



***CABINET (POLICY AND RESOURCES) SCRUTINY
SUB COMMITTEE***

2.00 PM TUESDAY, 20 FEBRUARY 2024

***MICROSFT TEAMS MEETING/ HYBRID MEETING IN COUNCIL
CHAMBER***

All mobile telephones to be switched to silent for the duration of the meeting

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Part 1

1. Chairs Announcements
2. Declarations of Interests
3. Minutes of the Previous Meeting (*Pages 5 - 8*)
4. Emergency Preparedness Update (*Pages 9 - 16*)
5. Pre-decision Scrutiny
 - To select appropriate items from the Cabinet (Policy and Resources) Sub agenda for pre-decision scrutiny (cabinet reports enclosed for Scrutiny Members)
6. Forward Work Programme 2023/24 (*Pages 17 - 18*)
7. Urgent Items

Any urgent items at the discretion of the Chairperson pursuant to Section 100BA(6)(b) of the Local Government Act 1972 (as amended).

8. Access to Meetings

To resolve to exclude the public for the following item(s) pursuant to Section 100A(4) and (5) of the Local Government Act 1972 and the relevant exempt paragraphs of Part 4 of Schedule 12A to the above Act.

Part 2

9. Pre-Decision Scrutiny of Private Item/s

- To select appropriate items from the Cabinet (Policy and Resources) agenda for pre-decision scrutiny (cabinet reports enclosed for Scrutiny Members)

K.Jones
Chief Executive

Civic Centre
Port Talbot

Tuesday, 13 February 2024

Committee Membership:

Chairperson: Councillor P.Rogers

**Vice
Chairperson:** Councillor C.Jordan

Councillors: C.Galsworthy, R.G.Jones, R.Phillips, S.Pursey,
A.J.Richards, C.Clement-Williams and
H.C.Clarke

Notes:

- (1) *If Committee Members or non-Committee Members wish to have relevant items put on the agenda for future meetings, then please notify the Chief Executive/Chair eight days before the meeting.*
- (2) *If non-Committee Members wish to attend for an item of interest, then prior notification needs to be given (by 12.00 noon on the day before the meeting). Non-Committee Members may speak but not vote, or move or second any motion.*
- (3) *For pre scrutiny arrangements, the Chair will normally recommend forthcoming executive items for discussion/challenge. It is also open to Committee Members to request items to be raised - though Members are asked to be selective here in regard to important issues.*
- (4) *The relevant Cabinet Board Members will also be invited to be present at the meeting for Scrutiny/ Consultation purposes.*
- (5) *Would the Scrutiny Committee Members please bring the Cabinet Board papers with them to the meeting.*

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Cabinet (Policy and Resources) Scrutiny Sub Committee

(Microsoft Teams Meeting/ Hybrid Meeting in Council Chamber)

Members Present:

9 January 2024

Chairperson: Councillor P.Rogers

Vice Chairperson: Councillor C.Jordan

Councillors: C.Galsworthy, R.G.Jones, R.Phillips, S.Pursey, C.Clement-Williams and H.C.Clarke

Officers In Attendance C.Griffiths, S.Rees, H.Jones, C.Owen, N.Blackmore, N.Daniel, T.Davies and A.Thomas

Cabinet Invitees: Councillors S.K.Hunt, S.A.Knoyle and A.Llewelyn

1. **Chairs Announcements**

The Chair welcomed everyone to the meeting.

The Chair confirmed that no items from the Cabinet Board would be scrutinised.

2. **Declarations of Interest**

None received.

3. **Minutes of the Previous Meeting**

The minutes of the meeting held on 17th October 2023 were approved as a true and accurate record.

4. **Budget 2024/25**

Members considered the report as circulated within the agenda pack.

The Chair outlined that comments from the meeting will form part of the formal consultation response to the budget. Members were reminded of their obligation as part of the budget consultation process to put forward any other proposals for budget savings which are not included within the report so that officers can give them consideration as soon as possible.

Members were reminded that they should consider the elements of the budget which fall under the remit of this scrutiny committee.

Members went through the relevant budget lines.

Member queried if there had been any public feedback concerning the closure of the cash desks. It was confirmed that there had been no public feedback. Officers outlined the alternative arrangements in place.

Officers confirmed that there will be HR support provided to some of the regeneration external facing projects. For example, Freeports, and that this would be recharged as appropriate.

Members sought confirmation regarding job losses. Officers confirmed there will be job losses however there will be no impact on current staff. There will be no job losses to incumbent post holders. If there is any resulting pressure on teams, this will be managed through management of change.

Officers outlined the proposals for maximising services within the Registry Office. Members were pleased to see the use of innovative ideas coming forward.

Officers advised members that fees relating to licenses were mandatory across Wales.

Members sought clarity with regards to recharging of services identified. Officers confirmed that the request for the Council to undertake legal work in non-contentious issues for organisations, for example Town and Community Councils, has increased. Therefore, the authority will be recharging for this work.

Members sought information concerning the reallocating of South West Wales Corporate Joint Committee (CJC) funding. It was confirmed that the Council provides a number of services to the CJC. Previously, the sums of money received for these services have been placed into a general account, however these sums will now be considered ongoing income from a budgeting point of view.

With regards to the review of mobile telephony, this will consider phones that are not being fully utilised. There is also an ongoing review of photocopiers, and where prints are less than 3000 per year copiers will be removed.

It was confirmed that income relating to Service Level Agreements, relates to external organisations. There will also be additional SLA's put in place in relation to CCTV which will result in additional income.

It was noted that the Council Tax premiums on second homes will be considered by Cabinet in March. Officers have been prudent in potential income from this item, if approved by Cabinet. For the purpose of the policy, long-term is considered to be at least one year.

There were no additional budget proposals put forward by members at the meeting.

Following scrutiny, the report was noted.

5. **Pre-decision Scrutiny**

There were no items scrutinised.

6. **Forward Work Programme 2023/24**

The Forward Work Programme was noted.

7. **Urgent Items**

There were no urgent items.

8. **Access to Meetings**

This item was not required.

9. **Pre-Decision Scrutiny of Private Item/s**

There were no private items scrutinised.

CHAIRPERSON



NEATH PORT TALBOT COUNTY BOROUGH COUNCIL CABINET (POLICY AND RESOURCES) SUB-COMMITTEE

20th February 2024

Report of the Head of People and Organisation Development – Sheenagh Rees

Matter for Information

Wards Affected: All Wards

Neath Port Talbot Council Emergency Preparedness Update

Purpose of the Report:

To provide Members with an update in relation to the Council's Emergency Preparedness. This report is for noting.

Executive Summary:

The following report highlights the nature of the work to support the Council's emergency preparedness, undertaken by the Emergency Planning Team over the last 12 months, and provides an outlook on planned activities for the next 12 months.

Background:

The Emergency Planning Team is a small team within Neath Port Talbot Council which covers Emergency Planning and Preparedness, Business Continuity and Protective Security.

Much of the work carried out by the service (on behalf of Neath Port Talbot Council) is led by legislative duties under the:

- Civil Contingencies Act 2004

- Control of Major Accident Hazards Regulations 2015
- Pipeline Safety Regulations 1996
- Radiation (Emergency Preparedness & Public Information) Regulations 2001
- Counter Terrorism Strategy 2023
- Health and Safety at Work Act 1974
- Terrorism (Protection of Premises) Draft Bill 2023

Neath Port Talbot Council must comply with the legal duties set out under these acts of parliament.

Whilst individual members of the team have responsibility for specific risk areas, as a whole the team is responsible for a number of work streams that enable the Council to meet its legislative requirements and ensure Council employees are prepared for a major emergency.

2023 / 2024 Programme of Work

Activities that have been undertaken by the Emergency Planning Team in the last 12 months include, but not limited to:

- a) Annual review of existing plans
- b) Development of new emergency response plans e.g. spoil tip response plans, land movement response plan, site specific malicious incident response plans etc.)
- c) Development of site specific Terrorism Evaluation Plans based on the venues and public spaces guidance (formerly Publically Accessible Locations)
- d) Development of site specific security action plans and hostile vehicle mitigation action plans, based on the venues and public spaces guidance (formerly Publically Accessible Locations)
- e) Creation of a new incident notification process with CCTV to improve the efficiency of incident response within the Council to major multi-agency emergencies
- f) Planning and delivery of Exercise Athena - Emergency response exercise at Tata Steel with partner agencies

- g) Planning and delivery of Exercise NPT Connect - internal monthly emergency response exercise to test the notification of incidents process between CCTV, the Emergency Planning Duty Officers and the Strategic Duty Officers
- h) Planning and delivery of Exercise Soteria - internal emergency response exercise to test the Council's evacuation and rest centre procedures.
- i) Planning and delivery of Protect Awareness training - internal training to prepare Council services for the delivery of the Terrorism (Protection of Premises) Draft Bill 2023 (Martyn's Law) for events based staff
- j) Planning and delivery of Search Awareness training - internal suspect packages search and response training for events based staff
- k) Planning and delivery of the Search Awareness Exercise - internal suspect packages search and response exercise for events based staff
- l) Development of a Civil Contingencies Exercising, Learning and Development Programme for all levels of the Council to improve incident response and ensure all levels of Council's officers are competent and confident in their ability to respond to a major incident
- m) Provision of support and guidance to ELLL Directorate and Schools regarding school lockdown procedures (Operation Tinwald)
- n) Development of Resilient Schools Scheme – designed to encourage schools to undertake emergency preparedness activities and teach children and young people about emergency preparedness to enhance resilience and safety
- o) Development of NPT Prepared Scheme – designed to encourage our communities to undertake emergency preparedness activities to enhance resilience and safety at the community level and supports the most vulnerable, in a holistic approach that compliments the activities of emergency responders

- p) Provision of support and guidance to all Directorates on business continuity management.
- q) Participation at South Wales Local Resilience Forum at planning groups, exercise and training facilitation etc.
- r) Chairing and coordination of the Neath Port Talbot Council Resilience Coordinators Group
- s) Chairing and coordination of the Neath Port Talbot Risk Management Partnership Group
- t) Coordination of the Neath Port Talbot Council Protective Security and Preparedness Group
- u) Attendance and participation at the Swansea Bay Regional CONTEST Board
- v) Attendance and participation at the CONTEST Cymru Protect & Prepare Board
- w) Review of the Guide to Emergency Preparedness for Elected Member
- x) Delivery of an Elected Members Seminar on Emergency Preparedness for Elected Members
- y) Attendance at the Elected Members Market Place event
- z) Development of new public facing webpages on emergency preparedness
- aa) Review of incident management within Neath Port Talbot Council, factoring in recommendations from previous local incidents, regional reviews and national reviews following major incidents such as the Manchester Arena Inquiry, Covid-19 Inquiry etc.
- bb) Coordination of the Council's response to the following emergencies:
 - Kenfig Illegal Rave (April 2023)
 - Baglan Power Station (August to September 2023)
 - Mill Race Road Traffic Incident (December 2023)

2024 / 2025 Programme of Work

Over the next 12 months, the Emergency Planning Team will aim to undertake the following activities:

- a) Launch of new public facing webpages on emergency preparedness
- b) Development of a report and recommendations as part of the incident management review of Neath Port Talbot Council, with the view of improving incident response amongst all levels of the Council
- c) Launch and delivery of the Resilient Schools Scheme
- d) Launch and delivery of the NPT Prepared Scheme
- e) Launch and delivery of the Civil Contingencies Exercising, Learning and Development Programme, including:
 - Calor Gas Exercise
 - NPT Connect 2
 - Exercise Soteria 2
- f) Development and launch of a new Neath Port Talbot Council Emergency Preparedness Policy
- g) Development and launch of a new Neath Port Talbot Council Emergency Preparedness and Resilience Strategy
- h) Development and launch of a new Neath Port Talbot Council Business Continuity Strategy
- i) Development and launch of a new Neath Port Talbot Council Protective Security Strategy
- j) Full review of the local risk register, ensuring it is aligned with the South Wales Local Resilience Forum Community Risk Register, and the UK Government National Security Risk Assessment
- k) Development of a reporting dashboard for the Neath Port Talbot Council Protective Security and Preparedness Group

- l) Review of the Neath Port Talbot Council Protective Security and Preparedness Group
- m) Review of the Neath Port Talbot Council Resilience Coordinators Group
- n) Review of the Neath Port Talbot Risk Management Partnership Group

Financial Impacts:

There are no financial impacts associated with this report.

Integrated Impact Assessment:

There is no requirement to undertake an Integrated Impact Assessment.

Valleys Communities Impact:

Emergency preparedness supports the resilience and well-being of all our communities, including valleys communities.

Workforce Impacts:

The planned programme of work includes provision of appropriate training for the council's workforce to support emergency preparedness.

Legal Impacts:

Neath Port Talbot Council must comply with the legal duties associated with emergency preparedness and as set out in this report.

Risk Management Impacts:

Emergency preparedness mitigates against the risks associated with major incidents.

Consultation:

There is no requirement for external consultation on this item.

Recommendation:

That the update in relation to emergency preparedness be noted.

Appendices:

None

List of background papers:

None

Officer contact:

Sheenagh Rees

Head of People and Organisational Development

Email: s.rees5@npt.gov.uk

Emma John

Emergency Planning Team Manager

Email: e.l.john@npt.gov.uk

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Cabinet (Policy and Resources) Scrutiny Sub Committee
(All starting 2pm unless otherwise stated)

Meeting Date	Agenda Item	Contact Officer
2024		
20 February	Emergency Planning – Policy Strategy & Update	Emma John
Page April		
17	Income Generation	Huw Jones
4 May		

Items to be scheduled in for 2023/24 FWP

- Procurement Strategy – June 2023, Craig Griffiths
- Review of Customer Services Scoping Document – For Information Only – Autumn 2023

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