housing sector has delivered around 250 new homes each year. This represents a significant gap between demand and supply.
7. Specialist or adapted properties are not currently being delivered in volume and there are not large numbers of bigger family homes being delivered. The council's programme can also directly target accessibility issues and downsizing.
8. The council's aspiration to build new homes in volume and at pace directly complements the Welsh Governments target of delivering 20,000 new affordable homes throughout Wales over this term of Government.
9. Cardiff's new homes strategy represents the largest council housing build programme in Wales. It represents a Capital investment of around £280 million over the programme and will deliver over 2,000 new council homes across a range of development sites.

### Progress to date

10. In order to meet the targets set the council must adopt a strategy that has a number of delivery routes, making best use of our own resources and also working with our developing RSL partners and the wider development sector where necessary. There are simply not the internal resources and team capacity to deliver the numbers of new homes without support. **Appendix 1** sets out the identified delivery routes and gives an update on progress to date. This includes;
  - Cardiff Living (existing partnership with Wales Residential)
  - Additional build programme
  - Open market buy-backs
  - Developer package deals/ RSL JV's
  - Conversion of council buildings
  - Meanwhile use of land
11. Many of the routes identified above are progressing. Phase 1 of The Cardiff Living programme is nearing completion with 1 scheme complete, 6 on site and a further 3 due to start on site before the end of this calendar year. Phase 2/3 sites have been worked up, 3 of which have planning consent in place. Cardiff Living achieved 20 completions by end 31<sup>st</sup> March 2019 with a further 151 council homes being built on site.

37 open market buy-backs were completed by 31<sup>st</sup> March 2019 and we are targeting a further 60 buy-backs by 31<sup>st</sup> March 2020.

The conversion of Thornhill Road from a former Children's home into 8 accessible flats for older people was completed in 2018/19.

There is currently 1 package deal (with Cadwyn Housing Association) on site which will deliver 30 new council flats at Courtney Road in Splott, with a further package deal subject to Planning.

There are 2 schemes to convert shipping containers into homes for homeless families underway. One scheme will deliver 13 new flats at Bute Street and another will deliver 8 flats in the grounds of Greenfarm Hostel. Both schemes will complete by the end of this summer.

The first scheme being delivered through the additional build programme has been tendered and a contractor appointment will be in place before the end of May 2019. This scheme will deliver 16 new council homes in Caerau.

12. In summary, by the 31<sup>st</sup> March 2019 the new build programme had delivered; 65 new homes (completed), a further 203 currently being built on site, 16 at procurement stage, 225 new homes with planning consent approved, 104 in for planning and a further 1512 new homes in the pipeline.
13. The Council has been awarded 4 Welsh Government Innovative Housing Grants to date, providing funding towards the 2 shipping container schemes, the Passivhaus scheme being delivered at Highfields and the modular scheme being delivered at Croft's Street, both through the Cardiff Living Programme.

## Issues

### Housing Need & Financial viability

14. Through the new build strategy the council can decide to develop schemes that target specific needs. The council can deliver new homes in volume that would otherwise not come forward through more traditional routes. The strategy seeks to deliver new homes to tackle homelessness, deliver increased numbers of 3 and 4 bed family homes, deliver more homes that are energy efficient, are more accessible (in particular ground floor flats) providing increased storage, improved circulation space and reduce the need to provide future adaptations.
15. Throughout the development programme there is a real focus on delivering new older person housing, providing accessible & flexible homes to a 'care ready' standard (detailed in **Appendix 2**). This standard reduces the need for future adaptations and allows residents to live independently in their own home for as long as possible while also complying with Housing our Ageing Population: Positive Ideas standards (HAPPI), having regard to dementia friendly features and complying with RNIB Housing Sight standards. These schemes will also offer a range of communal facilities for residents and the wider community to help tackle social isolation and deliver a range of services for older people and, where appropriate, encourage older residents to down-size, freeing up larger family homes.

16. The new build strategy also focuses on collaboration with Health & Social Care. Where appropriate delivering schemes meeting a specific need that can also deliver significant savings to Health & Social Care budgets. For example, delivering a range of properties suitable for Children's Services to deliver care and, where appropriate, bringing out of county placements back into county.
17. Delivering the range of properties detailed above does have an impact on financial viability which needs to be considered when determining if a scheme can be delivered. Delivering more accessible properties with a larger footprint above Welsh Government DQR standards will be more costly to build. However, in the long-term this can reduce the adaptations budget and could reduce the need to move tenants into an adapted property in the future, whilst in some circumstances potentially reducing the need for a package of care.
18. The range of new homes being built must be considered across the entire programme with more costly schemes that push the parameters of financial viability being balanced by those schemes that are more financially viable.
19. This financial modelling will be controlled by the Development Assurance Board which meets quarterly and which is responsible for reviewing the overall programme, considering what is being delivered and setting the financial parameters for the programme. Representatives from legal Services, Commissioning & Procurement, Finance and Housing & Communities sit on the Board which is chaired by the Corporate Director for People & Communities.
20. The Development Team uses the SDS ProVal and Sequel viability tools to model financial viability for each scheme and to monitor the entire programme. This is a sector recognised viability tool into which the council's own financial parameters are input- such as rent levels, maintenance & management costs, borrowing rates and development costs. The Development Board has set parameters to work within and each scheme is required to pay for itself within a 40-year payback period. Some specialist schemes can work outside of this if approved by the Development Board.
21. The Development programme delivering 2,000 new homes is modelled within the 30-year HRA Business Plan submitted to Welsh Government to ensure the programme is affordable within the wider Capital Programme. This programme includes expenditure on existing stock to maintain the WHQS standards which also remains a key priority.
22. There are range of income sources earmarked for the build programme including S106 financial contributions, Welsh Government Innovative Housing Grant, Welsh Government Affordable housing Grant and but is primarily to be paid for by additional borrowing

## Standards

23. The new build strategy has a focus on building affordable, high quality, sustainable & energy efficient homes no matter what tenure. This has been proven through the delivery of new homes within the Cardiff Living Programme, and this drive for quality and place-making should also be the focus throughout all of the delivery routes.
24. A Cardiff Standard was adopted for the Cardiff Living Programme and an updated **Cardiff Design Standard** is currently being written to cover all council new build schemes.
25. The Cardiff Design Standard will have to be adhered to by all consultants & developers building for the council and will require the following;
  - A high level of energy efficiency in all homes and tenures to help tackle fuel poverty through a Fabric First approach.
  - A high quality of design and architectural standard across all tenures.
  - A high standard of urban design and place making – helping to regenerate existing estates where possible.
  - Creating sustainable communities that are well connected and inclusive of the estates in which they are built.
  - High-quality build standards across all tenures adopting DQR as a minimum standard for the affordable housing units.
26. The programme of development will continually consider new forms of development such as off-site, modular or Pods which will achieve high standards and increased energy efficiency but will also help to deliver new homes more quickly.
27. As with delivering for specific housing need, building to an increased standard will impact on financial viability and the additional costs of higher standards or new forms of construction will have to be assessed by the Development Team and ultimately be approved by the Development Board before a scheme is taken forward.
28. However, the wider benefits of building to a higher standard must be recognised. Building to a higher energy efficiency standard can help to reduce fuel poverty amongst our tenants. Achieving a better build quality can reduce defects and future maintenance programmes and lessons learnt from current development will be factored into future proposals.

## Development sites

29. Wherever possible the programme will build new council homes on council owned land. Appropriating suitable sites from the General Fund into the HRA. This provides a market value for the General Fund but also ensures appropriate sites are offered for council house building ahead of being marketed to the wider development sector.
30. The current list of development sites (included within the 'Additional Build' programme), are detailed in **Appendix 3**, including those site

proposed to be appropriated. All of these sites have been discussed with relevant Ward Councillors, although public consultation will have only taken place if a scheme has been submitted for Planning.

31. In order for these sites to be developed for housing purposes notwithstanding interference with any easement or other right attached to the land approval is sought for these sites to be appropriated (pursuant to Section 122 of the Local Government Act 1972) for "Planning Purposes" so that Section 203 of the Housing and Planning Act 2016 applies with the relevant land not being needed for its current purpose during development. Delegation is sought for the Corporate Director People & Communities to appropriate sites.
32. Before appropriating any site which includes public open space the Council is required to publish notice of its intention to do so on two consecutive weeks in a newspaper circulating in the area and to consider any objections which may be made to the appropriation. Delegation is sought for the Corporate Director, People & Communities to publish notices and deal with any responses.
33. In some circumstances the schemes will deliver a range of tenures including social rent, Assisted Home Ownership and private sale. By virtue of Section 233 of the Planning Act the council is empowered to dispose of land held for planning purposes for development of open market housing. Any income and profit from private sale and AHO will be ring-fenced for the new build programme and will be used to offset the costs of building council homes. Delegation is being sought to the Corporate Director for People & Communities to approve each disposal as necessary.

#### **Cardiff Living – existing Partnership with Wates Residential.**

34. Phase 1 of The Cardiff Living programme has been a real success. All 10 sites in this phase have achieved planning consent, 1 scheme has been completed, a further 6 are on site and the remaining 3 will commence on site before the end of this year. The Cardiff Living Programme is delivering in volume and at pace and has set high standards across all tenures for quality of build, energy efficiency, improving the standards in the private sector and has delivered new homes for sale for local markets where new build for sale would not normally be delivered.
35. There has been a wide range of community benefits delivered to date, which has seen a significant investment in the SME sector and within our local communities.
36. There have been cost increases across Phase 1 due to agreed indices uplifts covering development costs and land values (set out in the Development Agreement) and due to previously unknown ground conditions. Due to the fact no ground condition surveys were available during the tender period due to the associated cost and timescales each Bidder was instructed to assume good ground conditions requiring standard foundations. However, every site across Phase 1 had poor



ground, many sites with contamination issues and other previously unknown factors such as inadequate drainage (not able to soak-away), unknown utilities requiring diversion, planning issues and archaeological requirements.

37. Since tender submission there have also been changes in Building Regulations (sprinklers) and Planning requirements (SUDS), all of which have added cost to the original tender sum.
38. In compliance with the Development Agreement, each site within Phase 1 has an updated financial submission (known as a Stage 2 draw-down) which updates the tendered sum for that site and which is reviewed and approved before Wates can draw the site down for development. The updated development costs are benchmarked against known market costs and against Welsh Government ACG's.
39. In compliance with the Development Agreement, Wates have re-submitted the inter phase financial appraisals for the phase 2 and 3 sites and are seeking approval to roll onto the next phase of development.
40. The updated costs for delivering the phase 2 & 3 sites are detailed in **Appendix 4** along with the updated list of phase 2 & 3 sites and the total number of new council homes to be delivered across these sites. These updated costs have regard to ground conditions across the phase 2/3 sites and for updated planning requirements. The updated Cardiff Living costs have been included within the 2019/20 HRA Business Plan to ensure all of the other development routes set out in the New Build Strategy can be delivered within the overall financial parameters.
41. The phase 2 & 3 re-submission also includes updated proposals for delivering Community Benefits across the Cardiff Living programme and will be used to update the KPI's set out in the Development Agreement.
42. Some sites originally ring-fenced for development with the Cardiff Living Programme are no longer viable having been deemed undevelopable due to reasons such as previously unknown ground conditions, previously unknown utilities or changes to planning requirements. These are detailed in appendix 4 along with sites to be added into the phase 2 & 3 programme.
43. The inter phase financial appraisals must be evaluated against the Cardiff Living criteria (as set out during the procurement stage) by the Housing Development Team and the Council's appointed advisers for the Cardiff Living Programme (BRE, GVA & Strongs) and a report submitted to the Cardiff Living Programme Board to recommend rolling onto the next phases of development or not. The updated appraisal must be assessed against the original appraisal and the Stage 2 draw-down costs approved through Phase 1 to ensure the scheme offers value for money and is affordable for the council. Furthermore, the council must ensure that the original criteria around energy standards, place making and community benefits continue to be delivered.

## **Reason for Recommendations**

44. To ensure that the Council's new build housing development programme can be delivered within the set parameters.

## **Financial Implications**

45. As identified in the Council's capital strategy approved by Council in February 2019/20 as part of the budget, increasing the supply of Council owned dwellings is a key part of Capital Ambition. The Housing Capital Programme approved in 2019/20 and the 30 year HRA business plan identifies a significant level of investment in new build council housing over the medium term. This includes significantly increased cost assumptions for the Cardiff Living project and estimated costs for various projects identified in this report. All expenditure incurred in new build programme should be in accordance with guidance as to what and what cannot be charged to the HRA. It should be of benefit to rent payers.
46. Whilst grants and contributions will be utilised where approved, expenditure is primarily paid for by additional borrowing in the Housing Revenue Account with any costs of servicing borrowing to be met by the rent payer. This level of investment is possible following the planned removal of the Housing debt cap introduced in 2015/16. Formal confirmation of removal of the Cap is awaited from Welsh Government.
47. The impact of all expenditure in the HRA capital programme must continue to be prudent, sustainable and affordable in the long term. Accordingly, the impact of additional borrowing on the HRA revenue budget must be closely monitored to ensure the committed costs of interest and prudent debt repayment remain affordable in the long term in light of other revenue budget pressures and the capital investment programme. This will need to include an ongoing review of revenue costs such as employees as well as repairs and revenue maintenance to ensure these are controlled within budgeted and acceptable levels.
48. New dwellings will be let at the Council's Social Housing Rent level. The investment in new dwellings must be affordable having consideration of the asset management and investment requirements of the existing dwellings stock in order to maintain Welsh Housing Quality Standards. It is essential that the investment requirements for existing stock are also clearly identified, understood in the long term and reviewed annually as part of the business planning process.
49. The HRA business plan approved by Cabinet in 2019/20 highlighted a number of risks to the achievement of the business plan priorities, some of which the Council will need to work closely with Welsh Government to resolve. This includes, the level of Major Repair Allowance Grant, revenue budget pressures, unforeseen cost increases in projects etc.
50. A key risk remains the uncertainty and control of future rent policy, which is only confirmed for one year, whereas the levels of investment

proposed in this report and requirement to produce a thirty year business plan is a significantly long term commitment. Financial resilience will need to be strengthened and monitored closely within the HRA, to mitigate against some of these unforeseen risks including ensuring an acceptable balance of general reserves, a prudent approach to viability and strong cost control and assurance mechanisms for all expenditure. Should there be a significant change in these variables then the investment programme and priorities will need to be reviewed.

51. The report highlights that quality of new dwellings is a key priority. This has additional development cost implications and impacts on land value. Any schemes should only be undertaken in line with the detailed capital programme approved and scheme viability assessments prepared at key stages and compared to agreed parameters. Proposals should be approved by the Governance Board to provide assurance of schemes proposed, costs and post project evaluation in line with project management principles. Where schemes are approved to proceed which do not meet agreed viability parameters, the rationale for doing so should be clearly documented.
52. Where land acquisitions are proposed, the costs of this and associated development will need to be managed with the approved capital programme. The report identifies sites which are proposed to be appropriated from the General Fund to the Housing Revenue Account. Valuation advice is essential to ensure that such an approach delivers a market value to the general fund in line with other options that could be considered to demonstrate best value for sites. There are key sites with an assumed value that are planned for appropriation in 2019/20, and these must be progressed in conjunction with estates and education as soon as possible to ensure no adverse financial implications.

#### **Legal Implications (including Equality Impact Assessment where appropriate)**

53. The Council needs to ensure value for money from both its works procurements and its disposals of land. Hence decisions made pursuant to the proposed delegations will need to take account of advice from external Valuers and cost consultants

#### **HR Implications**

54. A new team structure has been approved to bring in the additional resources required to deliver the development programme. Recruitment is currently underway.

## **RECOMMENDATIONS**

**To note the progress made to date on the Council's new build housing programme and to note the strategy's approach to housing mix, place making & standards and to adopt a 'Cardiff Design Standard' for the programme.**

**To approve the list of development sites identified in Appendix 3 and to approve the appropriation of these sites to "planning purposes" (under Part IX of the Town & Country Planning Act 1990), due to land not being required for its present purpose during the development period and following completed construction works to appropriate the Council housing back into the Housing Revenue Account.**

**To approve the continuation of the Cardiff Living programme onto the next phases of development within the updated financial parameters set out in Appendix 4, subject to a satisfactory review of the Phase 2 & 3 inter phase financial appraisals.**

**To Delegate authority to the Corporate Director for People & Communities to conclude the appointment of Wates for Phase 2 & 3 of the Cardiff Living programme subject to the approval of the Phase 2 & 3 inter phase financial appraisals & to instruct the Director for Legal Services to make amendments to the Cardiff Living Development Agreement as necessary.**

**To approve the updated list of sites ring-fenced for the Cardiff Living programme.**

**NAME OF DIRECTOR: Sarah McGill, Corporate Director, Housing & Communities**

**Date: 18<sup>th</sup> April 2019**

*The following appendices are attached:*

Appendix 1: Progress to date against targets

Appendix 2: Care Ready standard

Appendix 3: Schedule of development sites held in 'additional build' programme

Appendix 4: Updated costs & details of sites for Cardiff Living Programme.

Capital Ambition Update TTD (Council Homes)

Deliver 2,000 new Council homes, 1,000 by May 2022

Scheme	Target Number (within 5 years)	Pipeline	In Planning	Planning approved	At Procurement stage (out to tender)	On site	complete (total to date)	Totals
Other new Build	400	1216	41	97	16	8		1378
Cardiff Living	300	286	14	128		151	20	599
Buying Property from the market	100					1	37	38
Package Deals	100	10	49			30		89
Converting buildings	50						8	8
Meanwhile use of land	50					13		13
<b>Total</b>	1000	1512	104	225	16	203	65	2125
							2125	

LAST UPDATED: MARCH 2019

Tudalen 165

APPENDIX B

Commentary

12 sites in pipeline, Maelfa ILU in planning, 2 sites with planning, Greenfarm is on site, 16 units at Caldicot Road are with Procurement.

6 On site: B&C, W, LD, WH, TN & S&W. 1 Complete- TTM. 3 with planning get to start B LR & H, 3 Phase 2 sites have planning- Llanrumney (28), Rumney (65) & Howardian (9). Croft St in for planning

(1 offer accepted & with Legal)

1 site in scope (YPH), Walters building in planning, 30 units at Courtney Road -now on site







8 complete units at 150 John Kane Court

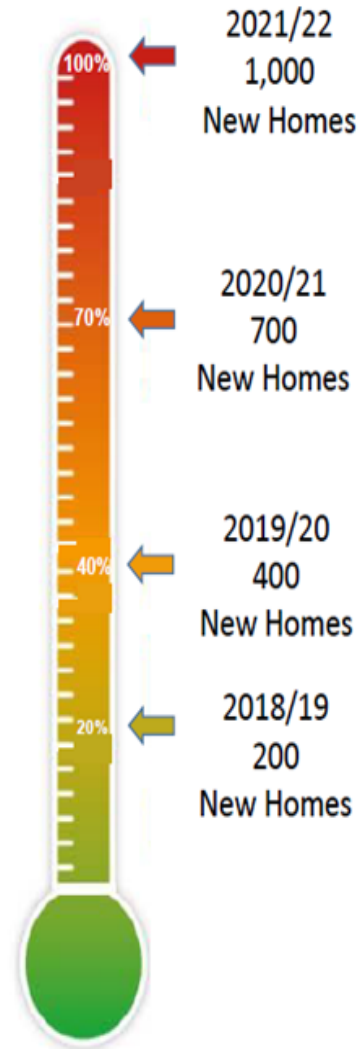
PDSA (13) On site

March 2019

1,000  
Council houses  
by 2022: Completions to date

Tudalen 166

Delivery Route	On site	Complete	Target
 Additional new build	8		400
 Cardiff Living	151	20	300
 Open Market buy-backs	1	37	100
 Developer package deals	30		100
 Convert buildings to Council homes		8	50
 Meanwhile use of land	13		50
<b>TOTAL</b>	<b>203</b>	<b>65</b>	<b>1,000</b>



**‘Care ready’ Options for older person housing schemes–  
Cardiff Standard.**

**Design principles and aims:**

- To provide a ‘home for life’ which enables a resident to live independently.
- To provide a flexible home, able to adapt around a person’s changing needs reducing the requirement for future adaptations.
- To be domestic in style
- To be future proofed to enable care staff to operate from the building
- To provide flexible, accessible communal space in order that services for older people (both within the building and within the wider community) can be run from the building.
- Ensure good practice is adopted having regard for RNIB standards & HAPPI
- Ensure that all flats meet the same standards

Specification Issue	Detail	Comments
<b>Unit Types/Mix</b>	<ul style="list-style-type: none"> <li>• 1 &amp; 2 bed fully accessible Flats</li> </ul>	Majority of units to be 1 bed but some 2 beds. 90% 1 beds and 10% 2 beds
<b>Unit Specification</b> All wheelchair accessible . Extra Care DQR standards Min 1 bed = 50sqm 2 bed = 65sqm	<ul style="list-style-type: none"> <li>• Accessible ensuite bathrooms with space for double handed support for shower</li> <li>• Enable a future tracking system from bedroom to bathroom.</li> <li>• Washing Machine space in kitchen</li> <li>• Dishwasher space in kitchen</li> <li>• RNIB Code</li> <li>• Extra wide door widths required (850mm clear opening – 925mm doorset)</li> <li>• Increased storage space</li> <li>• Open plan living/dining</li> </ul>	<p><b>Mobility impairments:</b> We should assume that residents will use wheelchairs, walking frame, sticks and the building should be designed to accommodate this. Floors should be level with no steps and flush at junctions including door thresholds, shower trays and changes to floor finish.</p> <p>Whilst individual kitchens will not be specifically adapted for wheelchair users, they should be designed to easily accommodate future adaptations.</p>

<b>External space</b>	<ul style="list-style-type: none"> <li>Individual balconies/patio areas for ground floor flats with direct access from flat</li> </ul>	
<b>Communal Spaces All wheelchair accessible</b>	<ul style="list-style-type: none"> <li>Open &amp; light entrance area with small seating area for residents to use.</li> <li>Dementia Friendly Lounge (day room) with public access &amp; direct access to garden space.</li> <li>If required an additional day room focused more towards resident use.</li> <li>Roof gardens will be considered</li> <li>2 x Activity Rooms. Could be one large room subdivided for flexibility). 1 needs to incorporate IT provision.</li> <li>Accessible Toilets in public areas</li> <li>Power assisted doors (including main entrance).</li> </ul>	<p>The entrance should be clear and welcoming and the building layout should be simple to understand for way finding.</p> <p>It should be obvious what spaces are public and which are private. Access to residential areas should be controlled by key fob access.</p> <p>Communal facilities should be centrally located close to the entrance.</p> <p>Reduce the length of corridors, reducing travel distances and design in way-finding, dementia friendly features. External views are desirable &amp; maximise the amount of natural daylight into these spaces.</p>
<b>Lifts/stairs</b>	<ul style="list-style-type: none"> <li>2 separate lifts. (1 for large motorised wheelchair).</li> <li>2 stairwells</li> </ul>	
<b>Guest Bedroom</b>	<ul style="list-style-type: none"> <li>Bedroom, en-suite &amp; small kitchen area</li> </ul>	
<b>Kitchen facilities</b>	<ul style="list-style-type: none"> <li>Small kitchen area linked to one of the day rooms.</li> </ul>	



	Should be suitable for a lunch club to operate.	
<b>Scooter Store /charging facilities</b>	<ul style="list-style-type: none"> <li>For 40% of residents</li> </ul>	
<b>Bin Storage</b>	<ul style="list-style-type: none"> <li>Internal with Accessible (power assisted) Doors</li> <li>Or external</li> </ul>	
<b>Health Suite</b>	<ul style="list-style-type: none"> <li>Room suitable for a day surgery, incorporating sink, desk space &amp; bed.</li> </ul>	
<b>Laundry</b>	<ul style="list-style-type: none"> <li>for future care staff but also open to residents – small facility say 2 washing machines &amp; 2 drying machines.</li> </ul>	Industrial washers and driers
<b>Care provision Potential for the future</b>	<ul style="list-style-type: none"> <li>Small staff room with kitchen facilities – maybe linked with communal kitchen.</li> </ul>	18m2 – space for 2 desks, storage & table
<b>Staff Offices</b>	<ul style="list-style-type: none"> <li>Managers office located at the main entrance – could double up as future staff area for care staff.</li> <li>Cleaners storage area (with sluice sink).</li> </ul>	15m2 – views to main entrance, space for desk/computer table & storage.
<b>Tenure</b>	Social Rented	
<b>Alarm System</b>	Yes - (linked to ARC) Video controlled door entry system & key fob access to residential	

	areas whilst allowing public access to communal facilities (day rooms & meetings rooms).	
<b>Parking</b>	Yes	Private courtyard for most parking /fobbed and gated ideally

# HRA ADDITIONAL BUILD PROGRAMME

Apr-19

Site Address	Status	Current ownership	Planning	Number of properties	Comments
<b>Section 1: Confirmed sites</b>					
Greenfarm Hostel Shipping containers	On Site (units being built)	HRA	Full planning & on site	8	
PDSA Bute Street	On site	GF	full planning	13	
Caldicot Road	Out to tender	HRA	Full planning	16	
Land at St. Mellons - Community centre AREA 1	Outline Planning approved.	GF	Outline PP	82	
Land at St. Mellons - Former LTE AREA 2	Outline Planning approved.	GF	Outline PP	15	
Maelfa Phase 2 - IL units	In for Planning	GF		41	
Maelfa Phase 3 - St. Teilos & Family centre site	Pipeline	GF	None	55	

230

<b>Section 2: Package deals</b>					
Cadwyn package deal at Courtney Road	On site	Private	full planning	30	
Cadwyn Package Deal - Walters Buildings, Butetown	In for Planning	Private	in for planning	49	
Citadel YP Hostel - Package Deal	Pipeline	Private	None	10	

89

<b>Section 3: Sites being considered</b>					
Channel View High-rise & wider estate	Pipeline	HRA		250	
Michaelston College site	Pipeline	GF		250	
Iorworth Jones centre, Llanishen	Pipeline	Private		30	
Dumballs Road	Pipeline	Private	outline planning	450	
Llanrumney Post Office	Pipeline	Post Office		16	
Land at Paracombe Close & Torrington Road	Pipeline	GF		40	
Community Centre Moorland Rd	Pipeline	GF		12	
New Farm Gypsy Traveller site	Pipeline	Private		8	
Various Garage Sites (5)	Pipeline	HRA	informal planning	25	

1161

Sites to be removed	Numbers at ISFT	Reason/comments	Ownership
Llanrumney Housing Office,	5	Former housing office demolished – site is just open space at the moment. Existing Sewer prevents development	HRA
Highmead Road, Ely	4	Narrow access prevents any large development & would not be able to get access road adopted & also Planning constraints	HRA
Rutland Street, Grangetown	2	Development no longer required. Remains as adopted highways so no maintenance issues for HRA.	Adopted Highway
Fishguard Road, Llanishen	8	Site constraints, utilities & new planning rules restrict development. No longer feasible. Shopping parade & garage site GF managed. No known issues to date	Small areas of HRA & shops in GF ownership
Templeton Avenue, Llanishen	4	Small garage site with very narrow access (3.6m) - adopted access will be impossible. Private drive access difficult and needs discussion with Highways Overlooked on all sides – under new planning regs. Unknown adopted drainage crossing the entrance  A wider development could be possible if the 3 blocks of flats behind the garage site are included in the scheme.	HRA
Menai Way, Trowbridge	4	Small garage site with very narrow access - 3.4m. Adopted access will be impossible.  Private drive access difficult and needs discussion with Highways  Overlooked on all sides. Awkward L-shaped site	HRA
Land adjoining 178 – Trowbridge Green	3	A small green area of open space. Unviable for development	HRA
Tarwick Drive, Trowbridge	10	Former flats demolished and area left as open space. Changes in planning law make development of this site very difficult.	HRA
Penally Road, Caerau	5	Small garage site with very narrow access (3.15m) - adopted access will be impossible. Private drive access difficult and needs discussion with Highways  New school under construction with access immediately opposite  Overlooked on all sides.	HRA
Heol Danyrodyn garage site, Pentyrch	4	Small garage site with very narrow and steep access - adopted access will not be approved  Private drive access difficult and needs discussion with Highways  Overlooked on two sides.  No 14 next door has been extended increasing the problem  Drainage could be a major issue as site is quite a bit lower than the road.	HRA
Crumlin Drive, St Mellons	45	Actually 2 sites either side of Crumlin Drive  Site is likely to be undevelopable due to being crossed by major drainage infrastructure.  There is a sewage works immediately to the North of the site and there are 2Nr 450 dia sewers running the length of the site towards the works, plus the main outfall from the sewage works (1350mm dia) running down the middle of the site.  We have been advised this is likely to be 10 to 15m deep, meaning the easement would wipe out most of the site.  Grass area currently maintained by Parks under SLA.	HRA
Mynachdy Centre, Gabalfa	59	Education are now keeping this site – alternative sites being considered.	Education land
Letterston Road/Caer Castell Place, Rumney	2	Levels and utilities make this un-developable and this is no longer part of the Rumney Development	HRA

Cardiff Living – Sites to be included

Site to be included	Total Units	Reason/Comments	Ownership
Michaelston College, Caerau	70	To replace Mynachdy and to make up numbers lost above	Education
Plasmawr Road, Fairwater	9	Additional site – modular site	HRA
Thornhill Road, Lisvane	8	Additional site – modular site and to make up numbers lost above and to make up numbers lost above	HRA
Willowbrook 6 & 7 St Mellons	110	Additional site to make up numbers lost above	HRA

Cardiff Living – Updated List of sites

Site	Total units	Numbers	Status
<b>PHASE 1</b>			
Ty To Maen, Old St Mellons	8		2 Completed
Llanrumney Depot	31		31 On site
Braunton /Clevedon	106		40 On site
Willowbrook West, St Mellons	192		58 On site
Walker House, Llanishen	16		4 On site
Snowdon and Wilson Road, Ely	20		20 On site
Ty Newydd, Caerau	16		16 On site
Briardene, Gabalfa	39		9 Planning approved
Highfields, Heath	42		10 Planning approved
Llandudno, Rumney	16		5 Planning approved
	<b>486</b>		<b>195</b>
<b>PHASE 2 &amp; 3</b>			
Rumney High School, Rumney	214		65 Planning approved
Llanrumney High, Llanrumney	98		28 Planning approved
Howardian, Penyan	43		9 Planning approved
Caldicot Road, Caerau	75		23 Feasibility stage
Cherrydale Road, Ely	8		8 Feasibility stage
Ely Housing Office	8		8 Feasibility stage
Croft Street, Roath	9		9 Pre Planning
Star Centre, Splott	50		50 Feasibility stage
Cae Glas, Rumney	24		5 Feasibility stage
Brookfield, St Mellons	28		28 Feasibility Stage
Trowbridge Childrens Centre	14		14 Feasibility stage
Ty Glas Avenue, Llanishen	8		8 Feasibility stage
Ty Mawr, Penylan	4		0 Feasibility stage
Frank Road, Ely	4		4 Feasibility stage
Gorse Place, Fairwater	6		6 Feasibility stage
Michealston College, Ely	70		50 Feasibility stage
Willowbrook 6/7	110		22 Feasibility stage
Plasmawr Rd (Fairwater RFC)	9		9 Feasibility stage
Thornhill Rd	8		8 Feasibility stage
Area 11, Trowbridge	115		43 Feasibility Stage
	<b>905</b>		<b>397</b>
<b>Total Numbers</b>	<b>1391</b>		<b>592</b>

Yn rhinwedd paragraff (au) 12, 14 Rhan (nau) 4 a 5 o Atodlen 12A  
o Ddeddf Llywodraeth Leol 1972.

Mynediad Cyfyngedig i'r Ddogfen

Mae'r dudalen hon yn wag yn fwriadol



# Delivering 2000 council homes within Capital Ambition Objectives

David Jaques

April 2019



Gweithio dros Gaerdydd, gweithio gyda'n gilydd  
Working for Cardiff, working together



‘Outline the strategy you would adopt to meet the target within the context of Cardiff’s overall Capital Ambition Objectives’

**Working for Cardiff**

**Working for the Future**

Tudalen 176



**Working for Wales**

**Working for Public Services**









# Why Build new council homes?

- **Housing Need**
  - Just under 8,000 people on waiting list
  - In addition 450 new applications received each month
  - on average only 142 properties available per month.
  - LHMA – 2,024 units per year
  - Average 250 new homes delivered each year
  - Medical need
  - Downsizing
  - **Welsh Government direction – 20,000 affordable homes target**

# A strategy that will deliver

February 2019

1,000  
Council houses  
by 2022: Completions to date

Delivery Route	On site	Complete	Target
 Additional new build	8		400
 Cardiff Living	153	18	300
 Open Market buy-backs	4	34	100
 Developer package deals	30		100
 Convert buildings to Council homes		8	50
 Meanwhile use of land	13		50
<b>TOTAL</b>	<b>208</b>	<b>60</b>	<b>1,000</b>

- Clear vision
- Understand need
- Strategy – May 2019
- Land
- Procurement
- **Delivering in Volume & at Pace**



Tudalen 178

# Confidence in delivery – pipeline to deliver over 2,000

Capital Ambition Update TTD (Council Homes)								
Deliver 2,000 new Council homes, 1,000 by May 2022								
Scheme		Target Number (within 5 years)	Pipeline	In Planning	Planning approved	At Procurement stage	On site	complete
Other new Build		400	1216	41	97	16	8	
Cardiff Living		300	286	14	128		153	18
Buying Property from the market		100					4	34
Package Deals		100	10	49			30	
Converting buildings		50						8
Meanwhile use of land		50					13	
<b>Total</b>		<b>1000</b>	<b>1512</b>	<b>104</b>	<b>225</b>	<b>16</b>	<b>208</b>	<b>60</b>
UPDATED: February 2019								2125

Tudalen 179

- Viability
- Re-modelling Capital Programme
- Subsidy
- Leading the way – **Largest council build Programme in Wales**
- Total projected budget £300 million



Working for  
the Future

3.1 Cardiff Grows in a Resilient Way

# Cardiff Living – Delivering new council homes



- Approximately 1,500 homes across 40 sites over next 8-9 years.
- 40%, (at least 600) will be council homes.
- 3 phases of development
- Work has started on the first 7 sites.
- First Council completions October 2018



- Phase 1 = 10 sites, 486 homes - 291 OMS & 195 council
- All 10 phase 1 sites have been granted planning permission
- Circa £20 million of council development

# Strategic Partnerships – working together



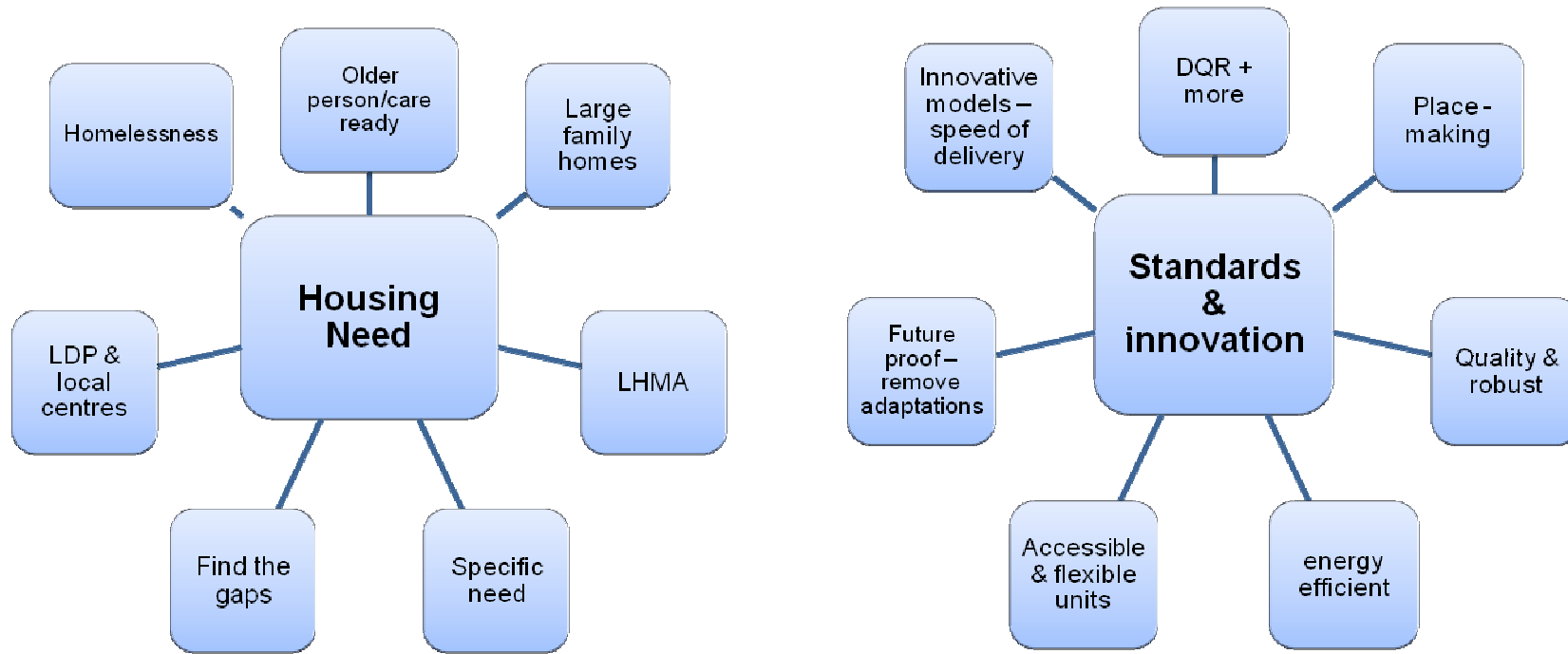
- WG – funding, land, strategy
- Estates – Housing protocol
- RSL's – opportunities
- Developers – S106/package deals
- LA's - Knowledge/opportunities
- Health & Social Care – opportunities
- Political support



# Understanding need – Delivering what’s right

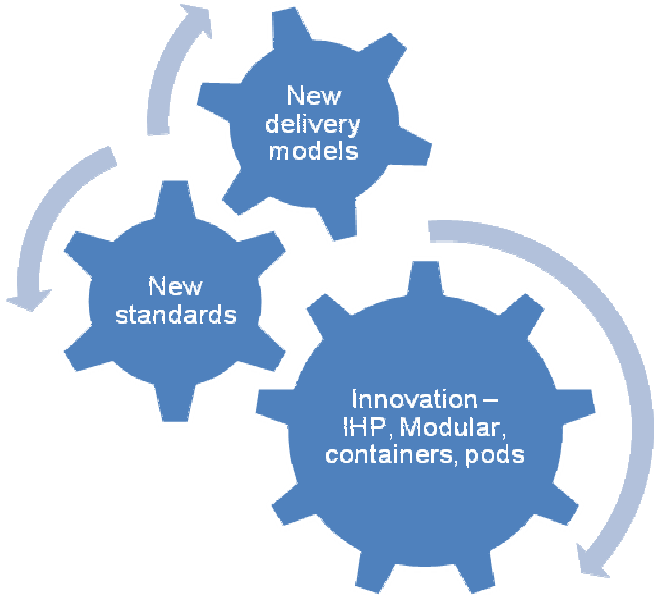
‘Through the strategy we will **lead the way** for council house building, delivering quality, sustainable homes that can adapt around changing needs’.

Tudalen 182



- 1.1 Cardiff is a great place to grow up
- 1.2 Cardiff is a great place to grow Older
- 1.3 Supporting people out of poverty

# Exemplar schemes – Delivering for the future



Tudalen 183

- Not afraid to try new ideas
- Challenge the norm
- Strategic projects
- District heat



3.1 Cardiff Grows in a Resilient Way

# Care-ready Housing – Delivering for the future

- Provide a 'home for life', adaptable & flexible
- Able to adapt around a person's changing needs
- Reduce the requirement for future adaptations
- Future proofed to enable care staff to operate from the building
- High quality, accessible communal space – tackling social isolation in the wider community



**Working for  
the Future**

**3.1 Cardiff Grows in a Resilient Way**



# A strategy that is: *Not just numbers*

Housing Development

Community benefits

Resilient communities

Neighbourhood Regeneration



Tudalen 185



- 1.1 Cardiff is a great place to grow up
- 1.2 Cardiff is a great place to grow Older
- 1.3 Supporting people out of poverty
- 1.4 Safe, Confident & Empowered Communities

# Working together – delivering more....

Tudalen 186



## Channel View

- Proposal to rebuild the Estate & build circa 350 new homes
- Replace the older person tower block with purpose built 'Care-Ready' scheme
- Day rooms, community space & roof garden

- Initial consultation undertaken with residents
- Summer 2019 appoint consultant team to undertake outline Planning



- 1.1 Cardiff is a great place to grow up
- 1.2 Cardiff is a great place to grow Older
- 1.3 Supporting people out of poverty
- 1.4 Safe, Confident & Empowered Communities

# Questions?



Mae'r dudalen hon yn wag yn fwriadol

My Ref: Scrutiny/Correspondence/Cllr McGarry  
11 April 2019

Appendix G

Councillor Lynda Thorne  
Cabinet Member Housing & Communities  
County Hall  
Cardiff  
CF10 4UW

Dear Lynda,

**COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE – 3 APRIL 2019 –  
COUNCIL HOUSE BUILDING STRATEGY**

As Chair of the Community & Adult Services Scrutiny Committee, I wish to thank you and officers for attending Committee and providing Members with an update on the Council House Building Strategy prior to it receiving pre-decision scrutiny on 1 May 2019. Members of the Committee have requested that I feedback the following comments and observations to you:

Overall Members shared your enthusiasm for the strategy and its vision. Members also wished to join you in expressing their gratitude for the hard work undertaken by officers under the workforce pressures detailed within the meeting. Members were pleased that energy efficiency is a remit included in the strategy and eagerly anticipate the report to be developed which will look at costs and standards and provide new work related performance indicators.

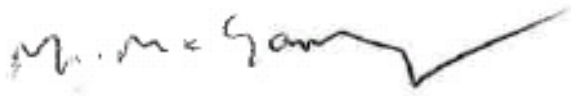
Members felt assured that all developments will be sustainable and of high-quality. They also appreciated that the balance between financial viability, high-quality design, good place-making and high energy efficiency standards will continue to be addressed. Members would welcome the opportunity to undertake the site visit as offered within the meeting.

Members raised concerns in terms of the affordability of the strategy with particular reference to the proposed rent cap by the Welsh Government and would appreciate feedback on this issue as soon as it becomes available.

Members queried how public acceptance, within the communities, of proposed developments would be addressed and felt reassured that early, clear communication along with flexibility of thinking will continue to be upheld.

Thank you again to you and officers for attending. I do not require a response to this letter, but have tasked CASSC's Scrutiny Officer to work with officers in securing a date for the site visit and to monitor the Welsh Government proposal of a rent cap.

Yours,

A handwritten signature in black ink, appearing to read 'Mary McGarry', with a long, sweeping horizontal stroke extending to the right.

**COUNTY COUNCILLOR MARY M<sup>C</sup>GARRY**

**Chairperson - Community & Adult Services Scrutiny Committee**

Cc: Sarah McGill, Corporate Director  
David Jaques, Housing Development Manager  
Heather Warren, Cabinet Office

**CYNGOR CAERDYDD**

**CARDIFF COUNCIL**

**COMMUNITY AND ADULT SERVICES SCRUTINY COMMITTEE**

**1 MAY 2019**

---

**COMMITTEE BUSINESS REPORT**

---

**Background**

1. This report sets out a summary of the Committee's business since the last meeting. This includes:
  - A correspondence pack attached at **Appendices A-C**;
  - An updated Work Programme attached as **Appendix D** for information;
  - Inquiries/Task & Finish Groups
  - CASSC Performance Panel

**Correspondence update**

2. Attached as **Appendices A – C** are letters from the Committee to Cabinet Members following 3 April CASSC;
  - **Appendix A** – Quarter 3 Performance Report – Letter to Councillor Elsmore and Cllr Thorne – 11 April 2019
  - **Appendix B** – Adult Safeguarding Update - Letter to Councillor Elsmore – 11 April 2019
  - **Appendix C** – Council House Building Strategy –Letter to Councillor Thorne – 11 April 2019

## **Work Programme 2018/19**

3. Attached as **Appendix D** is the latest version of the CASSC Work Programme for Members information. At this meeting of the Committee, Members will have the opportunity to review the agenda for June 2019 in line with the verbal updates they receive.
4. Members will also be asked to make note of the upcoming Joint Scrutiny Committee meeting with Children and Young People's Scrutiny Committee to review the Local Authority's Social Services Annual Report currently scheduled for Cabinet in July 2019.

## **CASSC Inquiries/Task & Finish Activity**

### Closer to Home

5. Members will be asked to consider the possibility of a meeting with the interim PSO to confirm the scope for the inquiry and the agreed way forward, including witnesses, research methods and timescales.

## **CASSC Performance Panel**

6. On the 8<sup>th</sup> April 2019, the Scrutiny Officer contacted CASSC Members requesting whether any Members would wish to join Councillors McGarry and Lent on the CASSC Performance Panel. If any other Members are interested in joining the Panel, please contact the Scrutiny Officer.



## Way Forward

7. During the meeting, Members may wish to:
  - Reflect on the correspondence pack, attached at **Appendices A-C**;
  - Note the updated Work Programme attached at **Appendix D**;
  - Consider the request for a Task & Finish meeting with the interim PSO
  - Note the update on the Performance Panel (**paragraph 6**)

## Legal Implications

11. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## Financial Implications

12. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme.

However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

## **RECOMMENDATIONS**

The Committee is recommended to:

- i. Reflect on the correspondence pack, attached at **Appendices A-C**;
- ii. Note the updated Work Programme attached at **Appendix D**;
- iii. Consider the request for a Task & Finish meeting with the interim PSO
- iv. Note the update on the Performance Panel (**paragraph 6**)

**DAVINA FIORE**

**Director of Governance and Legal Services**

**25 April 2019**

My Ref: Scrutiny/Correspondence/Cllr McGarry  
11 April 2019



Neuadd y Sir  
Caerdydd,  
CF10 4UW  
Ffôn: (029) 2087 2088  
www.caerdydd.gov.uk  
County Hall  
Cardiff,  
CF10 4UW  
Tel: (029) 2087 2087  
www.cardiff.gov.uk

**Councillor Lynda Thorne**  
Cabinet Member Housing & Communities  
**Councillor Susan Elsmore**  
Cabinet Member Social Care, Health & Well-being  
County Hall  
Cardiff  
CF10 4UW

Appendix A

Dear Lynda & Susan,

## COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE – 3 APRIL 2019 – QUARTER 3 PERFORMANCE REPORT

As Chair of the Community & Adult Services Scrutiny Committee, I wish to thank you and officers for attending Committee to present the Quarter Three Performance Report, for both the People & Communities Directorate and Adult Services, providing Members with the opportunity to analyse measures and provide feedback.

Members were pleased, overall, with the content of the Reports and appreciated the work that has been done, and will no doubt continue to be done, across the Directorates in a drive for continued improvement. Members of the Committee have requested that I feedback the following comments and observations to you.

### People & Communities

Members noted that, following Cabinet's approval of the Older Persons' Housing Strategy 2019-2023, an Action Plan would be developed to monitor progress and aid implementation. Members have requested further details of when this Action Plan will become available.

Members raised concerns surrounding the lack of detail on implementation plans and the setting of targets within the Report. Members were advised that various strategies, such as the Corporate Plan and Service Delivery Plans, are drawn upon when determining targets. Members would suggest that going forward, further detail on implementation is captured within the Report.

With regard to the 'Housing First' pilot, Members noted and shared your concerns in terms of resource management and sustainability. It was highlighted that the pilot requires intensive officer support and feasibility in terms of resource management is an area which requires further investigation. Members would appreciate it if they could be updated on the findings and the next steps for the pilot as it develops.

### GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

### WORKING FOR CARDIFF, WORKING FOR YOU

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

Tudalen 195



Members were disappointed in terms of the delay in implementing a regional service for male victims of domestic abuse. However they were pleased with the reassurance that a comprehensive plan will be in place in due course.

With regard to void properties: Members were pleased that a new Contractor is in place, and that there is increased in-house capacity, and that the performance will continue to be addressed.

Members noted and appreciated the various circumstances which need to be taken into account when understanding the Councils turnover of void properties. However, they do hold concerns that days to re-let currently stands at 89 calendar days and would appreciate confirmation of how this will be addressed, including what research methods will be used. Members believe it would be useful for comparative work to be undertaken against other Local Authorities along with possible best practice learning with Registered Social Landlords.

### **Adult Services**

Members queried the level of contact with voluntary organisations in terms of commissioning and service provision. They were content to hear that contact is drawn upon when deemed appropriate and in line with the Social Services and Well-being Act requirements of a 20% contribution. Members were also pleased to be informed of the positive working arrangements present within Learning Disabilities service development along with the roll out of Dementia Friendly Cardiff.

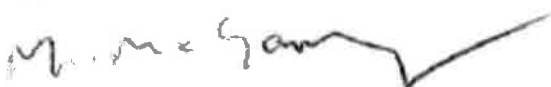
Questions were also raised in terms of the delay to setting fees and the potential legal challenges this may present. Members noted the acknowledgement that legal challenges have previously arisen and as a result relevant consultations and engagement will continue.

In terms of the number of care homes and domiciliary care providers currently in escalated concerns, Members noted your assurance that a certain number within escalated concerns is to be expected and that challenges arise if a provider remains within this remit for a prolonged period of time. Members were content to hear that an Action Plan will be drawn up to address any potential issues and offer a framework of regulation.

Thank you again to you and officers for attending. To confirm, I require a response on the following:

- Details on when the Older Persons Accommodation Strategy Action Plan will be available.
- Confirmation of how the present days to re-let figure will be addressed.

Yours sincerely,



**COUNTY COUNCILLOR MARY M<sup>C</sup>GARRY**

**Chairperson - Community & Adult Services Scrutiny Committee**

Cc: Sarah McGill, Corporate Director.

Claire Marchant, Director Social Services.

Louise Barry, Assistant Director, Adult Services.

Ceri Tanti, Cabinet Office.

Heather Warren, Cabinet Office.



My Ref: Scrutiny/Correspondence/Cllr McGarry  
11 April 2019

Councillor Susan Elsmore  
Cabinet Member Social Care, Health & Well-being  
County Hall  
Cardiff  
CF10 4UW



Neuadd y Sir  
Caerdydd,  
CF10 4UW  
Ffôn n: (029) 2087 2088  
www.caerdydd.gov.uk  
County Hall  
Cardiff,  
CF10 4UW  
Tel: (029) 2087 2087  
www.cardiff.gov.uk

Appendix B

Dear Susan,

## COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE – 3 APRIL 2019 – ADULT SAFEGUARDING UPDATE

As Chair of the Community & Adult Services Scrutiny Committee, I wish to thank you and officers for attending Committee and providing Members with an update on Adult Safeguarding. Members of the Committee have requested that I feedback the following comments and observations to you:

In terms of the proposed pathway for Adult Safeguarding referrals, Members have requested clarification on how a multi-agency approach will be incorporated into the process. They would also request details of the agencies who will be involved in the framework along with clarity on MASH's role.

Members also wished to highlight their concerns over staff struggling to understand adult safeguarding responsibilities as set out in the Social Services and Well-being (Wales) Act 2014, and the possible inconsistency at service level this could create. Members noted that training will commence for Operational Managers shortly, but would request further clarity on how it is proposed that this is then cascaded down to all levels of staff. Members wish to highlight that the lack of understanding could be due to a disconnect between Senior Managers and their staff.

Members noted that the upcoming audit should reveal why 50% of referrals were deemed as inappropriate. To fully understand why this is the case, they have asked that you provide them with a copy of the audit's final findings once it is available so that they can review the content of the document.

Thank you once again to you and your officers for attending Committee, to confirm I require a response to the following:

- How a multi-agency approach will be incorporated into the proposed pathway.
- Information on what agencies will be involved.
- Clarity on MASH's role within the framework.
- How information on adult safeguarding responsibilities will be cascaded down to all staff.

### GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

### WORKING FOR CARDIFF, WORKING FOR YOU

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

Tudalen 199



Yours,

A handwritten signature in black ink, appearing to read 'M. McGarry', with a long, sweeping horizontal stroke extending to the right.

**COUNTY COUNCILLOR MARY M<sup>C</sup>GARRY**

**Chairperson - Community & Adult Services Scrutiny Committee**

Cc: Claire Marchant, Director of Social Services.

Louise Barry, Assistant Director, Adult Social Services.

Ceri Tanti, Cabinet Office.



My Ref: Scrutiny/Correspondence/Cllr McGarry  
11 April 2019

Councillor Lynda Thorne  
Cabinet Member Housing & Communities  
County Hall  
Cardiff  
CF10 4UW



Neuadd y Sir  
Caerdydd,  
CF10 4UW  
Ffôn: (029) 2087 2088  
www.caerdydd.gov.uk  
County Hall  
Cardiff,  
CF10 4UW  
Tel: (029) 2087 2087  
www.cardiff.gov.uk

Appendix C

Dear Lynda,

## COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE – 3 APRIL 2019 – COUNCIL HOUSE BUILDING STRATEGY

As Chair of the Community & Adult Services Scrutiny Committee, I wish to thank you and officers for attending Committee and providing Members with an update on the Council House Building Strategy prior to it receiving pre-decision scrutiny on 1 May 2019. Members of the Committee have requested that I feedback the following comments and observations to you:

Overall Members shared your enthusiasm for the strategy and its vision. Members also wished to join you in expressing their gratitude for the hard work undertaken by officers under the workforce pressures detailed within the meeting. Members were pleased that energy efficiency is a remit included in the strategy and eagerly anticipate the report to be developed which will look at costs and standards and provide new work related performance indicators.

Members felt assured that all developments will be sustainable and of high-quality. They also appreciated that the balance between financial viability, high-quality design, good place-making and high energy efficiency standards will continue to be addressed. Members would welcome the opportunity to undertake the site visit as offered within the meeting.

Members raised concerns in terms of the affordability of the strategy with particular reference to the proposed rent cap by the Welsh Government and would appreciate feedback on this issue as soon as it becomes available.

Members queried how public acceptance, within the communities, of proposed developments would be addressed and felt reassured that early, clear communication along with flexibility of thinking will continue to be upheld.

Thank you again to you and officers for attending. I do not require a response to this letter, but have tasked CASSC's Scrutiny Officer to work with officers in securing a date for the site visit and to monitor the Welsh Government proposal of a rent cap.

### GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.


### WORKING FOR CARDIFF, WORKING FOR YOU

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

Tudalen 201



Yours,

A handwritten signature in black ink, appearing to read 'M. McGarry', with a long, sweeping horizontal stroke extending to the right.

**COUNTY COUNCILLOR MARY M<sup>C</sup>GARRY**

**Chairperson - Community & Adult Services Scrutiny Committee**

Cc: Sarah McGill, Corporate Director  
David Jaques, Housing Development Manager  
Heather Warren, Cabinet Office

CASSC WORK PROGRAMME 2018/19

Appendix D

	05/09/18	10/10/18	07/11/18	05/12/18	09/01/19	18/02/19	06/03/19	03/04/19	01/05/19	05/06/19	03/07/19	TBA - CYPSC/ CASSC Joint Committee
Committee Item 1	Domiciliary Care Provision in Cardiff - <u>pre-decision</u>	Regulation & Inspection of Social Care (Wales) Act 2016 - <u>Briefing</u>	Community Health Services Review - <u>12 month Update/Briefing</u>	Homelessness Review and Strategy 2018-22 - <u>pre-decision</u>	WAO Report - WHQS/service user perspective report - Cardiff Council - <u>Performance Review</u>	Corporate Plan	HRA Business Plan 2019/20	Adult Safeguarding Update - <u>Briefing</u>	Learning Disabilities Commissioning Strategy - <u>pre-decision</u>	How the Council engages with Housing Associations - <u>Briefing</u>	Communities & Housing DDP 19/20	Local Authority Social Services Annual report 2018/19
Committee Item 2	Cardiff & Vale Regional Partnership Board 2017/18 Annual report	Equality and Human Rights Toolkit for Councillors on Accessible Housing - Tai Pawb <u>Briefing</u>	Committee Business - <u>Review</u>	Preventing Young People's Involvement in Drug Dealing - <u>Inquiry Report</u>	Rest of meeting dedicated to <u>Homelessness</u> issues, including an update on the Rough Sleepers Strategy - to include external witnesses	2019/20 Budget	Older Persons Accommodation Strategy 2018-23 - <u>pre-decision</u>	Council House Building Strategy - <u>Briefing</u>	Vulnerable Persons Resettlement Scheme - <u>pre-decision</u>	Community Well-being Hubs Programme - <u>12 month update tied in with Libraries Strategy Scheduled for June's Cabinet</u>	Social Services DDP 19/20	
Committee Item 3	CASSC Work Programme 2018/19	Council Housing Voids and Repairs - <u>Performance Review</u>		Committee Business - Forward Work Programme - <u>Review</u>					Council House Building Strategy - <u>pre-decision</u>	Cardiff & Vale of Glamorgan Area Plan for Care & Support Needs 2018-23 - <u>Update/Briefing/Review</u>	Care Home Strategy / Nursing Homes in Cardiff - <u>Briefing</u>	
Committee Item 4										CASSC Annual Report 2018-2019		
Committee Item 5												
Inquiries												"Closer To Home"/ Out of County Adult Placements

	05/09/18	10/10/18	07/11/18	05/12/18	09/01/19	18/02/19	06/03/19	03/04/19	01/05/19	05/06/19	03/07/19	TDA CYPSC/ CASSC Joint
<b>Performance Panel</b>	2018/19 Quarter 1 Performance & Budget			2018/19 Quarter 2 Performance & Budget				2018/19 Quarter 3 Performance & Budget		2018/19 Quarter 4 Performance & Budget		
<b>Performance Panel</b>					DToC - Performance Measures							
<b>Briefs/Reports/ Updates outside of Committee</b>	Council Housing Voids and Repairs - <b><u>Performance Review</u></b>	"A Healthier Wales" - Parliamentary Review of Health & Social Care in Wales - <b><u>Briefing</u></b>	Cardiff & Vale Dementia Strategy 2017-27 - 12 month <b><u>Update/ Briefing</u></b>	Voids Management - <b><u>Quarterly Update</u></b>				Voids Management - <b><u>Quarterly Update</u></b>	Locality Based Working and Community Inclusion - <b><u>Briefing</u></b>		Voids Management - <b><u>Quarterly Update</u></b>	
<b>Briefs/Reports/ Updates outside of Committee</b>			Single Licensing Enforcement Policy/Rent Smart Wales - <b><u>Update/ Briefing</u></b>	Safety Checks in High Rise Properties - <b><u>Update/ Briefing</u></b>	Regulation & Inspection of Social Care (Wales) Act 2016 - <b><u>Quarterly Update</u></b>			Regulation & Inspection of Social Care (Wales) Act 2016 - <b><u>Quarterly Update</u></b>	Supported Living Services for people with a disability - Out of County Placements - <b><u>Briefing</u></b>		Regulation & Inspection of Social Care (Wales) Act 2016 - <b><u>Quarterly Update</u></b>	
<b>Briefs/Reports/ Updates outside of Committee</b>			Impact of Universal Credit on Rent Arrears - <b><u>Briefing</u></b>									
<b>Cabinet Dates</b>	20-Sep	11-Oct	15-Nov	13-Dec	24-Jan	21-Feb	21-Mar	11-Apr	16-May	13-Jun	11-Jul	11-Jul