



## **CABINET**

**2PM, WEDNESDAY 10<sup>TH</sup> JULY 2024**

**MULTI-LOCATION MEETING – COUNCIL CHAMBER PORT TALBOT  
AND MICROSOFT TEAMS**

**ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR THE  
DURATION OF THE MEETING**

### **Webcasting/Hybrid Meetings:**

This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and/or training purposes.

### **Part 1**

1. Appointment of Chairperson
2. Chairpersons Announcement/s
3. Declarations of Interest
4. Minutes of Previous Meeting (*Pages 5 - 10*)
5. Forward Work Programme 2024/25 (*Pages 11 - 28*)
6. Public Question Time  
Questions must be submitted in writing to Democratic Services, [democratic.services@npt.gov.uk](mailto:democratic.services@npt.gov.uk) no later than noon two working days prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.

### **Reports from the Finance Directorate**

7. Revenue outturn and reserves position statement 2023/24  
(Pages 29 - 40)
8. Capital Budget Monitoring Report 2023/24 (Pages 41 - 52)
9. Annual Treasury Management Outturn Report 2023/24  
(Pages 53 - 66)
10. Neath Port Talbot Welsh Church Act Trust Fund (Pages 67 - 86)
11. Miscellaneous Grant Fund Application (Pages 87 - 92)

### **Reports from the Education, Leisure and Lifelong Learning Directorate**

12. School Term Dates 2026/2027 (Pages 93 - 98)

### **Reports from the Environment and Regeneration Directorate**

13. UK Shared Prosperity Fund - Approval of Projects  
(Pages 99 - 110)
14. Proposed Future Use of old Neath Library Building in Neath  
(Pages 111 - 224)
15. List of Approved Contractors (Pages 225 - 238)
16. Advertisement of Various Traffic Regulation Orders associated with the Councils Capital Programme 2024-2025 and Welsh Governments Grant Funded Programme of Work 2024-2025.  
(Pages 239 - 256)
17. Traffic Order - C250 from Cymmer to Glyncorwg and Cymmer Road, Glyncorwg (Revocation) and (40MPH speed limit) ORDER 2024. (Pages 257 - 270)
18. Traffic Order - Gilfach Road, Bryncoch, Neath (Revocation) and (30 MPH speed limit) order 2024 (Pages 271 - 286)

19. Traffic Order - B4242 Neath Road, Abergarwed (Revocation) and (40MPH speed limit) ORDER 2024 (*Pages 287 - 300*)
20. Traffic Order - Longford Road, Dyffryn Road and Lane between Dyffryn Road and Farmers Road, Neath (Revocation) and (30 MPH SPEED LIMIT) ORDER 2024 (*Pages 301 - 316*)

### **Reports from Social Services, Health and Housing Directorate**

21. Procurement of a Regional Alliancing Agreement for Substance Use Services (*Pages 317 - 344*)
22. Supporting Parents in and Leaving Care (*Pages 345 - 364*)
23. Western Bay Adoption Service (WBAS) Quality of Service Report - MARCH 2024 (*Pages 365 - 410*)
24. Urgent Items  
Any urgent items (whether public or exempt) at the discretion of the Chairperson pursuant to Regulation 5(4)(b) of Statutory Instrument 2001 No. 2290 (as amended).
25. Access to Meetings - Exclusion of the Public (*Pages 411 - 416*)  
To resolve to exclude the public for the following items pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290 and the relevant exempt paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

### **Part 2**

#### **Private Reports from the Environment and Regeneration Directorate**

26. Proposed Disposal of Land (Exempt under paragraph 14) (*Pages 417 - 428*)

#### **Private Reports from the Social Services, Health and Housing Directorate**

27. Commissioning arrangements for Assistive Technology Call Monitoring and Mobile Response Services (Exempt under paragraph 14) (*Pages 429 - 442*)

**K.Jones**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**Thursday, 4 July 2024**

**Cabinet Members:**

Councillors. S.K.Hunt, S.A.Knoyle, N.Jenkins, J.Hurley, S.Harris,  
J.Hale, A.Llewelyn, W.F.Griffiths, S.Jones and C.Phillips

**EXECUTIVE DECISION RECORD**

**CABINET**

**29 MAY 2024**

**Cabinet Members:**

Councillors: S.K.Hunt, S.A.Knoyle, N.Jenkins, J.Hurley, S.Harris,  
J.Hale and S.Jones

**Officers in Attendance:**

K.Jones, N.Pearce, A.Jarrett, N.Daniel, H.Jones, C.Griffiths, R.Crowhurst and  
T.Davies

**Scrutiny Chairperson:** Councillor P.Rogers

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor S.K.Hunt be appointed as Chairperson for the meeting.

2. **CHAIRPERSONS ANNOUNCEMENT/S**

The Chair welcomed all to the meeting.

3. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

4. **MINUTES FROM THE PREVIOUS MEETING OF CABINET**

That the minutes of the previous meeting of Cabinet, held on the 8 May 2024, be agreed as an accurate record.

5. **MINUTES OF PREVIOUS MEETINGS OF:**

That the minutes of the meetings below, be agreed as an accurate record:

- Environment, Regeneration and Streetscene Services Cabinet Board - 19 April 2024
- Education, Skills and Wellbeing Cabinet Board - 25 April 2024
- Social Services, Housing and Community Safety Cabinet Board - 18 May 2024
- Cabinet (Policy and Resources) Sub Committee - 9 April 2024

6. **PUBLIC QUESTION TIME**

No public questions were received.

7. **ESTABLISHMENT OF A JOINT COMMITTEE WITH PEMBROKESHIRE COUNTY COUNCIL IN RESPECT OF CELTIC FREEPORTS**

Members were advised of an error within the circulated report – the implementation of decision within the report should have read ‘Following the three day call in period’ and was not, as stated, ‘For immediate implementation’.

**Decisions:**

That having had due regard to the integrated impact assessment:

1. The Chief Executive, in consultation with the Leader, be granted delegated authority to enter into the Joint Committee Agreement with Pembrokeshire County Council. This is subject only to Pembrokeshire County Council doing likewise, taking account of any minor amendments which may prove necessary and do not alter the substance of the document, as detailed at Appendix 1 to the circulated report.
2. The Leader, the Cabinet Member for Finance, Performance and Social Justice and the Cabinet Member for Climate Change and

Economic Growth, be appointed as the Neath Port Talbot County Borough Council representatives to the Joint Committee.

3. That any Cabinet Member be authorised to sit as an alternative representative to the Joint Committee in the absence of the Leader, the Cabinet Member for Finance, Performance and Social Justice and the Cabinet Member for Climate Change and Economic Growth
4. Members note a future report to Full Council, agreeing the establishment of a Joint Overview and Scrutiny Committee with Pembrokeshire County Council.

**Reason for Decisions:**

To agree the establishment of a Joint Committee with Pembrokeshire County Council in respect of the Non Domestic Rates and Seed Capital funding schemes that will be developed.

**Implementation of Decision:**

The decisions will be implemented following the three day call in period.

**Consultation:**

The Freeport bid has been developed by the two local authorities, Associated British Ports and Milford Haven Port Authority, working in partnership. Wider consultation has also taken place with a wide range of public and private sector organisations including business networks within the Freeport proposed area.

8. **APPOINTMENT OF A SENIOR CORONER FOR SWANSEA AND NEATH PORT TALBOT**

**Decisions:**

That having had due regard to the integrated impact screening assessment, delegated authority be granted to the Head of Legal and Democratic Services, in consultation with the Cabinet Member for Finance, Performance and Social Justice –

- to agree the job description, contractual terms and appointment process for the post of Senior Coroner and to make arrangements to suitably advertise the post;

- to take all necessary steps to progress the appointment of a Senior Coroner;
- in consultation with the City and County of Swansea Council and the Chief Coroner's officer, to establish a panel in order to draw up a short-list, interview applicants and to appoint the successful applicant as the Senior Coroner for Swansea and Neath Port Talbot.

**Reason for Decisions:**

To ensure the appointment of a Senior Coroner for Swansea and Neath Port Talbot and to meet the legal requirements of the Coroners and Justice Act 2009.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

9. **HACKNEY CARRIAGE ("TAXI") FARE INCREASE**

**Decision:**

That having had due regard to the Integrated Impact Screening Assessment, the increase to the hackney carriage fare, as set out at Appendix 1 to the circulated report, be approved, however, should an objection be received following public advert, a report be brought back to Cabinet for a determination to be made.

**Reason for Decision:**

To determine a hackney carriage fare increase.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

**Consultation:**

A consultation exercise was carried out with all existing proprietors and drivers. The consultation exercise resulted in 42 responses which are summarised within the circulated report.



10. **URGENT ITEMS**

Because of the need to deal now with the matter contained in Minute No. 12 below, the Chairperson agreed this could be raised at today's meeting as an urgent item pursuant to Section 100B (4)(b) of the Local Government Act 1972.

Reason:

Due to the time element.

11. **ACCESS TO MEETINGS - EXCLUSION OF THE PUBLIC**

**RESOLVED:** That pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No 2290, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

12. **REPLACEMENT COMMUNITY SERVICES TRANSPORT VEHICLE**

**Decisions:**

1. That Rule 11.4.1 of the Contract Procedure Rules be suspended,
2. That delegated authority be granted to the Head of Engineering and Transport, to enter into a contract for the purchase of two second hand wheelchair adapted 17-seat minibuses, for the purpose of transporting service users with complex needs, and disposal of the old vehicles, for the sum detailed within the private, circulated report.

**Reason for Decisions:**

To enable the Council can secure the buses before they are sold to another organisation. The buses will provide better quality transport to the most vulnerable residents of Neath and Port Talbot who need to access day care services.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period.

13. **PROPOSED EASEMENT IN PERPETUITY - PONTARDAWE RETAIL PARK**

**Decision:**

That having had due regard to the first stage Integrated Impact Assessment, the terms and conditions for the grant of the Easement in Perpetuity to Lidl Great Britain Limited, as set out in the private, circulated report, be approved.

**Reason for Decision:**

To facilitate Lidl Great Britain Limited being able to undertake the necessary works as detailed within the private, circulated report.

**CHAIRPERSON**

**CABINET Forward Work Programmes 24/25**

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of the report	Wards affected	Cabinet Portfolio Holder	Relevant scrutiny committee	
Cabinet Wednesday, 24 <sup>th</sup> July	Corporate Plan 2024-2027 Working towards a more prosperous, fairer and greener NPT	For Decision	Louise McAndrew/Caryn Furlow-Harris			Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership	
	Strategic Equality Plan 2024/2028	For Decision	Rhian Headon Caryn Furlow-Harris	Is produced in accordance with the Equality Act 2020 (Statutory Duties) (Wales) Regulations 2011. The Plan sets out how as a council we are meeting the public sector equality duty.		Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership	
	Annual Governance Statement 23/24	For Decision	Caryn Furlow-Harris	This demonstrates the system of internal controls which have been in place with the Council and provides examples of how the Council demonstrates compliance and good practice and meets the core and sub principles of effective governance.		Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership	
	Digital, Data and Technology Strategy Annual Report 2024	For Monitoring	Chris Owen	This will update on the delivery of the Digital Data and Technology (DDaT) Strategy in 23/24, along with seeking support for the 24/25 priorities.		Cllr. S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership	
	Delegation of Council Functions under Section 16A of the (RTRA) Road Traffic Regulations Act 1984 to Welsh Government for Road Cycle Races in Wales	For Decision	David Griffiths	To seek authority to delegate Council Functions under Section 16A of the Road Traffic Regulations Act 1984 to Welsh Government for Road Cycle Races in Wales.		Cllr W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services	
	Trading Standards Legislation Update	For Decision	Ceri Morris	Legislation already in Statute to be added to the Constitution.		Cllr.C.Phillips Portfolio 5	Education, Skills and Wellbeing	
	<b>RECURRING ITEMS (IF NEEDED):</b>							
	Traffic Orders	For Decision	David Griffiths				Cllr.W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Land Disposals	For Decision	Simon Brennan				Cllr. J.Hurley Portfolio 4	Environment, Regeneration and Streetscene Services
	Select Lists	For Decision	David Griffiths				Cllr. W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services.
	Debt Write Offs	For Decision	Huw Jones				Cllr. S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Miscellaneous Grant Applications	For Decision	Huw Jones				Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of Report	Wards affected	Cabinet Portfolio Holder	Relevant Scrutiny Committee
Cabinet (Special)  7 <sup>th</sup> August	The Cross Community Centre	For Decision	Chris Saunders	Consideration of future use of building		Cllr C.Phillips Portfolio 5	Education, Skills and Wellbeing
	Air Quality Action Plan	For Decision	Ceri Morris/ Celvin Davies	Due to the existence of the Margam/Taibach Air Quality Management Area (AQMA), the Council is required to prepare an Air Quality Action Plan (AQAP). The report will seek Member approval of the plan which will set out the actions the Council will take to improve air quality between 2024 – 2029.		Cllr.C.Phillips Portfolio 5	Education, Skills and Wellbeing
	Events and Festivals Report	For Decision	Chris Saunders	The report summarises the findings of the recently commissioned Events and Festivals Review to guide decision making around supporting, managing and resourcing events organised by the Council or on Council land. It also proposes the formation of a small team, on an invest to save basis, to manage events and festivals.		Cllr. C. Phillips Portfolio 5	Education, Skills and Wellbeing
	Regulation of Investigatory Powers Act Annual Report	For Monitoring	Craig Griffiths	An update report on the use of Council's Surveillance powers pursuant to the Regulation of Investigatory Powers Act.		Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Welsh Language Annual Report 2023 -2024	For Monitoring	Caryn Furlow- Harris	This Annual Report is produced in accordance with the Welsh Language Standards (no.1) Regulations 2015, provides an overview of compliance with the standards with which we had a duty to comply during the year.		Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of the report	Wards affected	Cabinet Portfolio Holder	Relevant scrutiny committee
Cabinet 11 <sup>th</sup> September	Revenue Budget Monitoring 24-25		Huw Jones			Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Capital Budget Monitoring 24 -25		Huw Jones			Cllr. S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Treasury Management Outturn 24-25		Huw Jones			Cllr. S. Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Procurement Strategy	For Decision	Craig Griffiths	To set Strategic Procurement goals for Neath Port Talbot Council and to address an organisation wide approach to Procurement Digitisation, Social Value and Commercial operations.		Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Viva Port Talbot BID Renewal Ballot 2024		Simon Brennan	To ask if NPT Electoral Services can assist with the process of facilitating a ballot.		Cllr. J.Hurley Portfolio 4	Environment, Regeneration and Streetscene Services
	Part Night Street Lighting Pilots Report	For Decision	Mike Roberts	To agree the location and details of part night street lighting pilots		Cllr.S.Jones Portfolio 10	Environment, Regeneration and Streetscene Services
	Flood Risk Management Plan	For Decision	Mike Roberts/ Steve Owen			Cllr. S.Jones Portfolio 10	Environment, Regeneration and Streetscene Services
	Public Participation Strategy 2023-2027- Progress Report	For Monitoring	Caryn Furlow Harris Anita James	It will provide an update on the progress to date with the actions in the Public Participation Strategy.		Leader Portfolio 1	Community, Finance and Strategic Leadership
	Management of Japanese Knotweed	For Decision	James Davies	Update on the treatment policy and operational plan.		Cllr. W. Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Transfer Station Energy Contract	For Decision	Mike Roberts	Seek Member approval to enter into a contract for the supply of electricity to the Council's Transfer Station at Crymlyn Burrows		Cllr. S.Jones Portfolio 10	Environment, Regeneration and Streetscene Services
	Review of Council Civil Contingency Arrangements	For Decision	Sheenagh Rees/ Emma John			Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Strategic Equality Plan Annual Report 23/24	For Decision	Rhian Headon/ Caryn Furlow- Harris	The Annual Report for 2023/2024 provides an account of progress in meeting the Public Sector Equality Duty and in particular against the equality objectives and actions set out in the Strategic Equality Plan.		Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Permission to Tender for an Independent Professional Advocacy Service	For Decision	Hayley Short/ Angela Thomas	To seek permission to retender Independent Advocacy Service in line with procurement regulations as the contract is coming to an end.		Cllr.J.Hale Portfolio 7	Social Services, Housing and Community Safety
	Permission to consult on remodelling of Short Breaks.	For Decision	Angela Thomas	PRIVATE ITEM		Cllr.J.Hale Portfolio 7	Social Services, Housing and Community Safety
	Appointment and Removal of School Governors	For Decision	John Burge	To appoint and remove Local Authority School Governors.		Cllr. N.Jenkins Portfolio 3	Education, Skills and Wellbeing

<b>RECURRING ITEMS (IF NEEDED)</b>							
Various Traffic Orders (Detail not available)	For Decision	David Griffiths	Various Traffic Orders (If Needed)			Cllr W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
Various Land Disposal Reports (If needed)	For Decision	Simon Brennan	Disposal of Land (If Needed)			Cllr J.Hurley Portfolio 4	Environment, Regeneration and Streetscene Services
Select Lists	For Decision	David Griffiths				Cllr.W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
Debt Write Offs	For Decision	Huw Jones				Cllr. S. Knogle Portfolio 2	Community, Finance and Strategic Leadership
Miscellaneous Grant Applications	For Decision	Huw Jones				Cllr. S.Knogle Portfolio 2	Community, Finance and Strategic Leadership

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of the report	Wards affected	Cabinet Portfolio Holder	Relevant scrutiny committee
Cabinet 2 <sup>nd</sup> October	Young People Housing Support Grant Funded Services (Permission to Re-tender).	For Decision	Hayley Short/ Chele Howard	Proposal for the recommissioning of Young People Housing Support Grant Funded Services		Cllr. A.Llewelyn Portfolio 8	Social Services, Housing and Community Safety
	Outcome of Vehicle Procurement	For Decision	Mike Roberts/ David Griffiths	Seek Member approval to award a contract for the purchase of recycling collection vehicles collection vehicles and for associated funding.		Cllr. W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Permission to tender Domicilliary Care Framework	For Decision	Angela Thomas	To seek permission to retender Domiciliary Care Framework in line with procurement regulations as the contract is coming to an end.		Cllr.J.Hale Portfolio 7	Social Services, Housing and Community Safety
	Self Assessment 2023/2024	For Decision	Louise McAndrew/ Anita James			Cllr. S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Corporate Plan Annual Report 2023/2024	For Decision	Louise McAndrew/ Caryn Furlow- Harris	The purpose of the report is to approve the content of both the Corporate Plan Annual Report and Self- Assessment 2023 – 2024. Both documents reflect on progress made during 2023 – 2024. In relation to the delivery of the council's well-being objectives and how well we performed as a council.		Cllr S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Permission to tender a Housing First Service.	For Decision	Chele Howard/ Hayley Short	PRIVATE ITEM		Cllr.A Llewelyn Portfolio 8	Social Services, Housing and Community Safety
	Celtic Leisure (Update)	For Decision	Chris Saunders	To provide an update for members on the outcomes of the working group and the costs and opportunities of insourcing.		Cllr.C.Phillips Portfolio 5	Education, Skills and Wellbeing
	An overview of the School Based Counselling Service (SBCS) support for schools and staff wellbeing.	For Monitoring	Zoe Ashton-Thomas/ Rhian Miller	Provides an update on 2023/2024 data across the service including number of pupils accessing therapy, waiting times, outcomes and a thematic overview of need. It will also provide an overview of the School Staff Supervision Project.		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Welsh in Education Strategic Plan Annual Report	For Monitoring	Rhiannon Crowhurst	Statutory duty to report on the Annual Progress to Welsh Government /Members		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Strategic School Improvement Programme Proposal to reorganise ALN Provision at Cwmtawe Comprehensive School	For Decision	Rhiannon Crowhurst	Permission to Consult on Proposal		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Permission to consult and pilot an alternative night time support	For Decision	Hayley Short	Private Item		Cllr. J.Hale Portfolio 7	Social Services, Housing And Community Safety
	Business Case for Payroll Software	For Decision	Hayley Short	Private Item		Cllr. Hale Portfolio 7	Social Services, Housing And Community Safety
	Hillside Managers Report	For Monitoring	Keri Warren	Private Quarterly Monitoring Report – outcome of inspections of Hillside Children's Home		Cllr. S.Harris Portfolio 6	Social Services, Housing and Community Safety.
	Hillside Responsible Individual Report	For Monitoring	Keri Warren	Private Quarterly Monitoring Report – outcome of inspections of Hillside Children's Home.		Cllr.S.Harris Portfolio 6	Social Services, Housing and Community Safety.
	Options Appraisal Disabled Facilities Grant	For Decision	Chele Howard	Proposed options to enhance the sustainability of the Disabled Facilities Grant		Cllr. J.Hale Portfolio 7	Social Services, Housing and Community Safety

	Tree Policy and Operational Plan	For Decision	James Davies	An update to the Tree Policy and creation of a Tree Management Operational Plan.		Cllr. W. Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	<b>RECURRING ITEMS (IF NEEDED)</b>						
	Various Traffic Orders (Detail not available)	For Decision	David Griffiths	Various Traffic Order (if needed)		Cllr W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Various Land Disposal Reports (If needed)	For Decision	Simon Brennan	Disposal of Land (If Needed)		Cllr J.Hurley Portfolio 4	Environment, Regeneration and Streetscene Services
	Select Lists	For Decision	David Griffiths			Cllr W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Debt Write Offs	For Decision	Huw Jones			Cllr. S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Miscellaneous Grant Applications	For Decision	Huw Jones			Cllr. S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership



Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of the report	Wards affected	Cabinet Portfolio Holder	Relevant scrutiny committee
Cabinet 23 <sup>rd</sup> October 2024	Hillside Managers Report	For Monitoring	Keri Warren	PRIVATE ITEM		Cllr. S.Harris Portfolio 6	Social Services, Housing and Community Safety
	Hillside Responsible Individuals Report	For Monitoring	Keri Warren	PRIVATE ITEM		Cllr. S.Harris Portfolio 6	Social Services, Housing and Community Safety
	Regional Transport Plan	For Monitoring	David Griffiths/ Amanda Phillips	This report provides Members with an overview of the duties of the Corporate Joint Committee that has been mandated to produce a Regional Transport Plan for Southwest Wales for Submission to Welsh Government in March 2025.		Cllr. W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Active Travel Annual Report	For Monitoring	David Griffiths/ Amanda Phillips	Provides an overview of works completed and schemes under design development together with a breakdown of works funded out of the West Governments core allocation funding.		Cllr. W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	The Active Travel (Wales) Act 2023 – Neath Port Talbot Active Travel Delivery Plan (2024 – 2029)	For Decision	Amanda Phillips David W.Griffiths	This plan highlights the strategy and proposed actions for Members consideration that are needed to achieve two broad aims within the county borough. To set out the strategic vision for active travel in Neath Port Talbot and demonstrate the Councils aspirations on how the active travel network will be improved and extended in the next five years.		Cllr W.Griffiths Portofio 9	Environment, Regeneration and Streetscene Services
	Disposal of Off Street Pay and Display Car Parks (Capacity and Utilization Review)	For Decision	David W Griffiths/ Ian Rees	This report considers surplus car parking capacity in the borough, income and expenditure with a view to reducing operational costs and to release the surplus land/buildings for potential re-development/regeneration or lease/asset transfer.		Cllr. W.Griffiths Portoflo 9	Environment, Regeneration and Streetscene Services
	Use of Containers on Safari Collections	For Decision	Mike Roberts	To establish policy regarding the use of containers as storage on black bag waste collection rounds.		Cllr.S.Jones Portfolio 10	Environment, Regeneration and Streetscene Services
	Viva Port Talbot Bid Renewal Ballot 2024	For Decision	Andrew Collins	To decide upon the NPT's vote in the ballot.		Cllr. J.Hurley Portfolio 4	Enviroment, Regeneration and Streetscene Services
	Report on HWRC Feasibility	For Decision	Mike Roberts	To inform Members on the outcome of feasibility work into suitable sites for a new HRWC in the Afan Valley area, and seek a decision regarding further work or not (further to Measure 17 of the approved Waste Strategy Action Plan)		Cllr. S.Jones, Portfolio 10	Environment, Regeneration and Streetscene Services
	Complaints and Compliments Annual Report 2023/2024	For Monitoring	Caryn Furlow- Harris	To provide an overview of the number of compliments and complaints received during 2023 – 2024.		Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Contract Procedure Rules	For Decision Commend to Council 27 <sup>th</sup> November 24	Craig Griffiths	To agree new standing orders and procedural rules for contracts that are entered into by Neath Port Talbot Council.		Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Permission to tender Accommodation Models for Young People	For Decision	Keri Warren	PRIVATE ITEM		Cllr. S.Harris Portfolio 6	Social Services, Housing and Community Safety
	Strategic School Improvement Programme Proposal to reorganise ALN provision at Cefn Saeson Comprehensive School	For Decision	Rhiannon Crowhurst	Permission to Consult on the Proposal		Cllr N.Jenkins Portfolio 3	Education, Skills and Culture

	Curriculum for Wales	For Monitoring	Mike Daley	To provide an update on the progress to date with the actions that schools have taken and the support they have received.		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Implementation of the Additional Learning Needs and Education Tribunal (Wales) Act 2018 in non-maintained settings, primary and secondary schools and all age schools and into Post 16.	For Monitoring	Zoe Ashton-Thomas/ Sophie Griffiths	Provides an update on the progress to date with the actions that schools and the Local Authority have taken in meeting the statutory duties around ALNET implementation and the support schools have received.		Cllr. N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	School Exclusion Report	For Monitoring	John Burge	A report on all exclusion information for the previous academic year.		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Childcare Rents in School	For Decision	Sarah Griffiths/ Lisa Clement-Jones	This report will provide an evaluation of the Childcare Rents in Schools Pilot. It will also provide proposed recommendations based upon the evaluation of the pilot.		Cllr. N. Jenkins Portfolio 3	Education, Skills and Wellbeing
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	Various Traffic Orders (Detail not available)	For Decision	David Griffiths	Various Traffic Orders (If Needed)		Cllr W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Various Land Disposal Reports (If needed)	For Decision	Simon Brennan	Land Disposal (If Needed)		Cllr J.Hurley Portfolio 4	Environment, Regeneration and Streetscene Services
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	Miscellaneous Grant Applications	For Decision	Huw Jones			Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of the Report	Wards affected	Cabinet Portfolio Holder	Relevant Scrutiny Committee
Cabinet 13 <sup>th</sup> November							
	Assessing Transport Suppliers and Drivers DBS (Home to School and Social Services Transport) Policy	For Decision	Brendan Griffiths/ David Griffiths	This will provide a new Passenger Transport DBS Policy that will guide operators through the application process, sets out the assessment criteria and an appeals process.		Cllr. W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Admission to Community Schools	For Decision	Helen Lewis/ Chris Millis	The Council is the admission authority for community schools in its area and is required to determine its admission arrangements.		Cllr. N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	School Exclusion Update	For Monitoring	John Burge	Making Members aware of the exclusion information for the previous academic year.		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Christmas New Year Opening Times – Libraries, Leisure Centres etc.	For Decision	Chris Saunders	Details of the Christmas and New Year Opening Times for Libraries and Leisure Centres etc.		Cllr.C.Phillips Portfolio 5	Education, Skills and Wellbieng
	Regeneration Strategy	For Decision	Andrew Collins	Work is being undertaken to produce a strategy which will form a reference and guide for future Regeneration Projects going forward.		Cllr. J. Hurley Portfolio 4	Environment, Regeneration and Streetscene Services
	Bus Franchising (Network Design)	For Decision	David Griffiths/ Brendan Griffiths	This report will set out the timeline for Bus Franchising and requires endorsement by Council of the new Bus Network that will operate in the County.		Cllr. W Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services.
	Aberavon Seafront Masterplan	For Decision	Chris Saunders	To adopt the Seafront Strategy		Cllr Cen Phillips Portfolio 5	Education, Skills and Wellbeing
	Margam Park Business Plan	For Decision	Chris Saunders	To provide an update on the NHLF bid for castle, and a business plan to meet the MTFP targets for the park.		Cllr. C.Phillips Portfolio 5	Education, Skills and Wellbeing
	Welsh Public Library Standards	For Monitoring	Chris Saunders	Provides an update in respect of the authorities library service performance against current Welsh Language Standards (WPLS) Framework 6 and note the feedback, comments and recommendations in the Welsh Library Report.		Cllr.C.Phillips Portfolio 5	Education, Skills and Wellbeing
	Attendance in Schools	For Monitoring	John Burge	Overview of Attendance across all Schools		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Employability and Skills Strategy	For Decision	Rhiannon Crowhurst	To be Confirmed		Cllr.J.Hurley Portfolio 4	Education, Skills and Wellbeing
	Youth Engagement Strategy	For Decision	Rhiannon Crowhurst	Updated Strategy for Approval		Cllr N.Jenkins Portflio 3	Education, Skills and Wellbeing
	Service Plan from Education, Leisure and Lifelong Learning Directorate	For Monitoring	Chis Millis	Examples of Service Plans, their targets and progress from across different aspects of Education, Leisure and Lifelong Learning.		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Replacement Local Development Plan – Preferred Strategy 2023-2038 (Consultation Draft, December 2024).	For Decision (Commend to Council)	Ceri Morris/ Lana Beynon			Cllr. W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Outcome of the consultation on improving recycling performance	For Decision	Mike Roberts	To seek Members approval for any proposed waste collection service changes following public consultation (further to Measure 11 of the approved Waste Strategy Action Plan).		Cllr.S.Jones Portfolio 10	Environment, Regeneration and Streetscene Services
	Leadership Strategy and its Impact on NPT Workforce in Schools	For Monitoring	Mike Daley	Provides an update on the Leadership Strategy and the impact it has had across all schools.		Cllr. N.Jenkins Portfolio 3	Education, Skills and Wellbeing

	Teaching and Learning support and Development Programme	For Monitoring	Mike Daley	It will provide an update on the progress to date with the actions within the Teaching and Learning Programme across all clusters.		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	<b>RECURRING ITEMS (IF NEEDED)</b>						
	Various Traffic Orders (Detail not available)	For Decision	David Griffiths	Various Traffic Orders (If Needed)		Cllr.W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Various Land Disposal Reports (If needed)	For Decision	Simon Brennan	Land Disposal (If Needed)		Cllr.J.Hurley Portfolio 4	Environment, Regeneration and Streetscene Services
	Select Lists	For Decision	David Griffiths			Cllr.W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Debt Write Offs	For Decision	Huw Jones			Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Miscellaneous Grant Applications	For Decision	Huw Jones			Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of Report	Wards Affected	Cabinet Portfolio Holder	Relevant Scrutiny Committee
Cabinet 4 <sup>th</sup> December	Revenue Budget Monitoring 24-25	For Decision	Huw Jones			Cllr. S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Capital Budget Monitoring 24-25	For Decision	Huw Jones			Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Treasury Management Outturn 24-25	For Decision	Huw Jones			Cllr. S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Support visits by Education Support Officers in Schools	For Monitoring	Mike Daley	Provides an update on the progress to date with the actions that follow any support visit across all our schools.		Cllr. N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Community Focussed Schools	For Monitoring	Mike Daley	Provides an update on the progress of the Community Focussed Schools		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Elective Home Education	For Monitoring	John Burge	All information available on children and young people who are now Educated at Home.		Cllr N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Highways Status and Options Report	For Decision	Mike Roberts			Cllr.S.Jones Portfolio 10	Environment, Rgeneration and Streetscene Services
<b>RECURRING ITEMS (IF NEEDED)</b>							
	Various Traffic Orders (Detail not available)	For Decision	David Griffiths			Cllr W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Various Land Disposal Reports (If Needed)	For Decision	Simon Brennan			Cllr J.Hurley Portfolio 4	Environment, Regeneration and Streetscene Services
	Select Lists	For Decision	David Griffiths			Cllr. W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Debt Write Offs	For Decision	Huw Jones			Cllr. S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership
	Miscellaneous Grant Applications	For Decision	Huw Jones			Cllr.S.Knoyle Portfolio 2	Community, Finance and Strategic Leadership

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of Report	Wards Affected	Cabinet Portfolio Holder	Relevant Scrutiny Committee
Cabinet 15 <sup>th</sup> January 2025							
	Hillside Managers Report	For Monitoring	Keri Warren			Cllr. S.Harris Portfolio 6	Social Services, Housing and Community Safety
	Hillside Responsible Individuals Report	For Monitoring	Keri Warren			Cllr.S.Harris Portfolio 6	Social Services, Housing and Community Safety
	Updating the Side Waste Policy	For Decision	Mike Roberts	To seek Member approval for an updated Side Waste Policy (further to Measure 6 of the approved Waste Strategy Action Plan)		Cllr.S.Jones Portfolio 10	Environment, Regeneration and Streetscene Services
	Permission to Tender for Emergency Accommodation for Women - Violence Against Women, Domestic Abuse and Sexual Violence .	For Decision	Hayley Short Chele Howard	To feedback on the outcome of the consultation for the proposed remodel of emergency accommodation and seek permission to retender VAWDASV Emergency Accommodation on the feedback.		Cllr A.Llewelyn Portfolio 8	Social Services, Housing and Community Safety
	Education, Leisure and Lifelong Learning Strategic Development Plan.	For Monitoring	Chris Millis	Provides an Update on the Progress to date with the Actions from within the Education, Leisure and Lifelong Learning Strategic Development Plan.		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Impact of the Support by Case Assessment and Progression Team.	For Monitoring	John Burge	It will provide an update on the progress to date with the actions from the Case Assessment Progression Team.		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Vulnerable Learners Service	For Monitoring	John Burge	Update on the support offered by the Vulnerable Learners Service and the impact it has had on pupils and families in NPT		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Various Traffic Orders (Detail not available)	For Decision	David Griffiths			Cllr W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Various Land Disposal Reports (If Needed)	For Decision	Simon Brennan			Cllr J.Hurley Portfolio 4	Environment, Regeneration and Streetscene Services.

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of Report	Wards Affected	Cabinet Portfolio Holder	Relevant Scrutiny Committee
Cabinet 5 <sup>th</sup> February 2025							
	Fleet and Heavy Plant Renewals	For Decision	Kevin Lewis	This report seeks approval to procure new and replacement vehicles and heavy plant in 2025/2026 that has reached the end of their economic life cycle and require replacement in line with the Authority's Fleet Renewals Programme.		Cllr. W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Road Safety Strategy (5 Year Plan)	For Decision (Commending to Council)	Joy Smith	This report sets out the development and adoption of a new Road Safety Strategy 2025 – 2030 for the Council. Education, Training and Publicity as well as a New Safe System of work for any road safety initiatives or mitigation required on the County Highway Network.		Cllr.W.Griffiths Portfolio 9	Environment, Regeneration and Streetscene Services
	Social Services Directors Annual Report	For Decision (Commending to Council)	Andrew Jarrett			Report of the Director of Social Services.	Social Services, Housing and Community Safety
	Strategic Risk Register	For Monitoring	Caryn Furlow-Harris			Cllr.S.Knoyle Portfolio 2	
	Library Strategy	For Decision		To approve the Library Strategy		Cllr.C.Phillips Portfolio 5	Education, Skills and Wellbeing
	Permission to Tender Supported Accommodation			Private Item			
	Various Traffic Orders (Detail not available)	For Decision	David Griffiths			Cllr W.Griffiths Portfolio 9	
	Various Land Disposal Reports (If Needed)	For Decision	Simon Brennan			Cllr J.Hurley Portfolio 4	





Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of Report	Wards Affected	Cabinet Portfolio Holder	Relevant Scrutiny committee
Cabinet 19 <sup>th</sup> March							
	Period Dignity Report	For Monitoring	John Burge	Report on the spend and implementation of Period Dignity Scheme.		Cllr. N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Family Support in the Early Years. An overview of the family support provided by the Early Years and Flying Start Family Support Team.	For Information	Sarah Griffiths/ Lisa Clement-Jones	This report will provide an overview of the collaborative work across the Local Authority and Health in relation to providing equitable early help for children and families in the Early Years.		Cllr. N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Updating the Missed Bin Policy	For Decision	Mike Roberts	To seek Member approval for an updated Missed Bin Policy (further to the implementation of Measure 1 of the approved Waste Strategy Action Plan, once completed)		Cllr.S.Jones Portfolio 10	Environment, Regeneration and Streetscene Services
	School Budget Pressures	For Monitoring	Rhiannon Crowhurst	Members to monitor school pressures		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
		Various Traffic Orders (Detail not available)	For Decision	David Griffiths			Cllr W.Griffiths Portfolio 9
	Various Land Disposal Reports (If Needed)	For Decision	Simon Brennan			Cllr J.Hurley Portfolio 4	

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of Report	Wards Affected	Cabinet Portfolio Holder	Relevant Scrutiny committee
Cabinet 9 <sup>th</sup> April							
	Social Services Complaints Annual Report	For Monitoring	Leighton Jones			Cllr.A.Llewellyn Portfolio 8  Cllr S.Harris Portfolio 6  Cllr J Hale Portfolio 7	
	Various Traffic Orders (Detail not available)	For Decision	David Griffiths			Cllr W.Griffiths Portfolio 9	
	Various Land Disposal Reports (If Needed)	For Decision	Simon Brennan			Cllr J.Hurley Portfolio 4	

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of Report	Wards Affected	Cabinet Portfolio Holder	Relevant Scrutiny committee
Cabinet 30 <sup>th</sup> April							
	Hillside Managers Report	For Monitoring	Keri Warren			Cllr.S.Harris Portfolio 6	
	Hillside Responsible Individuals Report	For Monitoring	Keri Warren			Cllr.S.Harris Portfolio 6	
	Early Years and Flying Start Childcare	For Information	Sarah Griffiths/Lisa Clement-Jones	This report will provide information in relation to the Early Years and Flying Start Childcare Sector including the impact of Flying Start Expansion.		Cllr.N.Jenkins Portfolio 3	Education, Skills and Wellbeing
		Various Traffic Orders (Detail not available)	For Decision	David Griffiths			Cllr W.Griffiths Portfolio 9
	Various Land Disposal Reports (If Needed)	For Decision	Simon Brennan			Cllr J.Hurley Portfolio 4	

Meeting Date	Agenda Item	TYPE	Contact Officer	Purpose of Report	Wards Affected	Cabinet Portfolio Holder	Relevant Scrutiny committee
Cabinet 21 <sup>st</sup> May							
	Strategic Schools Improvement Programme Proposal to reorganise ALN provision at Cwmtawe Comprehensive School	For Decision	Rhiannon Crowhurst	Final Determination of the Proposal		Cllr. N.Jenkins Portfolio 3	Education, Skills and Wellbeing
	Strategic Schools Improvement Programme Proposal to reorganise ALN provision at Cefn Season Comprehensive School	For Decision	Rhiannon Crowhurst	Final Determination of the Proposal		Cllr. N.Jenkins Portfolio 3	Education, Skills and Wellbeing.
	Various Traffic Orders (Detail not available)	For Decision	David Griffiths			Cllr W.Griffiths Portfolio 9	
	Various Land Disposal Reports (If Needed)	For Decision	Simon Brennan			Cllr J.Hurley Portfolio 4	



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **CABINET**

**10<sup>th</sup> July 2024**

### **Report of the Director of Finance**

**Wards affected – All**

### **Matters for Monitoring**

### **Revenue outturn and reserves position statement 2023/24**

#### **Background**

The purpose of this report is to update members in relation to the financial end of year position for 2023/24

#### **Summary Financial Position**

The Council's net budget for 2023/24 was £361m. The actual net expenditure, or outturn position for the Council excluding schools, shows a net underspend of £0.94m after ring fenced reserves.

It is proposed that £0.94m of this underspend is moved to service specific reserves following agreement between the Corporate Directors and the Director of Finance.

A summarised outturn position by service area is detailed in Appendix 1 of this report with a schedule of reserve balances included at Appendix 2.

#### **Directorate Reports**

Details of significant variances (£100k or more) are listed below

#### **Schools delegated budget**

The delegated schools budget for 2023/24 is £102.086m. Any under or overspends in relation to this budget are funded via contributions to/from the delegated school reserves.

Delegated school reserves at the start of the year totalled £6.7m and at the end of the year had reduced to -£0.018m, a reduction of £6.7m. This is significantly less than the £9.5m reduction predicted during the year.

### **Education Leisure and Lifelong Learning**

The Education, Leisure and Lifelong budget for 2023/24 is £31.847m. After ring fenced reserves the directorate has underspent by £490k.

The Local Authority (LA) has received an administrative grant for the roll out of universal primary schools meals and free school meal provision in the school holidays. This has resulted in the school meals budget underspending by £238k in this financial year.

Out of county placements is underspent by £293k. Independent sector placements ending early and other anticipated placements that did not start in 23/24.

Following a recent revaluation of schools backdated to 2017, the LA has received a number of one-off NNDR rebates, specific schools contingencies has underspent by £314k.

Libraries budget is underspent by £169k due to NNDR refund for Port Talbot Library following a backdated revaluation.

Increase energy costs and lower than expected shop income has resulted in an overspend of £169k at Margam Country Park.

Management and admin budget has overspent by £143k due to temporary management arrangements in place to oversee the provision of leisure services by Celtic Leisure.

### **Social Services, Health and Housing**

The Social Services budget for 2023/24 is £106.91m. After ring fenced reserves the directorate has overspent by £1.54m.

Children's social work budget is overspent by £385k due to unachieved vacancy management savings.

The children's residential care budget is £991k overspent. This is due to additional placements and an increase in the average cost of a placement.

Fostering is underspent by £253k mainly due to the number of in house foster placements being lower than the provision in the budget.

The cost of the joint adoption service is shared out between the partners, Swansea, NPT and Bridgend and is apportioned on the number of adoption placements made each year. NPT received a £170k refund of its original contribution which reflects the Council's share of placements.

A reduction in external foster placements has resulted in an underspend of £116k.

Youth offending service has overspent by £149k due to the cost of a looked after child on remand.

The cost of temporary staff and unachieved vacancy management savings has resulted in an overspend of £101k for team around the family (TAF).

Central services overspend of £209k is the result of the new social services I.T. system which was to be funded from reserves; however social services reserves are now required to balance the 2024/25 budget.

Community care social work teams have underspent by £317k due to additional grant income.

The underspend of £761k in elderly residential care is due to additional income, an increase in pensions has led to increased assessed charges; and recovery of fees following the sale of residents assets.

Domiciliary care budget is overspent by £589k due to additional hours of care being provided.

Due to vacant reablement support workers, the service is underspent by £164k.

Recovery of surplus funds from service users direct payment accounts (£1.56m in total) has led to underspends in the following budgets:

- Other community care – direct payments £115k
- Physical disabilities £539k
- LD – External placements £332k

Trem y Mor overspend £225k due to unachieved vacancy management savings, due to the service needing to provide cover for vacancies.

Staff vacancies in the community independence service has resulted in an underspend of £221k.

Mental health budget has overspent by £699k due to an additional 9 placements in year.

The total overspend for homelessness is £1.317m due to an increase in the number of people in and the cost of temporary accommodation.

## **Environment**

The Environment budget for 2023/24 is £47.288m. The Directorate has underspent by £184k after ring fenced reserves.

Car Parking is £276K overspent due to the delay in implementing the revised charges plus a general reduction in usage at the car parks.

Waste disposal is underspent by £329k which is mainly due to a reduction in volume of residual waste being disposed of from the non MREC waste transfer station.

Household waste recycling centres (HWRC) have underspent by £106k due to a reduction in volume of residual waste at the three centres which is part of Council policy to improve recycling performance to meet Welsh government targets.

Salary savings in asset and energy management resulted in an underspend of £100k.

Civic centres have underspent by £107k due to one-off historic business rates refunds.

Building maintenance is £234k overspent due to additional demand for emergency repairs and the increased cost of external contracts.



The £223k overspend on gypsy sites is due to utility costs and essential repair works. Cost of utilities has been addressed by the introduction of a new system of charging out from April.

Business and support underspend of £120k has arisen due to core staff seconded to SPF grant posts.

### **Strategy & Corporate Services**

The budget for 2023/24 is £21.673m. The directorate has overspent by £168k after ring fenced reserves. £168k in total is requested from reserves to bring the directorate back in-line with its cash limit.

The financial services accountancy team is showing an underspend of £104k due to staff savings.

Council tax is overspent by £159k due to additional staff costs, reduction in income and increased bank charges.

### **Central budgets**

The central budgets in 2023/24 are underspent by a total of £1.97m after ring fenced reserves. The majority of this relates to an underspend of £461k in relation to funding allocated for the Council tax support scheme where the number of claimants was lower than anticipated; £861k council tax collection surplus where the team were able to collect more council tax than assumed when the initial collection rate estimate was set; and £512k in capital financing, additional interest earned from investments.

### **Integrated Impact Assessment**

There is no requirement to undertake an integrated impact assessment as this report summarises the Council's financial position

### **Valleys Communities Impacts**

No Impact

### **Workforce Impacts**

No Impact

### **Legal Impact**

No Impact

## **Risk Management Impact**

No Impact

## **Consultation**

This item is not subject to external consultation

## **Recommendations**

It is recommended that Cabinet:

- **Note** the contents of this report in relation to the 2023/24 budget outturn position and reserve balances.

## **Appendices**

Appendix 1 – Summary outturn position

Appendix 2 – Reserve schedule

## **Background Papers**

Budget Working Papers

## **Officer Contact**

Huw Jones – Director of Finance

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Geoff Powell – Chief Accountant Financial Services

[g.powell1@npt.gov.uk](mailto:g.powell1@npt.gov.uk)

## Appendix 1

<b>Summary 2023/24</b>							
	Revised Budget	Outturn	Variance ~ Under / (Over)	Ring fenced reserves	Outturn after ring fenced reserves	Additional reserves	Variance after reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Delegated Schools Budget	102,086	102,086	0		0		0
Education, Leisure and Lifelong Learning	31,847	31,357	490		490	-489	1
Social Services Health & Housing	106,909	108,067	-1,158	-382	-1,540		-1,540
Environment	47,288	47,736	-448	632	184	-615	-431
Strategy and Corporate Services	21,673	21,902	-229	61	-168	168	0
<b>Directly Controlled Expenditure</b>	<b>309,803</b>	<b>311,148</b>	<b>-1,345</b>	<b>311</b>	<b>-1,034</b>	<b>-936</b>	<b>-1,970</b>
Levies and contributions	10,203	10,361	-158		-158		-158
Capital financing	19,607	18,556	1,051	-539	512		512
Pay contingency	1,885	1,500	385		385		385
Contingency	766	1,478	-712	313	-399		-399
Energy efficiency/Transition/Contingency	2,800	2,800	0		0		0
Council Tax Reduction Scheme (CTRS)	19,413	18,952	461		461		461
Insurance		-331	331		331		331
Housing Benefits		-157	157		157		157
Council Tax Collection Surplus		-861	861		861		861
Contributions from reserves	-3,500	-3,320	-180		-180		-180
<b>(Overspend) / Underspend</b>	<b>360,977</b>	<b>360,126</b>	<b>851</b>	<b>85</b>	<b>936</b>	<b>-936</b>	<b>0</b>

## Appendix 2 – Reserve schedule

Description	Reserve Balance at 1st April 2023 £	Budgeted movements during the FY £	Schools closing adjustments £	Ring fenced £	Additional Reserves £	Closing reserves 2023/24 £
<b>Education, Leisure and Lifelong Learning</b>						
<u>Delegated Schools Reserves</u>						
ERVR Primary	Cr9,675	9,675				0
Primary Schools	Cr 3,248,428	5,496,110	Cr 1,630,688			616,994
Secondary Schools	Cr 2,382,943	1,800,384	Cr 399,873			Cr 982,431
Special Schools	Cr 825,779	343,661	Cr 408,757			Cr 890,875
Middle School	Cr 98,638	1,877,255	Cr 343,152			1,435,465
Repair & Maintenance	Cr 161,160					Cr161,160
	<b>Cr 6,726,624</b>	<b>9,517,410</b>	<b>Cr 2,782,470</b>			<b>17,992</b>
<u>Education, Leisure and Lifelong Learning Other</u>						
Additional learning needs reserve	Cr 1,501,000	957,000				Cr1,102,000
Equalisation Account-Education	Cr 2,564,500	460,905			CR489,000	Cr2,564,500
Home to School Transport	0	Cr 253,000				Cr 253,000
	<b>Cr 4,065,500</b>	<b>1,164,905</b>			<b>Cr489,000</b>	<b>Cr 3,389,595</b>
<b>Total Education Leisure &amp; Lifelong Learning</b>	<b>Cr 10,792,124</b>	<b>10,691,990</b>	<b>Cr 2,782,470</b>		<b>Cr489,000</b>	<b>Cr 3,371,603</b>
<u>Social Services, Health and Housing</u>						
Homecare ECM Equipment reserve	Cr 96,756	6,756				Cr 90,000
Community Care Transformation Reserve	Cr 2,514,396	1,499,661		Cr 35,182		Cr 1,049,917
SSHH IT Renewals Fund	Cr 1,900,000					Cr 1,900,000
Social Services Equalisation	Cr 3,370,113	2,099,873				Cr 1,270,240
Community Resilience Fund	Cr 1,750,000					Cr 1,750,000
Housing Warranties Reserve	Cr 220,000					Cr220,000

## Appendix 2 – Reserve schedule

Description	Reserve Balance at 1st April 2023 £	Budgeted movements during the FY £	Schools closing adjustments £	Ring fenced £	Additional Reserves £	Closing reserves 2023/24 £
Hillside General Reserve	Cr 431,097			Cr 143,924		Cr 575,021
Ring fenced homecare funding	Cr 234,000	152,000		10,700		Cr 71,300
Youth Offending Team Reserve	Cr 167,897					Cr 167,897
Adoption Service	Cr 880,000					Cr 380,000
<b>Total Social Services, Health and Housing</b>	<b>Cr 11,564,259</b>	<b>4,258,290</b>		<b>Cr 168,406</b>		<b>Cr 7,474,375</b>
<u>Environment</u>						
Transport Reserve	Cr 315,173	Cr 225,000				Cr 540,173
Asset Recovery Incentive Scheme	Cr 44,592	Cr 43,301				Cr 87,893
Swansea Bay City Deal	Cr 221,000	Cr 35,000			Cr 8,500	Cr 264,500
Local Development Plan	Cr 363,124	7,787				Cr 355,337
Parking improvement	Cr 88,000	24,150				Cr 63,850
DARE Reserve	Cr 2,000,000	2,000,000				0
Waste Reserve	Cr 1,536,454	Cr 616,792		Cr 135,863	Cr 400,000	Cr 2,689,109
Winter Maintenance Reserve	Cr 568,429			Cr 100,000		Cr 668,429
Neath Market	Cr 253,106					Cr 253,107
Baglan Bay Innovation centre - dilapidation reserve	Cr 77,517					Cr 77,517
Renewable Energy Reserve	Cr 17,959			Cr 6,203		Cr 24,162
Environmental Health - Housing Equalisation	Cr 95,000	58,301				Cr 36,699
LAWDC Contingency Reserve	Cr 815,176	Cr 750,000		1,565,176		0
Workways - NPT	Cr 325,522	325,522				0
Environment Equalization Reserve	Cr 1,097,403	Cr 555,721		6,574	Cr 206,360	Cr 1,852,910
Metal box Reserve	Cr 779,909	779,909				0

## Appendix 2 – Reserve schedule

Description	Reserve Balance at 1st April 2023 £	Budgeted movements during the FY £	Schools closing adjustments £	Ring fenced £	Additional Reserves £	Closing reserves 2023/24 £
Pantteg Landslip Reserve	Cr 500,000	65,039				Cr 434,961
<u>Trading Account</u>						
Operating Account -Equalisation	Cr 36,043					Cr 36,043
Vehicle Tracking	Cr 92,186	71,000		Cr 100,000		Cr 121,186
Vehicle Renewals	Cr 3,471,874	Cr 597,760		Cr 536,239		Cr 4,605,873
<b>Total Environment</b>	<b>Cr 12,698,467</b>	<b>508,134</b>		<b>693,445</b>	<b>Cr 614,860</b>	<b>Cr 12,111,748</b>
<u>Chief Executives</u>						
Elections Equalisation Fund	Cr 151,138	Cr 15,000		60,900		Cr 105,238
Health & Safety/Occupational Health	Cr 40,501					Cr 40,501
Digital Transformation Reserve	Cr 1,170,000					Cr 1,170,000
Schools IT Equalisation (HWB)	Cr 470,000	70,000				Cr 400,000
Development Fund for Modernisation	Cr 76,031	76,031				0
Digital renewal reserve	Cr 1,754,393	520,000			Cr 52,000	Cr 1,286,393
Chief Executives Equalisation Reserve	Cr 359,736	262,000			Cr 103,592	Cr 201,328
Organisational development reserve	Cr 4,636,436	804,412			237,000	Cr 3,595,024
Building Capacity	Cr 241,295	121,000			Cr 57,000	Cr 177,295
Voluntary Organisation Reserve	Cr 89,744	89,744				0
<b>Total Corporate Services</b>	<b>Cr 8,989,274</b>	<b>1,928,187</b>		<b>60,900</b>	<b>24,408</b>	<b>Cr 6,975,779</b>
<u>Corporate Other</u>						
Insurance Reserve	Cr 4,445,381	280,000				Cr 4,445,382

## Appendix 2 – Reserve schedule

Description	Reserve Balance at 1st April 2023 £	Budgeted movements during the FY £	Schools closing adjustments £	Ring fenced £	Additional Reserves £	Closing reserves 2023/24 £
Income Generation Reserve	Cr 1,663,230	1,550,000				Cr 113,230
Members Community Fund Reserve	Cr 351,974	351,974				0
Corporate Contingency	Cr 2,492,994	Cr 166,608			151,000	Cr 2,508,602
Transformation and Modernisation	0	Cr 6,700,000				Cr 6,700,000
Capital support reserve	Cr 683,447					Cr 683,447
Covid recovery	Cr 1,406,578	812,228		Cr 62,000		Cr 656,350
Treasury Management Equalisation Reserve	Cr 8,407,767	Cr 65,463		Cr 539,458		Cr 9,012,687
Hardship relief scheme	Cr 1,725,000	600,000		313,346		Cr 811,654
Service resilience	Cr 874,072	784,322			Cr 7,000	Cr 96,750
Discretionary fund	Cr 335,725	235,725				Cr 100,000
Strategic regeneration capacity building	Cr 1,500,000	1,500,000				0
Accommodation Strategy	Cr 2,273,580	Cr 700,000				Cr 2,973,580
<b>Total Corporate Other</b>	<b>Cr 26,159,748</b>	<b>Cr 1,517,822</b>		<b>Cr 288,112</b>	<b>144,000</b>	<b>Cr 27,821,682</b>
<u>Joint Committee</u>						
Margam Discovery Centre - Building Maintenance Reserve	Cr 117,107	Cr 57,333				Cr 174,440
Workways - Regional Reserve	Cr 169,860	169,860				0
Environment Legacy Reserve (SWTRA)	Cr 59,728	Cr 200,000				Cr 259,728
Substance Misuse Area Planning Board	Cr 153,568			Cr 219,758		Cr 373,326
WB Safeguarding Board Reserve	Cr 94,675			6,661		Cr 88,014
<b>Total Joint Committee</b>	<b>Cr 594,938</b>	<b>Cr 87,473</b>		<b>Cr 213,097</b>		<b>Cr 895,508</b>
<b>Total All Earmarked Reserves</b>	<b>Cr 70,798,810</b>	<b>15,781,306</b>	<b>Cr 2,782,470</b>	<b>84,730</b>	<b>Cr 935,452</b>	<b>Cr -58,650,695</b>

## Appendix 2 – Reserve schedule

Description	Reserve Balance at 1st April 2023 £	Budgeted movements during the FY £	Schools closing adjustments £	Ring fenced £	Additional Reserves £	Closing reserves 2023/24 £
General Reserve	Cr 20,150,693	4,701,000				Cr 15,449,692
<b>TOTAL ALL RESERVES</b>	<b>Cr 90,949,502</b>	<b>20,482,306</b>	<b>Cr 2,782,470</b>	<b>84,730</b>	<b>Cr 935,452</b>	<b>Cr 74,100,387</b>





Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **CABINET**

**10<sup>th</sup> July 2024**

### **Report of the Director of Finance**

**Wards affected – All**

**Matter for Monitoring**

**Capital Budget Monitoring Report 2023/24 – As at end of March 2024**

#### **Purpose of Report**

This report sets out the financial outturn position for the Capital Programme for 2023/24.

#### **Background**

For 2023/24 the approved revised Capital Programme totalled £45.285m, actual expenditure for the year was £39.129m. This is substantially less than the original capital programme, with the reasons for this having been reported to Cabinet through the in year budget monitoring reports.

This £39.129m expenditure represents significant investment within the County Borough which has led to community and service improvements. The Council places great emphasis on the importance of capital investment as a means of regenerating our communities and providing modern, safe buildings and infrastructure. Capital investment does not only lead to improved facilities and services but creates jobs and economic benefits for the citizens of Neath Port Talbot.

#### **Achievements**

The following points highlight some of the significant achievements during the year;

- Progress with the regeneration programme including Margam Country Park Electric Vehicle Charging and Public Facilities.

- Completion of the remodelling of the Council's Waste Facility at Crymlyn Burrows as a Transfer Station with enhanced recycling capacity and facilities to accommodate the Council's expanding recycling operation.
- City Deal – progression of the Homes as Power Stations and the Supporting Innovation and Low Carbon Growth projects.
- Commencement of the Shared Prosperity Fund Projects including, Valley Industrial Units, Third Sector Growth Fund, Valleys & Villages and Supporting Local Business.
- Further investment of £3.892m into Disabled Facility Grants to assist people to live at home and investment of over £2.7m in Schools Capital Maintenance and Highways and Engineering Maintenance improvements.

### **Outturn**

A summary of the outturn position can be found in Appendix 1 of this report with the main variations between budget and actual being:

- Capital Maintenance - ELLL  
The total underspend of £638k is due to a delayed start on site for the Crymlyn Primary Demountable project. This delay is due to resolving neighbourhood matters and provision of temporary works. The underspend will be carried forward to 2024/25 where full spend will occur.
- City Deal – Hydrogen Stimulus  
The total underspend of £926k is due to a significant delay in the funding agreement being signed by University of South Wales (USW). This agreement has now been signed and the first quarterly claim from USW is expected shortly. The underspend will be carried forward to 2024/25 where full spend will occur.
- Regeneration Other  
The total net underspend of £564k across a number of projects is due to the variances in the spend profile on the delivery of these projects. For the projects incurring underspends the funding will be carried forward to 2023/24 where full spend will

occur. For the project incurring overspends will be funded from resources earmarked in 2024/25.

- Contingency

The £1.212m underspend is due to the contingency budget not being required.

### **Impact of COVID**

The Covid pandemic has resulted in increased costs for some contracts due to the requirement to provide increased facilities on sites i.e. additional welfare provision to facilitate social distancing. Currently these increased costs are being met from existing budget resources.

### **2023/24 Capital Expenditure**

Details of capital expenditure as at 31<sup>st</sup> March 2024 is outlined in Appendix 1 of this report

### **Financial Impact**

All relevant details are set out in the body of the report.

### **Valleys Communities Impact**

The Capital Programme provides investment in assets across the County Borough.

### **Workforce Impacts**

There are no workforce impacts arising from this report.

### **Legal Impacts**

There are no legal impacts arising from this report.

### **Risk Management**

The capital programme is actively managed by managers and the Capital Programme Steering Group to comply with all relevant planning conditions, legislation, regulations and health and safety.

### **Consultation**

There is no requirement under the Constitution for external consultation on this item.

### **Recommendations**

It is recommended that Cabinet notes the 2023/24 capital programme outturn position.

### **Reason for Proposed Decision**

To approve the Council's 2023/24 capital outturn position.

### **Implementation of Decision**

The decision is proposed for implementation after the three-day call-in period.

### **Appendices**

Appendix 1 – Details of Capital Expenditure as at 31<sup>st</sup> March 2024

### **List of Background Papers**

Capital Programme working files

### **Officer Contact**

Mr Huw Jones – Director of Finance

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Mr Ross Livingstone – Chief Accountant Capital, Exchequer and Financial Systems.

e-mail: [r.livingstone@npt.gov.uk](mailto:r.livingstone@npt.gov.uk)

Capital Budget and Spend 2023/24 as at 31<sup>st</sup> March 2024

	Revised Budget £'000	Actual £'000	Variance £'000	Comments
<b>Education, Leisure &amp; Lifelong Learning</b>				
Capital Maintenance - ELLL	916	278	-638	Delayed start on site due to resolving neighbourhood matters and provision of temporary works.
Capital Maintenance for Schools Previous Years Grants	2,942	3,133	191	Works progressed ahead of schedule and overspends will be funded from resources earmarked in 2024/25.
Universal Primary Free School Meals	1,614	1,756	142	
Supporting Learners with Additional Needs	1,386	1,440	54	
Childcare Offer Grant – Small Grants, Cwmavon & YGG Blaendulais	610	428	-182	Delayed statutory approval process and agreement of contract price.
Sustainable Schools Challenge – YGG Rhosafan	100	11	-89	
Hwb IT for Schools	449	440	-9	
Leisure Investment	267	187	-80	
Margam Park Stonework Repairs	852	777	-75	

	Revised Budget £'000	Actual £'000	Variance £'000	Comments
Pontardawe Arts Centre Cinema	301	314	13	
Dyfed Road Site Clearance	650	732	82	
Godre Graig Primary School - Demountable Units	475	465	-10	
Other – Education & Leisure	1,045	979	-66	
<b>Environment</b>				
Highways and Engineering Maintenance	2,496	2,458	-38	
Drainage Grants	2,695	2,221	-474	Net underspend is across a number of projects. Largest underspend relates to a project time delay in the Grandison Brook scheme as a result of external consultation.
Additional major engineering works Norton/Bevan Terrace	260	222	-38	
Resilient Roads Fund - Castle Drive Cimla	266	249	-17	
Road Safety 20mph (multiple locations)	2,221	1,911	-310	Delays due to adverse weather conditions.
Active Travel	1,206	1,067	-139	
Local Transport Fund (multiple locations)	485	558	73	
Covid Recovery	224	215	-9	
Covid Recovery - Catch Up, Clean Up, Green Up Capital Works	2,672	2,245	-427	Net underspend is across a number of projects. Largest underspend

	Revised Budget £'000	Actual £'000	Variance £'000	Comments
				relates to delay in commencing the resurfacing of the gravel track around Cwrt Herbert and delay in delivery of vehicles.
Health & Safety	840	867	27	
Neighbourhood Improvements	406	381	-25	
Pavilions	214	238	24	
Disability Access	154	170	16	
Crymlyn Burrows Transfer Station - site improvements	1,313	1,317	4	
Waste Fleet Relocation Works	200	145	-55	
Electric Vehicle Charging Stations	944	911	-33	
Vehicle Replacement Programme	1,200	849	-351	Awaiting outcome of transport fleet review.
Coal Tip Safety	1,099	1,011	-88	
Environment Street Scene Works	343	178	-165	Net underspend is across a number of projects. Largest underspend is in relation to Wen Y Gored Neath Canal Footbridge. Underspend is due to a delay on completion of site works. Works due to complete in the first quarter of 2024/25.
Regeneration: Match Funding for WG & UK Government Funding Streams	32	0	-32	

	<b>Revised Budget £'000</b>	<b>Actual £'000</b>	<b>Variance £'000</b>	<b>Comments</b>
Regeneration: Margam Country Park EV Charging and Public Facilities	237	275	38	
Regeneration: Crown Buildings	55	87	32	
Regeneration: Place Making 2 & 3	91	103	12	
Regeneration: Other	693	129	-564	Net underspend is across a number of projects. Largest underspend is in relation to costs for Neath Town Centre Leisure being less than previously anticipated.
City Deal: SWITCH Building at Harbourside	400	330	-70	
City Deal: Low Emission Vehicles (LEV)	65	4	-61	
City Deal: Hydrogen Stimulus	926	0	-926	There was a significant delay in the funding agreement being signed by University of South Wales this has now been signed and first quarterly claim from USW is expected shortly.
City Deal: Homes as Power Stations	742	375	-367	Underspend on Financial Incentives Funds. Projects are progressing well however further evidence is required to enable reimbursement. This is now expected to happen within the first 2 quarters of 2024/25.



	<b>Revised Budget £'000</b>	<b>Actual £'000</b>	<b>Variance £'000</b>	<b>Comments</b>
City Deal: Other	337	73	-264	Net underspend is across a number of projects. Largest underspends relate to: Air Quality Monitoring Project - delay in securing sensor data due to a change in management with external company. Property Development fund – delay in applicants submitting claims and evidence which resulted in a postponement to grant payments.
Levelling Up: Gnoll Country Park	851	819	-32	
Levelling Up: Pontneddfechan	100	243	143	Design in advance of extended completion date.
Shared Prosperity Fund: Valley Industrial Units	71	43	-28	
Shared Prosperity Fund: Sustainable Communities Growth Fund	50	0	-50	
Shared Prosperity Fund: Third Sector Growth Fund	145	186	41	
Shared Prosperity Fund: Valleys & Villages	165	118	-47	
Shared Prosperity Fund: Supporting Local Business	300	297	-3	

	<b>Revised Budget £'000</b>	<b>Actual £'000</b>	<b>Variance £'000</b>	<b>Comments</b>
Other - Environment	1,076	1,293	217	Net overspend is across a number of projects. The largest overspend is in relation to a new Waste project that has been fully funded.
<b>Social Services Health &amp; Housing</b>				
Capital Maintenance	354	324	-30	
NPT Rent Rescue	575	644	69	
Homecare Electric Vehicles	152	152	0	
Enable – Support for Independent Living	281	281	0	
Disabled Facilities Grants	3,723	3,892	169	Works progressed ahead of schedule and overspends will be funded from resources earmarked in 2024/25.
Other – Social Service & Housing	204	135	-69	
<b>Other Services</b>				
School IT/ Vehicle Financing	1,054	1,109	55	
Microsoft License	504	0	-504	Costs moved to revenue as agreed with Audit Wales.
Other - Corporate Services	45	64	19	
Contingency	1,212	0	-1,212	The underspend will be carried forward to 2024/25 where it will be earmarked for contingency.

	<b>Revised Budget £'000</b>	<b>Actual £'000</b>	<b>Variance £'000</b>	<b>Comments</b>
<b>Total</b>	<b>45,285</b>	<b>39,129</b>	<b>-6,156</b>	

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## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **CABINET**

#### **REPORT OF THE DIRECTOR OF FINANCE – MR HUW JONES**

**10<sup>th</sup> July 2024**

#### **MATTER FOR MONITORING**

**WARDS AFFECTED: ALL**

#### **ANNUAL TREASURY MANAGEMENT OUTTURN REPORT 2023/24**

##### **Purpose of Report**

1. This Council is required through regulations issued under the Local Government Act 2003 to produce an annual treasury report reviewing treasury management activities and the actual prudential and treasury indicators for 2023/24 (this report).
2. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code). Some information incorporated within this report has been provided by the Council's Treasury Advisors Link Asset Services.
3. Recent changes in the regulatory environment place a much greater onus on members for the review and scrutiny of treasury management policy and activities. This report is important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

4. This report also confirms that Council has complied with the requirement under the Code to give prior scrutiny to the annual strategy report, which was submitted to Cabinet in March 2023 before being reported and approved by full Council.

### **Executive Summary**

5. During 2023/24, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

<b>Prudential and Treasury Indicators</b>	<b>2022/23 Actual £000</b>	<b>2023/24 Mid-Year Estimate £000</b>	<b>2023/24 Actual £000</b>
Capital Expenditure	44,097	63,992	39,129
Capital Financing Requirement	355,073	353,027	357,490
External debt(gross)	295,195	276,357	269,920
Less Investments	(53,600)	(52,500)	(35,900)
<b>Net Borrowing</b>	<b>241,595</b>	<b>223,857</b>	<b>234,020</b>

6. The full list of prudential and treasury indicators are to be found in Appendix 1. During the financial year the Council operated within its treasury limits and Prudential Indicators.
7. The financial year 2023/24 was once again a challenging environment as in previous years with low investment returns and continuing counterparty risk.

### **Introduction and Background**

8. This report summarises:
- Capital activity during the year;
  - Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
  - Reporting of the required prudential and treasury indicators;

- Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed debt activity; and
- Detailed investment activity

### **The Council's Capital Expenditure and Financing 2023/24**

9. The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc), which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.
- Actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

	<b>2022/23 Actual £000</b>	<b>2023/24 Mid-Year Estimate £000</b>	<b>2023/24 Actual £000</b>
Total capital expenditure	44,097	63,992	39,129
Resourced by:			
• Capital receipts	3,416	475	465
• Capital grants & contributions	21,196	48,511	22,683
• Capital Reserves and DRF	3,338	5,560	2,117
<b>Unfinanced capital expenditure (to be funded from Borrowing)</b>	<b>16,147</b>	<b>9,446</b>	<b>13,864</b>

## The Council's Overall Borrowing Need

10. The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's debt position. The CFR results from the capital activity of the Council and what resources have been used to pay for the capital spend. It represents the 2023/24 unfinanced capital expenditure (see Table 2) and prior years' net of unfinanced capital expenditure which has not yet been paid for by revenue or other resources.
11. Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as the Government, through the Public Works Loan Board [PWLB] or the money markets), or utilising temporary cash resources within the Council.
12. Reducing the CFR – Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a repayment of the borrowing need. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.
13. The total CFR can also be reduced by:
  - The application of additional capital financing resources (such as unapplied capital receipts); or
  - Charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).
14. The Council's CFR for the year is shown below, and represents a key prudential indicator.



<b>CFR</b>	<b>2022/23 Actual £000</b>	<b>2023/24 Mid-Year Estimate £000</b>	<b>2023/24 Actual £000</b>
Opening balance	349,573	355,073	355,073
Add unfinanced capital expenditure (as above)	16,147	9,446	13,864
Less MRP	(10,647)	(11,492)	(11,447)
<b>Closing balance</b>	<b>355,073</b>	<b>353,027</b>	<b>357,490</b>

15. The borrowing activity is constrained by prudential indicators for net borrowing and the CFR, and by the authorised limit.
16. Net borrowing and the CFR – in order to ensure that borrowing levels are prudent over the medium term the Council’s external borrowing, net of investments, must only be used for a capital purpose. This essentially means that the Council is not borrowing to support revenue expenditure. Net borrowing should not therefore, except in the short term, have exceeded the CFR for 2023/24 plus the expected changes to the CFR over 2024/25 and 2025/26. The table below highlights the Council’s net borrowing position against the CFR which shows that we have self-funded the net position of £123.470m. The Council has complied with this prudential indicator.

	<b>2022/23 Actual £000</b>	<b>2023/24 Mid-Year Estimate £000</b>	<b>2023/24 Actual £000</b>
Net borrowing position	241,595	223,857	234,020
CFR	355,073	353,027	357,490
Self-funded	113,478	129,170	123,470

17. The authorised limit – the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. The Council does not have the power to borrow above this level.
18. The operational boundary – the operational boundary is the expected borrowing position of the Council during the year.

19. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached.

	<b>Actual 2023/24 £000</b>
Operational boundary	387,490
Authorised limit	407,490
Total Maximum Borrowing compared to Operational Boundary at any point during the year	295,195

The Council has maintained gross borrowing below the Authorised limit.

#### **Treasury Position as at 31<sup>st</sup> March 2024**

20. The Council's debt and investment position is managed by Finance Treasury Staff in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through Member reporting detailed in the executive summary, and through officer activity detailed in the Council's Treasury Management Practices. At the beginning and the end of 2023/24 the Council's treasury position was as follows:

	<b>31 March 2023 Principal</b>	<b>Rate / Return</b>	<b>31 March 2024 Principal</b>	<b>Rate / Return</b>
<b>Fixed rate funding:</b>	<b>£m</b>	<b>%</b>		
-PWLB	216.446	3.11%	210.803	3.03%
-Market (LOBO)	62.500	3.93%	55.500	3.91%
<b>Other:</b>				
WG Crown Loan	3.000	0.00%	0.000	0.00%
Salix	1.652	0.00%	1.457	0.00%
Temp Loans	1.597	1.70%	2.160	4.55%
Other LA Loans	10.000	4.60%	0.000	0.00%
<b>Total debt</b>	<b>295.195</b>		<b>269.920</b>	
Investments:				
- in house	53.600	3.38%	35.900	3.66%
<b>Total investments</b>				
<b>Net Borrowing</b>	<b>241.595</b>		<b>234.020</b>	

PWLB = Public Works Loans Board which is a body the Government has established to lend money to Local Government.

Market LOBO's = Lender Option Borrower Option – this is borrowing from the market when the lender has offered a long term loan but with options to continue or foreclose on the loan at various specific intervals.

Other:

WG Crown Loan = interest free loan from Welsh Government used to fund the purchase of the former Crown Building in Briton Ferry

Salix = interest free loan from Welsh Government via Salix Finance Ltd to be used towards funding new Street Lighting

Temp Loans = these include several loans the council have such as the Education Trust Funds and Welsh Church Act Funds.

Other LA Loans = these are short term loans from another Local Authority.

## **The Strategy for 2023/24**

21. The strategy for 2023/24 was approved by Council in March 2023 and included the following:

### New Borrowing:

22. The cheapest borrowing will be internal borrowing by running down cash balances. However this strategy can only be used as a short term measure therefore consideration will be given to entering into external borrowing.
23. The following types of loan arrangement will be considered (in no particular order):
- Temporary borrowing from the money markets or other local authorities.
  - Short dated borrowing from the market or PWLB.
  - Long term fixed rate market or PWLB loans

### Investments

24. The Council continued with its main investment priorities:

- (a) security of capital
- (b) liquidity of capital

with the aim of achieving the optimum return commensurate with proper levels of security and liquidity. With investments being dominated by low counterparty risk considerations, relatively low returns were expected when compared to borrowing rates.

25. For balances generated through normal cashflow the strategy looked to utilise the business reserve (call account) and short dated deposits.

### Debt Rescheduling

26. The strategy allowed for the use of investment balances to repay debt prematurely providing it was economically worthwhile and it enhanced the maturity profile of the debt portfolio.

27. No debt rescheduling was anticipated (or took place) in 2023/24 particularly as the PWLB rate structures have made it more expensive in recent years to do so.

### **Borrowing Outturn for 2023/24**

28. Long term borrowing - There were no new long-term loans entered into during 2023/24.
29. Short term borrowing – There were no new short-term loans entered into during 2023/24:

### **Investment Outturn for 2023/24**

30. Investment Policy – the Council’s investment policy is governed by Welsh Government guidance, which has been implemented in the annual investment strategy approved by Council in March 2023. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc).
31. All investment activity during the year conformed to the approved strategy.
32. Resources – the Council’s longer term cash balances comprise, primarily, revenue and capital resources, although these will be influenced by cash flow considerations. The Council’s cash resources comprised the following:

<b>Balance Sheet Resources</b>	<b>31 March 2023 £'000</b>	<b>31 March 2024 £'000</b>
Balances and Earmarked Reserves	90,950	74,100
Provisions	4,039	6,373
Usable capital receipts	5,640	5,440
<b>Total</b>	<b>100,629</b>	<b>85,913</b>

33. Investments held by the Council – The Council received the following return on its investments

<b>Average Investment</b>	<b>External Interest Earned</b>	<b>Ave Rate of Return for year</b>	<b>Benchmark Return</b>
<b>£'000</b>	<b>£'000</b>	<b>%</b>	<b>%</b>
69,627	3,436	4.94%	4.96

34. The benchmark for funds managed in house is the average Bank of England base rate. As there have been several interest rate rises throughout the financial year, the rate of return is slightly below the benchmarking return due to investments made before these interest rate rises.
35. For information, the following table details the changes in bank rate:

<b>Effective Date</b>	<b>Bank Rate</b>
23 <sup>rd</sup> March 2023	4.25%
11 <sup>th</sup> May 2023	4.50%
22 <sup>nd</sup> June 2023	5.00%
3 <sup>rd</sup> August 2023	5.25%

### **Treasury Management Reserve**

36. The below table shows the Treasury Management Equalisation reserve, broken down between General and Earmarked balances:

	<b><u>£000s</u></b>
<b>General balances:</b>	
Opening Balance as at 1 <sup>st</sup> April 2023 (excluding earmarked funding)	2,847
In year underspend	539
Capital Receipts under £10k	65
<b>Total General Closing Balance</b>	<b>3,451</b>
<b>Earmarked balances:</b>	
City Deal	5,561
<b>Total Earmarked Closing Balance</b>	<b>5,561</b>
<b>TOTAL Treasury Management Reserve</b>	<b>9,012</b>

## **Performance Measurement**

37. One of the key requirements in the Code is the formal introduction of performance measurement relating to investments, debt and capital financing activities. Whilst investment performance criteria have been well developed and universally accepted, debt performance indicators continue to be a more problematic area with the traditional average portfolio rate of interest acting as the main guide (as incorporated in the table in section 20). The Council's original performance indicators for 2023/24 were set out in the Annual Treasury Strategy approved by Council in March 2023.

## **Financial Impact**

38. All financial impacts are detailed within the body of the report.

## **Integrated Impact Assessment**

39. There is no requirement for an integrated impact assessment for this report.

## **Valleys Communities Impacts**

40. No implications

## **Workforce impacts**

41. There are no workforce impacts resulting from this report.

## **Legal impacts**

42. The report deals with the Council's legal requirements as set out in Local Government Act 2003.

## **Risk management**

43. Compliance with the strategies outlined in this report should be sufficient in terms of managing risks in this area.

## **Consultation**

44. There is no requirement under the Constitution for external consultation on this item.

## **Recommendation**

45. It is recommended that Cabinet note the 2023/24 treasury management function performance as set out in this report including the actual 2023/24 prudential and treasury indicators.

## **Appendices**

Appendix 1 – Prudential Indicators

## **List of Background Papers**

Statement of Accounts 2023/24

## **Officer Contact**

For further information on this report item, please contact: -

Mr. Huw Jones, Director of Finance

E-mail: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

Mr Ross Livingstone, Chief Accountant – Capital, Exchequer and Financial Systems

E-mail: [r.livingstone@npt.gov.uk](mailto:r.livingstone@npt.gov.uk)



<b>PRUDENTIAL INDICATORS</b>	<b>2022/23 Actual</b>	<b>2023/24 Mid-Year Estimate</b>	<b>2023/24 Actual</b>
Capital Expenditure	<b>£'000</b> 44,097	<b>£'000</b> 63,992	<b>£'000</b> 39,129
Capital Financing Requirement as at 31 <sup>st</sup> March	355,073	353,027	357,490
Ratio of financing costs to net revenue stream	% 5.65	% 5.77	% 6.00
<b>Authorised Limit for External Debt:</b> Borrowing and other long term liabilities	405,073	403,027	407,490
<b>Operational Boundary for External Debt:</b> Borrowing and other long term liabilities	385,073	383,027	387,490
<b>External Debt (Gross)</b>	295,195	276,357	269,920
Less Investments	(53,600)	(52,500)	(35,900)
<b>Net Borrowing Position</b>	<b>241,595</b>	<b>223,857</b>	<b>234,020</b>

<b>Maturity Structure of Fixed Rate Borrowing During 2023/24</b>	<b>2022/23 Actual</b>	<b>2023/24 Original Estimate</b>		<b>2023/24 Actual</b>
		<b>Upper Limit</b>	<b>Lower Limit</b>	
	%	%	%	%
Under 12 months	7	15	0	3
12 months to 2 years	2	15	0	0
2 to 5 years	1	40	0	0
5 to 10 years	8	60	0	11
10 years and above	82	100	15	86

20%

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Cabinet

10<sup>th</sup> July 2024

### REPORT OF THE DIRECTOR OF FINANCE – D H JONES

#### Matter for Decision

#### Wards Affected - All

#### NEATH PORT TALBOT WELSH CHURCH ACT TRUST FUND

#### 1. Purpose of Report

This report provides the Welsh Church Act Trust Fund draft annual report and financial statements for 2023/24 for approval.

#### 2. Draft annual report and financial statements 2023/24

The annual report and financial statements are included in Appendix 1, with the following table summarising the financial position.

	<b>2022/23</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>
Opening value of Fund	613,586	688,205
Income	9,960	26,528
Gain/(loss) on investment assets	68,801	1,600
Expenditure	(4,142)	(3,961)
<b>Closing value of Fund</b>	<b>688,205</b>	<b>712,372</b>

#### 3. External Audit

The annual report and financial statements will be independently examined by the Wales Audit Office, as is required by the Welsh Church Act 1914.

Any material changes resulting from the audit of the annual report by the Independent Examiner will be reported back to the Board for consideration, prior to the final submission of the financial information to the Charity Commission.

#### **4. Consultation**

There is no requirement under the Constitution to consult on this item.

#### **5. Recommendations**

It is recommended that Members:

- Approve the draft annual report and financial statements for the year ended 31<sup>st</sup> March 2024.
- Agree that the draft annual report and financial statements are submitted to the Wales Audit Office for independent examination.
- Approve the submission of the accounts to the Charity Commission, if no material changes are identified by Wales Audit Office.

#### **6. Reason for Proposed Decision**

To approve the draft annual report and financial statements for the Welsh Church Act Trust Fund 2023/24.

#### **7. Implementation of Decision**

The decision is proposed for implementation after the three day call in period.

#### **8. List of Background Papers**

Welsh Church Act Trust Fund accounts and working papers  
Charity Commission guides and accounting practices

#### **9. Appendices**

Appendix 1 - Draft annual report and financial statements.

#### **10. Officer Contact**

Mr Huw Jones – Director of Finance

Telephone 01639 763575

email: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
WELSH CHURCH ACT TRUST FUND**

**DRAFT**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>ST</sup> MARCH 2024**

**REGISTERED CHARITY NUMBER: 1076440**

## **Neath Port Talbot Welsh Church Act Fund**

### **Report of the trustees for the year ended 31<sup>st</sup> March 2024**

The trustees present their annual report and financial statement for the charity for the year ended 31<sup>st</sup> March 2024.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1<sup>st</sup> January 2015.

### **Objectives and activities**

The purpose of the Fund is to receive grant applications from charities or voluntary bodies which are based in, active in, or provide significant benefits to some or all of the residents of the Neath Port Talbot County Borough area.

The Fund furthers its charitable purposes for the local public benefit through its grant making policies which cover the following areas:

- Educational
- Libraries, museums, art galleries, etc.
- Relief of poverty
- Advancement of religion
- Other purposes beneficial to the community
- Relief in sickness
- Welfare of elderly persons
- Social and recreational
- Aesthetic, architectural, historical and scientific matters
- Medical and social research, treatment, etc.
- Probation, etc.
- Visually impaired or blind individuals
- Emergencies or disasters
- Other charitable organisations whose purposes are consistent with the provisions included above.

## **Grant making policy**

### **Welsh Church Act Fund Guidelines for Grant Applications**

- a) Each application will be considered on its merits.
- b) Grants will only be awarded to charities and voluntary bodies which are based in, or active in, or provide significant benefits to some or all of the residents of the Neath Port Talbot County Borough area.
- c) Grants will only be awarded to individuals in exceptional circumstances.
- d) Grants will not normally exceed £1,000 and in exceptional circumstances £4,000 per applicant and successful applicants will not normally be reconsidered for a further grant within 3 years of the date of approval of the last grant.
- e) Grants will have a time limit for the take up of said grant of two years from the date of approval.
- f) Grants will not normally be awarded where the service could be dealt with out of the annual budget of the Council's service Committees activities or by other public bodies.
- g) Grants will not normally be awarded where they would commit the fund to regular annual payments nor will recurring annual expenses be supported.
- h) Grants will only be made out of the income of the fund, preserving the Fund's capital assets.
- i) Priority will be given to applications which are of significant benefit to the Neath Port Talbot County Borough area.
- j) Grant aid will not normally cover the full cost of a project/proposal and normally will be approved at 25% of actual costs incurred up to the maximum as outlined in condition (d) above. The grant of £4,000 will only be approved where expenditure exceeds £50,000.
- k) Organisations assessed as being able to meet the cost (e.g. by size or nature) are unlikely to receive any grant aid.
- l) Grants towards work of a structural nature will only be considered where:

- there is evidence that a professional assessment has been made of the works;
  - the applicant organisation can demonstrate that there is no other impediment to work proceeding at an early date (e.g. planning permission).
- m) In the case of Churches and Chapels grants will only be approved for the repair of the fabric of buildings which are more than 50 years old and of the highest architectural and historic interest. Church halls, however, where available and used significantly by the public for non-religious purposes, will not be subject to these criteria.
- n) No retrospective applications are considered.
- o) The Panel will take into account the Church membership and the normal size of the congregation.
- p) In the case of students undertaking further Education courses, contributions towards the costs of individual instruments or pieces of equipment etc., will be made as follows - 50% of all costs over a threshold of £2,000 up to a maximum grant of £1,500.

### **Grants awarded**

No grants have been paid out of the Fund in 2023/24.



The Fund trustees have approved the following grants:

<b>Year approved</b>	<b>Name</b>	<b>Purpose</b>	<b>Maximum value £</b>
2004/05	Musica Rediviva	Church organ manuscript	4,000
2019/20	The Rectorial Benefice of Aberavon - St Mary's Church	New heating system and external remedial works to preserve and maintain the fabric of the building	4,000
2022/23	Sardis English Baptist Church	Grant assistance towards costs of works to redecorate entrance, staircase x 2, small chapel & kitchen area.	1,000
2023/24	St Anne's Church, Tonna	Grant assistance towards costs of repair works to the church spire.	4,000
<b>Total grants approved but not committed</b>			<b>13,000</b>

Although the Fund has approved these grants, they were not drawn down or committed as at the 31st March 2024. There is no accrual in the accounts, as the grant recipients had not demonstrated that they fulfilled performance conditions.

## **Structure, governance and management**

The Fund is a registered charity, number 1076440. The Charity is governed by the Welsh Church Act 1914 and the Welsh Church Act (Designation and Specification) Order 1996.

The Welsh Church Act Fund was established from the proceeds and assets of the disestablishment of the Church in Wales and was originally created in 1914. The assets were distributed evenly amongst the former county councils in Wales, and then divided between the Welsh Unitary Authorities when they were formed in 1996, with Neath Port Talbot County Borough Council taking responsibility for the share of the Fund included in this report.

The Trustee to the Fund is Neath Port Talbot County Borough Council, which has delegated responsibility to the Cabinet (Finance) Sub Committee, who consider applications received for grants from the Fund and makes decisions on whether they should be granted or not. The Fund

does not directly employ any staff, with the day to day administration and the processing and handling of applications prior to consideration being managed by the Director of Finance. A proportion of his team's time is charged to the Fund.

## **Reference and administrative information**

### **The registered address is:**

Neath Port Talbot County Borough Council  
Finance and Corporate Services Directorate  
Civic Centre  
Port Talbot  
SA13 1PJ

### **The Trustee is:**

Neath Port Talbot County Borough Council, with responsibility delegated to the Cabinet (Finance) Sub Committee.

The following advisors have assisted the trustees in the year:

### **Honorary Treasurer:**

Mr Huw Jones  
Director of Finance  
Neath Port Talbot County Borough Council  
Civic Centre  
Port Talbot SA13 1PJ

### **Independent Examiner:**

Mr Matthew Edwards  
On behalf of the Auditor General for Wales  
1 Chapter Quarter  
Tyndall St  
Cardiff CF10 4BZ

### **Bankers:**

Santander Commercial Bank  
Bridle Road  
Bootle  
Merseyside L30 4GB

## **Trustees' responsibilities in relation to the financial statements**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom accounting standards (UK Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year, which give a true and fair view of the state of affairs of the charity and of the resources and application of the resources of the charity for the accounting period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the applicable Charities Statement of Recommended Practice
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the appropriate Act and the applicable Charities Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees 10<sup>th</sup> July 2024 and signed on their behalf by:



**Honorary Treasurer**

**Report of the independent examiner to the trustees of Neath Port  
Talbot Welsh Church Act Fund**

To be inserted once the independent examination is completed by Wales  
Audit Office.

## Neath Port Talbot Welsh Church Act Trust Fund

### Statement of Financial Activities for the year ending 31<sup>st</sup> March

	Note	Total Unrestricted Funds 2022/23 £	Total Unrestricted Funds 2023/24 £
<b>Incoming resources</b>			
Investment income	2	9,622	26,190
Estate Rental income	3	338	338
<b>Total Income</b>		<b>9,960</b>	<b>26,528</b>
<b>Resources expended</b>			
<b>Governance/admin costs:</b>			
Management and administration	4	(2,922)	(2,952)
Governance costs	5	(1,220)	(1,009)
<b>Expenditure on charitable activities:</b>			
Grants	6	-	-
<b>Total expenditure</b>		<b>(4,142)</b>	<b>(3,961)</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>		5,818	22,567
Gains/(losses) on investment assets	7	68,801	1,600
<b>Net movements in funds</b>		<b>74,619</b>	<b>24,167</b>
<b>Reconciliation of Funds</b>			
Total Funds brought Forward		613,586	688,205
<b>Total Funds Carried Forward</b>		<b>688,205</b>	<b>712,372</b>

## Neath Port Talbot Welsh Church Act Trust Fund

### Balance Sheet as at 31<sup>st</sup> March

	Note	31-Mar-23 £	31-Mar-24 £
<b>Fixed Assets</b>			
Tangible Investment Assets	8	160,108	161,708
<b>Total Fixed Assets</b>		<b>160,108</b>	<b>161,708</b>
<b>Current Assets</b>			
Debtors	9	57	65
Short Term Investments	10	529,939	552,682
<b>Total Current Assets</b>		<b>529,996</b>	<b>552,747</b>
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	11	(1,899)	(2,083)
<b>Net Current Assets</b>		<b>528,097</b>	<b>550,664</b>
<b>Total Net Assets</b>		<b>688,205</b>	<b>712,372</b>
<b>The Funds of the Charity</b>			
<b>Unrestricted Income Funds</b>	12		
Fund Balance		537,785	537,785
Income Accumulation Account		150,420	174,587
<b>TOTAL CHARITY FUNDS</b>		<b>688,205</b>	<b>712,372</b>

The following notes form part of these accounts.

# Neath Port Talbot Welsh Church Act Trust Fund

## Notes to the accounts

### 1. Accounting Policies

#### a) Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the requirements of the Welsh Church Act and the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from January 2015.

The financial statements have been prepared to give a “true and fair” view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a “true and fair view”. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) issued on the 16th July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1st April 2005, which has since been withdrawn.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to the accounts.

#### b) Fund structure

The Welsh Church Act Fund was established from the proceeds and assets of the disestablishment of the Church in Wales and was originally created in 1914. The assets were distributed evenly amongst the former county councils in Wales, and then divided between the Welsh Unitary Authorities when they were formed in 1996, with Neath Port Talbot County Borough Council taking responsibility for the share of the Fund included in this report.

Funds are unrestricted funds which are available for use at the discretion of the Trustee in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

### **c) Basis of Accounting**

The accounts have been prepared using the accruals basis and there has been no change to this accounting basis.

Income is recognised once the trust fund becomes entitled to the income and there is sufficient certainty that the income will be received and the amount receivable can be measured reliably.

Expenditure or the liability to spend is recognised as soon as there is a legal or constructive obligation committing the trust fund to that expenditure. All expenditure on governance and support services is accounted for on an accruals basis.

Grants payable are accrued where there is certainty that the funds will be drawn down. However, where grants awarded are subject to the recipient fulfilling performance conditions, the grant is only accrued at the time that the performance conditions are met.

## **2. Investment Income**

The Welsh Church Act Fund holds short term cash deposits with Neath Port Talbot County Borough Council. These investments operate on an instant access basis, and interest is based on the Council's return on its investments. The average interest rate for 2023/24 was 4.55% (2022/23 was 1.70%).

Details of short term deposits are provided at Note 10.

## **3. Other income**

The Welsh Church Act Fund receives rental income from various properties, land and wayleaves. Further details of the properties are included in note 8 to the Balance Sheet.

## **4. Management and Administration/Related parties**

The Fund has paid Neath Port Talbot Council £2,378 (2022/23 £2,354) for financial support services and £574 (2022/23 £568) for legal advice.

These payments are the only related party transactions within these accounts.



## 5. Governance costs

Wales Audit Office plans to charge £1,009.00 for their independent examination of the Fund.

## 6. Grants

No grants have been paid out of the Fund in 2023/24.

The Fund trustees have approved the following grants.

<b>Year approved</b>	<b>Name</b>	<b>Purpose</b>	<b>Maximum value £</b>
2004/05	Musica Rediviva	Church organ manuscript	4,000
2019/20	The Rectorial Benefice of Aberavon - St Mary's Church	New heating system and external remedial works to preserve and maintain the fabric of the building	4,000
2022/23	Sardis English Baptist Church	Grant assistance towards costs of works to redecorate entrance, staircase x 2, small chapel & kitchen area.	1,000
2023/24	St Anne's Church, Tonna	Grant assistance towards costs of repair works to the church spire.	4,000
<b>Total grants approved but not committed</b>			<b>13,000</b>

Although the Fund has approved these grants, they are not accrued in the accounts, as the grant recipients had not demonstrated that they fulfilled performance conditions by 31<sup>st</sup> March.

## **7. Gains or losses on investment assets**

There was no sale of fixed investment assets during 2023/24 or 2022/23 and a net gain of £1,600 in the valuation of the investment assets during 2023/24. A full revaluation exercise was undertaken in 2022/23 which identified a net gain in investment assets of £68,801.

## **8. Tangible Investment Assets**

The tangible investment assets relate to holdings of agricultural land and buildings and freehold reversions. The valuer has undertaken an annual revaluation review which has resulted in a net gain of £1,600. Details of the holdings are as follows:

Details		Value	Revaluation	Value
		31-Mar-23		31-Mar-24
		£	£	£
<b>Vale of Neath</b>				
Residential Neath	80 Llantwit Road, Neath	31,300	1,600	32,900
Agricultural Land	Llantwit Road Neath opp St Illtyds Church	6,500	-	6,500
Agricultural Land	Glebe under canal	100	-	100
Land Cadoxton Neath	5.4 Acres at Cwmbach Road	13,000	-	13,000
Land Cadoxton Neath	3.74 Acres North of Cwmbach Road	11,200	-	11,200
Land Cadoxton Neath	0.4 Acres South of Cwmbach Road	500	-	500
Misc. Interest Cadoxton Neath	Garage Site, Cwmbach Road	2,500	-	2,500
Misc. Interest Cadoxton Neath	Garage Site, Glebeland Street	2,500	-	2,500
Land Cadoxton Neath	Land and stream adjoining 25 Church	1	-	1
<b>Total</b>		<b>67,601</b>	<b>1,600</b>	<b>69,201</b>
<b>Vale of Neath - Wayleaves</b>				
Cadoxton Neath	Land North West of Cwmbach Road	177	-	177
		<b>177</b>	<b>-</b>	<b>177</b>
<b>Vale of Glamorgan - Agricultural</b>				
Peterson-Super-Ely	Gwern y Gae Uchaf Farm	27,400	-	27,400
Peterson-Super-Ely	Backway Farm	64,500	-	64,500
<b>Total</b>		<b>91,900</b>	<b>0</b>	<b>91,900</b>
<b>Vale of Glamorgan - Wayleaves</b>				
Peterson-Super-Ely	East of the Fruit Garden	430	-	430
		<b>430</b>	<b>-</b>	<b>430</b>
<b>TOTAL FIXED ASSETS</b>		<b>160,108</b>	<b>1,600</b>	<b>161,708</b>

## 9. Analysis of Debtors

The debtors falling due within one year are as follows:

	31-Mar-23	31-Mar-24
	£	£
Estate rentals	57	65
<b>Total</b>	<b>57</b>	<b>65</b>

## 10. Analysis of Short term investments

The trust fund's short term investments are held as deposits with Neath Port Talbot Council, with interest based on the average investment rate.

	<b>31-Mar-23</b>	<b>31-Mar-24</b>
	<b>£</b>	<b>£</b>
Opening value	523,698	529,939
Additions/Investments	6,241	22,743
<b>Total</b>	<b>529,939</b>	<b>552,682</b>

## 11. Analysis of Creditors

The creditors falling due within one year are as follows:

	<b>31-Mar-23</b>	<b>31-Mar-24</b>
	<b>£</b>	<b>£</b>
Independent examination fees	(1,774)	(1,958)
Estate rental prepayments	(125)	(125)
<b>Total</b>	<b>(1,899)</b>	<b>(2,083)</b>

## 12. Unrestricted Income Funds – analysis of net assets

All of the trust's funds are unrestricted and made up as follows:

	<b>2022/23</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>
Fixed investment assets	160,108	161,708
Current assets	529,996	552,747
Current liabilities	(1,899)	(2,083)
<b>Total</b>	<b>688,205</b>	<b>712,372</b>

The movement in the income funds is:

<b>31-Mar-23</b>	<b>2023/24</b>			<b>31-Mar-24</b>
<b>Fund b/fwd</b>	<b>Income</b>	<b>Expenditure</b>	<b>Revaluation gain/(loss)</b>	<b>Fund c/fwd</b>
<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>688,205</b>	26,528	- 3,961	1,600	<b>712,372</b>

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **CABINET**

**10<sup>TH</sup> JULY 2024**

### **REPORT OF THE DIRECTOR OF FINANCE HUW JONES**

#### **Matters for Decision**

**Wards Affected – ALL**

#### **Report Title – Miscellaneous Grant Fund Application**

#### **Purpose of the Report:**

1. To consider a miscellaneous grant application as set out in Appendix 1.

#### **Background and Financial Impacts**

2. The Council has a Miscellaneous Grants Scheme to support individual applications for grants in line with the criteria set out below:-

#### **Existing Policy Statement**

- a) Each application will be considered on its merits.
- b) The Committee will only approve applications for financial assistance from voluntary or charitable organisations which are manifestly committed to voluntary endeavours of a local

nature. This will not preclude the consideration of applications where the disposal of funds is outside the area but still provides significant benefits for the people from the Neath Port Talbot area.

- c) No applications will be considered from religious bodies except relating to church halls and other premises where there is significant community use of the property for non-religious activities.
- d) No applications will be considered from other public funded bodies such as community councils, hospital trusts, etc. or where the benefit may be in lieu of their contributions such as appeals for hospital equipment.
- e) Applications from individuals may be considered where both the person and the community derive a benefit.
- f) No grants will be made to any individual or organisation whose prime purpose is to distribute their funds to other charitable bodies.

### **Integrated Impact Assessment**

- 3. There are no impacts in respect of the obligations to the Council under the Equality Act 2010, the Welsh Language Standards (No 1) Regulations 2015, the Environment (Wales) Act 2016 and support via this grant provides generally a positive impact in respect of the Wellbeing and Future Generations (Wales) Act 2015.

### **Valleys Communities Impacts**

- 4. Applications for grant are available to voluntary and charitable organisations across the county borough.



### **Workforce Impacts**

5. There are no workforce impacts.

### **Legal Impacts**

6. Grants are provided in line with the approved scheme criteria.

### **Risk Management Impacts**

7. All grant applications are considered on their own merit and in line with the approved scheme criteria.

### **Consultation**

8. There is no requirement for external consultation on this item.

### **Recommendation**

9. It is recommended that Members reject the application set out in Appendix 1 to this report.

### **Reason for Proposed Decision**

10. To decide on the amount of financial support in respect of the grant application received.

### **Implementation of Decision**

11. The decision is proposed for implementation after the three day call in period.

## **Appendices**

12. Appendix 1 – Schedule of grant application(s)

## **List of Background Papers**

13. Grant Application

## **Officer Contact**

Mr. Huw Jones – Chief Finance Officer

Email: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

## SCHEDULE OF GRANT APPLICATIONS

Applicant	Purpose	Amount Request/Cost of "Project"	Previous Support	Comments
British Red Cross	Application received for grant assistance to assist the British Red Cross to continue to support vulnerable people including the Neath Port Talbot area.	No specific amount requested	Cabinet Finance Sub Committee 25 <sup>th</sup> July 2023 provided grant of £1,000	<p>No details provided as to what specific support would be provided in the County Borough.</p> <p>The British Red Cross are an international charity with substantial funds.</p> <p>It is proposed that on this occasion the application is rejected.</p>

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## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**Cabinet**

**10<sup>th</sup> July 2024**

**Report of the Head of Education Development**

**Chris Millis**

### **MATTER FOR DECISION**

### **WARDS AFFECTED – ALL WARDS**

### **School Term Dates 2026/2027**

#### **Purpose of the Report**

1. To obtain Cabinet permission to approve the proposed school term dates in respect of the 2026/2027 academic year.

#### **Executive Summary**

2. The Local Authority is responsible to determine school terms and holiday dates for community and maintained special schools.
3. The proposed school term dates 2026/2027 have been consulted upon. Consultation took place between 3<sup>rd</sup> April 2024 and 20<sup>th</sup> May 2024. No adverse comments were received.

## **Background**

4. To ensure harmonisation of school term dates across Wales, the Welsh Government have issued legislation which gives the Welsh Ministers power to direct authorities and the governing bodies of voluntary aided and foundation schools on the school term dates that they set.
5. Where agreement cannot be met, Welsh Ministers have the power to intervene and direct the Local Authority.
6. It is a requirement that the Authority inform the Welsh Ministers of term dates for the school year 2026/2027 by the final working day in August 2024.
7. The 2026/2027 school term dates proposed by Neath Port Talbot are the same as other authorities, although INSET days may vary.
8. Permission is sought to approve the proposed 2026/2027 term dates which are attached as Appendix A and for them to be submitted to the Welsh Ministers.

## **Consultation**

9. Consultation has taken place and no adverse comments were received.

## **Financial Impact**

10. There are no financial impacts associated with this report.

## **Integrated Impact Assessment**

11. A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this Policy does not require an Integrated Impact Assessment There are no equality impacts associated with this report.

## **Valleys Communities Impacts**

12. No Implications

## **Workforce Impacts**

13. There are no workforce impacts associated with this report.

## **Legal Impacts**

14. In relation to this specific purpose of the report, there is a legal requirement that the 2026/2027 school term dates must be submitted to the Welsh Ministers by the final working day of August 2024.

## **Risk Management**

15. There are requirements placed on the Local Authority to consult and determine the school term dates prior to submission to the Welsh Ministers.

## **Recommendations**

16. To approve for submission to the Welsh Ministers the proposed 2026/2027 school term dates.

## **Implementation of Decision**

17. To enable the Authority to meet its statutory duties.

## **Appendices**

18. Appendix A: Proposed School Term Dates 2026/2027.
19. Appendix B: Consultation Report.

## **List of Background Papers**

20. The Education (Notification of School Term Dates)(Wales) Regulations 2014
21. School Standards and Framework Act, 1998

## **Officer Contact**

Mrs H Lewis - School Admissions [h.lewis@npt.gov.uk](mailto:h.lewis@npt.gov.uk) Tel - 01639 763580

Appendix A:  
Proposed School Term  
Dates 2026/2027.



**School Terms and Holiday Dates**  
**2026/2027 Academic Year**

		Mid Term Holiday			
Term	Term	Begins	Ends	Term Ends	Days
Autumn 2026	Tuesday 1 <sup>st</sup> September	Monday 26 <sup>th</sup> October	Friday 30 <sup>th</sup> October	Friday 18 <sup>th</sup> December	<b>74</b>
Spring 2027	Monday 4 <sup>th</sup> January	Monday 15 <sup>th</sup> February	Friday 19 <sup>th</sup> February	Thursday 25 <sup>th</sup> March	<b>54</b>
Summer 2027	Monday 12 <sup>th</sup> April	Monday 31 <sup>st</sup> May	Friday 4 <sup>th</sup> June	Wednesday 21 <sup>st</sup> July	<b>67</b>
				<b>Total</b>	<b>195</b>

**Schools will be closed to pupils for INSET/Staff Preparation on five days between Tuesday 1<sup>st</sup> September 2026 and Wednesday 21<sup>st</sup> July 2027.**

**Bank Holidays**

Good Friday                      Friday 26<sup>th</sup> March 2027  
Easter Monday                  Monday 29<sup>th</sup> March 2027  
May Bank Holiday              Monday 3<sup>rd</sup> May 2027  
Spring Bank Holiday          Monday 31<sup>st</sup> May 2027



## **CONSULTATION REPORT**

School Term Dates in relation to the 2026/2027 academic year.

### **Purpose of the consultation report**

1. This report is to inform Members of the outcome of consultation.

### **Consultation Process**

2. The consultation invited comments on proposed 2026/2027 School Term Dates for community schools within Neath Port Talbot County Borough Council.

### **Summary of responses to consultation**

3. No adverse comments were received.

### **Officers Comments**

4. Members may wish to note that the Welsh Government have issued legislation which gives the Welsh Ministers power to direct authorities and the governing bodies of voluntary aided and foundation schools on the school term dates that they set.

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Cabinet

10<sup>th</sup> July 2024

### Report of the Head of Property and Regeneration Simon Brennan

#### Matter for Decision

**Wards Affected: Crynant, Onllwyn and Seven Sisters, Sandfields East, Bryn and Cwmavon, Gwynfi and Croeserw.**

#### **UK Shared Prosperity Fund – Approval of Projects**

#### **Purpose of the Report:**

In the interests of openness and transparency, this report seeks Cabinet's approval to award grant funding from the UK Shared Prosperity Fund (UKSPF), via the Community Facilities Improvement Fund, to four projects that have either direct or indirect involvement with an elected member, or an elected member has an interest in the organisation, as detailed below.

The projects are:

- 1) Croeserw AFC - Changing Room improvements and electrical upgrades

- 2) Aberavon Greenstars RFC - Solar panel installation
- 3) Cwmavon Community Engagement Centre - Flooring and heating system upgrade
- 4) Friends of Seven Sisters - Walking and cycle track improvements

### **Executive Summary:**

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK Government's Levelling Up agenda. The fund provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition.

### **Background:**

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK Government's Levelling Up agenda.

The UKSPF regional Investment Plan was approved by Cabinet on the 28<sup>th</sup> July 2022 and the UKSPF Implementation Plan was approved by Cabinet on the 19<sup>th</sup> October 2022.

The five Council led strategic 'anchor' projects were approved by Cabinet on the 19<sup>th</sup> January 2023.

### **Neath Port Talbot UKSPF Third Party Grant Funds:**

The Neath Port Talbot UKSPF Third Party Grant Funds were launched from April 2023 as a rolling programme with a schedule of grants panel dates. The relevant Project Manager / Officer manages the application process, assessment, moderation and grant award process.

The five UKSPF Third Party Grant Funds are:

- Heritage, Culture, Tourism & Events Fund
- Valleys & Villages Prosperity Fund
- Sustainable Communities Growth Fund
- Third Sector Growth Fund (managed by Neath Port Talbot Council for Voluntary Services)
- Business Investment & Start Up Grants

In April 2024, in response to an increasing need identified within the voluntary sector, a new grant fund was launched called the Community Facilities Improvement Fund. The fund was targeted at community and voluntary organisations that lease Council owned buildings and other facilities, including playing fields, pavilions etc. to carry out essential repairs and upgrade works. A targeted open call was launched on 2<sup>nd</sup> April, where organisations were invited to submit applications before the closing date of 7<sup>th</sup> June 2024.

### **Neath Port Talbot UKSPF Third Party Grant Funds – approval process**

Each Neath Port Talbot UKSPF Third Party Grant Fund has an assessment, moderation, and approval process.

All applications are assessed and prioritised in line with the following Fund criteria:

- Ability to meet one or more of the fund priorities
- Can demonstrate a clearly identified and articulated need
- Will deliver against a wide range of outputs and outcomes
- Can deliver within the timeframe (all projects must be completed by 31<sup>st</sup> December 2024 at the latest)
- Value for money
- All applications will be considered by a Funding Panel

Cabinet agreed at its 28<sup>th</sup> June 2023 meeting that following grant funding panel assessment and recommendation for approval the following delegated authority approval thresholds were agreed:

Grants of **up to £50,000** can be approved by the Anchor Lead (at accountable manager level).

Grants **between £50,001 and £100,000** to be approved by the relevant Head of Service.

Grants **between £100,001 and £250,000** to be approved by the relevant Head of Service, UKSPF Senior Responsible Owner, Chief Finance Officer, Leader and relevant Cabinet Member.

**However, to ensure transparency and probity of decision making, all projects which have Member involvement will seek approval from Cabinet prior to formal approval.**

**Third Party Grant Funds – recommendations for approval:**

**Project 1:** Croeserw Athletic Football Club’s application for changing room improvements and electrical upgrades was assessed against the Fund criteria and the Funding Panel decision was:

Approved in principle, subject to formal Cabinet approval. No special conditions attached.

Panel Approved £5,051.60

Cllr. Scott Jones holds an interest in this project as a Trustee of Croeserw AFC.

It is recommended that the proposed improvements and upgrades at Croeserw AFC is approved by Cabinet.

**Summary of Project:**

The proposal includes knocking down a wall dividing two small changing rooms, to create one large changing room for the home team, making good and reinstating heaters. The changing room is a vital hub for players and coaching staff pre- and post-match, and being able to use the same room will improve morale and create an atmosphere off field that will continue to the football pitch, positively benefitting the youth and senior teams that use the facilities. A segregated small space will also be created for first aiders to provide treatment to players. In addition, repairs will be made to the electrics, replacing faulty circuits boards and ensuring that safety standards are met.

<b>UK SPF Output</b>	<b>Target Number</b>
Number of organisations receiving grants	<b>1</b>
Number of facilities supported/created	<b>1</b>

**UKSPF Grant request: £5051.50**

**Project 2:** Aberavon Greenstars RFC's application for solar panels was assessed against the Fund criteria and the Funding Panel decision was:

Approved in principle, subject to formal Cabinet approval. No special conditions attached.

Panel Approved: £25,000

Cllr. Matthew Crowley holds an interest in this project as a Director of Aberavon Greenstars RFC.

It is recommended that the application for solar panels from Aberavon Greenstars RFC is approved by Cabinet.

**Summary of Project:**

The project includes the installation of solar panels to the clubhouse, in effort to reduce energy bills and make the club more financially sustainable, as well as reducing carbon emissions. Confirmation has been received that planning permission is not required for this project and all works will be carried out by a specialist company.

<b>UK SPF Output &amp; Outcomes</b>	<b>Target Number</b>
Number of organisations receiving grants	<b>1</b>
Number of facilities supported/created	<b>1</b>
Low or zero carbon energy infrastructure installed	<b>1</b>
Low or zero carbon energy infrastructure installed (m2)	<b>130</b>
Low or zero carbon energy infrastructure installed (%increase)	<b>100</b>

**UKSPF Grant request: £25,000**

**Project 3:** Cwmavon Community Engagement Centre’s application for floor refurbishment and heating system upgrade was assessed against the Fund criteria and the Funding Panel decision was:



Approved in principle, subject to formal Cabinet approval. No special conditions attached.

Panel Approved £8,313

Cllr. David Whitelock holds an interest in this project as husband of the applicant, Mrs Christine Whitelock, of Cwmavon Community Engagement Centre.

It is recommended that the flooring and heating upgrades at Cwmavon Community Engagement Centre is approved by Cabinet.

**Summary of Project:**

To refurbish the Granwood hall flooring which has become damaged over the years and is at risk of becoming a safety hazard. The works will be carried out by a specialist. The heating control panel will be upgraded, as the current system is ineffective and inefficient. The upgrade will allow users to control which rooms are heated and will lead to reduced energy bills and carbon emissions, improving the overall sustainability of the asset.

<b>UK SPF Output &amp; Outcomes</b>	<b>Target Number</b>
Number of organisations receiving grants	<b>1</b>
Number of facilities supported/created	<b>1</b>
Low or zero carbon energy infrastructure installed	<b>1</b>

**UKSPF Grant request: £8,313**

**Project 4:** The Friends of Seven Sisters application for upgrades to the cycling and walking track at Seven Sisters Playing Fields was assessed against the Fund criteria and the Funding Panel decision was:

Approved in principle, subject to formal Cabinet approval, with a special condition that the applicant is required to take appropriate insurance cover upon approval of grant and provides a copy of the policy to the Project Manager prior to first draw down of grant.

Panel Approved £9,600

Cllr. Stephen Hunt is involved in this project as both the applicant and as Vice Chair / Treasurer of the Friends of Seven Sisters.

It is recommended that the proposed improvements at Seven Sisters Playing Fields is approved by Cabinet.

**Summary of Project:**

The mile long walking and cycle track will receive repairs and light drainage works to ensure the safety of the many children and adults using the facilities on a regular basis. Maintenance of this important local asset will support the health and wellbeing of the local community, encouraging people to spend time outdoors. The applicant has a vision of a masterplan for Seven Sisters and this project will act as a catalyst for further development and investment.

<b>UK SPF Output</b>	<b>Target Number</b>
Number of organisations receiving grants	<b>1</b>
Number of facilities supported/created	<b>1</b>

**UKSPF Grant request: £9,600**

Next steps

Following approval being granted, the Project Manager will issue Third Party Grant Agreements to successful applicants. The Project Manager will arrange project inception meetings and project

monitoring meetings to ensure all projects deliver in line with approved application forms.

### **Financial Impacts:**

Funding for the UKSPF programmes is via the overall grant provided to the Council.

### **Integrated Impact Assessment:**

A first stage impact assessment has been undertaken for the UK Shared Prosperity Fund programme (included in 19<sup>th</sup> January 2023 Cabinet papers) to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment has indicated that a more in-depth assessment is not required.

### **Valleys Communities Impacts:**

The nature of the UKSPF Investment Plan will have a positive impact on the valley communities and is aligned to the Neath Port Talbot Corporate Plan, Neath Port Talbot Economic Recovery Plan and the Wellbeing Assessments.

### **Workforce Impacts:**

Project Manager and Officers have been recruited and appointed to manage the UKSPF Third Party Grant Funds at the local level.

### **Legal Impacts:**

Grant awards will be assessed to ensure compliance with the Subsidy Control Act 2022.

Any procurement activities will be carried out in accordance with the requirements of the Public Contract Regulations 2015.

Swansea Council, as Lead Local Authority (LLA) for the South West Wales region has entered in to a Memorandum of Understanding (MoU) with UK government regarding the administration and delivery of the UKSPF including the release of annual funding allocations for the region. Each partner local authority has entered into a Service Level Agreement with Swansea Council to ensure compliance with the MoU and to receive their annual funding allocation.

Standard Third Party Grant Agreements have been developed to be issued to successful organisations.

**Risk Management Impacts:**

There are no risk management issues associated with this report.

The UKSPF application form requires applicants to develop a risk register which will be managed as part of the project plan.

Due diligence checks including Subsidy Control assessments will be carried out prior to formal approval.

The Project Managers and Officers will ensure compliant and effective delivery.

**Consultation:**

This item has not been subject to external consultation.

A UKSPF engagement plan is in development to ensure regular engagement with local, regional and national stakeholders.

**Recommendations:**

Having had due regard to the first stage of the Integrated Impact Assessment, it is recommended that:

- Members agree the recommendation to approve the following projects, which have Member involvement submitted under the Neath Port Talbot UK Shared Prosperity Fund (UKSPF) Community Facilities Improvement Fund:
  - 1) Croeserw AFC – Changing room and electrical upgrades
  - 2) Aberavon Greenstars RFC – Solar panel installation
  - 3) Cwmavon Community Engagement Centre – Flooring and electrical upgrades
  - 4) Friends of Seven Sisters – Path and cycle track upgrades.

**Reasons for Proposed Decision:**

To enable Neath Port Talbot Council to implement the UKSPF Implementation Plan and advise applicants of the funding decision.

**Implementation of Decision:**

The decisions will be implemented after the three day call in process.

**Appendices:**

None

**List of Background Papers:**

Application forms have been provided.

**Officer Contact:**

Claire Williams  
Project Manager – Shared Prosperity Grant Schemes  
[c.williams2@npt.gov.uk](mailto:c.williams2@npt.gov.uk)



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Cabinet

10<sup>th</sup> July 2024

### Report of the Head of Property and Regeneration Simon Brennan

#### Matter for Decision

**Wards Affected: Neath North**

#### **Proposed Future Use of old Neath Library Building in Neath**

#### **Purpose of the Report:**

To seek Members approval to proceed with a preferred option for the future use of the vacant Library building in Neath as a creative hub and to proceed with a procurement exercise to tender for an organisation to lease and operate the building.

#### **Executive Summary:**

Approval is sought to accept the preferred option within the recently completed Feasibility Study produced by Counter Culture for the vacant building to be used as a creative hub and for a procurement exercise to tender for an organisation to lease and operate the former Library building, Victoria Gardens, Neath as a facility offering a Creative Hub.

## **Background:**

The Council holds title to the former Neath Library, Victoria Gardens, Neath as shown edged in red on the attached copy plan.

The library has been listed at Grade II: “for its special architectural interest as a significant civic building within the town of Neath. An accomplished and well detailed building, it is also important for its historic interest in displaying the provision of free lending facilities and the ambitious interest in civic improvement during the later Victorian period. The style and layout of the library both externally and internally clearly reflecting the principles behind library design in this period”.

The former Library building has remained vacant since its closure in March 2023 following the opening of the new Library within the new leisure and retail development in Neath town centre.

The Council has identified the former Neath Library building as a Strategic pipeline project within the Welsh Government’s Transforming Towns Programme and intends to submit a funding application in order to undertake the required refurbishment works to the building.

In order to secure a full funding agreement, Welsh Government require evidence of long-term sustainability, by means of securing an end user/operator for the facility upon completion of the refurbishment works.

Counter Culture have identified three possible options for development following conversations with stakeholders.

Option 1: A Creative Hub consisting primarily of ‘clean’ workspaces and offices with an emphasis on creative and cultural industries such as digital, writing, illustration,



photography, podcasting, events, consultancy and associated professional services.

Option 2: A Creative Hub consisting primarily of 'messy' workspaces with an emphasis on painting, sculpture, mixed media, photography, and textiles.

Option 3: A free to enter museum for Neath with a café and retail space.

The consultants have undertaken Annual Income and Expenditure Projections for each of the options, and the financial appraisal is as follows :-

Option 1: An annual loss of £10,145 and £3,718 for years 1 and 2 respectively, but making a modest profit by year 3 and a profit of £10,502 by year 5.

Option 2: An annual loss of £35,742 in year 1 and similar losses throughout with a loss of £29,289 in year 5.

Option 3: An annual loss of £145,445 in year 1 and similar losses throughout with a loss of £158,506 in year 5.

The full tabulated Income and Expenditure Projections can be found on pages 94-96 of the consultants' report (Appendix 2). The financial appraisal does not take into account however, any income that could be forthcoming from grants or other sources. Therefore, it is possible that a suitable operator with access to grant funding could run the building at a profit immediately in terms of Option 1 and potentially Option 2, if large enough grants could be secured for the latter.

In respect of the limited losses that might be initially incurred in respect of Option 1 however, it should be remembered that these are likely to be less than the costs of currently allowing the building to

remain vacant, in terms of ongoing energy, security and maintenance liabilities, with the fabric of the building likely to further deteriorate rapidly.

The core recommendation from the feasibility study therefore, is that only Option 1 appears to offer a financially viable future for the Old Library without extensive ongoing subsidy.

There appears to be sufficient demand and enthusiasm from the Creative and Cultural Industries sector to develop Neath Old Library as a 'clean space' Creative Hub, and our initial financial calculations indicate that this can be achieved without long-term core revenue subsidy from NPT Council.

It would be proposed to undertake a procurement exercise to tender for an organisation to lease and operate the former Neath Library to determine who the lease should be awarded to. The evaluation and acceptance of the successful submission will not be weighted purely on the financial bid offered i.e., the best rental bid per annum but will have regard to other considerations, including financial, business plans, on a most economically advantageous basis utilising a methodology agreed by the Head of Property and Regeneration. The highest scoring organisation will then be awarded the lease, subject to any necessary planning permission being obtained for the proposed use.

Whilst it has been established that is not financially feasible to designate the old Neath Library as a Museum space, officers in the Education, Leisure and Lifelong Learning Directorate are currently examining a suitable model to enable future community access to our museum collection. To this end, funding has been secured via the SPF Heritage, Culture, Tourism and Events Fund to establish a feasible model for making the Council's museum's collection available for the local community to visit in future years.

### **Financial Impacts:**

The granting of the lease will provide a rental income for the Council. The preferred option identifies that some support, possibly in the form of a subsidy might be required but this will not be known for certain until the procurement exercise is undertaken, and business plans are submitted. In the event that issue arises, and a subsidy is required, a report will be presented to Cabinet to determine whether it is a proposal that Cabinet wish to proceed with.

### **Integrated Impact Assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment has indicated that a more in-depth assessment is not required.

### **Valleys Communities Impacts:**

The Creative Hub will offer facilities for Neath and the surrounding areas including our Valleys Communities.

### **Workforce Impacts:**

There are no workforce implications in relation to the Authority.

### **Legal Impacts:**

Any procurement activities will be conducted in accordance with the requirements of the Public Contract Regulations 2015.

### **Risk Management Impacts:**

The preferred option identifies that some support, possibly in the form of a subsidy might be required but this will not be known for certain

until the procurement exercise is undertaken, and business plans are submitted. If this is the case, officers will review further and come back to Members at a future date.

### **Consultation:**

Consultation was undertaken by Counter Culture with key stakeholders and a wider consultation in relation to comparators as part of the feasibility study.

### **Recommendations:**

Having had due regard to the first stage of the Integrated Impact Assessment, it is recommended that.

- Members agree the recommendation to proceed with the preferred option (Option 1 in the Feasibility Study produced by Counter Culture) for the future use of the vacant Library building in Neath as a creative hub.
- Members agree to officers proceeding with a procurement exercise to tender for an organisation to lease and operate the building.

### **Reasons for Proposed Decision:**

To enable Neath Port Talbot Council to proceed with the refurbishment of the prominent, vacant old Neath Library building in order to bring it back into beneficial use as a creative hub and prevent the building falling further into a state of disrepair.

### **Implementation of Decision:**

The decisions will be implemented after the three day call in period.

### **Appendices:**

Appendix 1 – Site Location Plan

Appendix 2 – Old Neath Library Feasibility Study – Counter Culture

**List of Background Papers:**

None

**Officer Contact:**

Lindsey Williams

Regeneration Officer

[a.l.williams@npt.gov.uk](mailto:a.l.williams@npt.gov.uk)

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**Impact Assessment - First Stage**  
**Proposed future use of the old Neath Library building**

**1. Details of the initiative**

<p><b>Initiative description and summary:</b>          To proceed with a preferred option for the future use of the vacant Library building in Neath as a creative hub and to proceed with a procurement exercise to tender for an organisation to lease and operate the building.</p>
<p><b>Service Area:</b> Property &amp; Regeneration</p>
<p><b>Directorate:</b> Environment</p>

**2. Does the initiative affect:**

	Yes	No
Service users		X
Staff		X
Wider community	X	
Internal administrative process only		X

**3. Does the initiative impact on people because of their:**

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				<p>The proposed recommended end use as a Creative Hub will support the delivery of the Council's regeneration of Neath town centre and allow access for all to this vacant, prominent building.</p> <p>This will benefit all future users of the former Neath Library without discrimination.</p>

Disability		X				As above
Gender Reassignment		X				As above
Marriage/Civil Partnership		X				As above
Pregnancy/Maternity		X				As above
Race		X				As above
Religion/Belief		X				As above
Sex		X				As above
Sexual orientation		X				As above

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language	X					All signage and public information will be in both Welsh and English
Treating the Welsh language no less favourably than English		X				As above

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
--	-----	----	---------------------	---------------	-----------------	--



To maintain and enhance biodiversity	X					At the earliest opportunity, the Council and its consultants will undertake all necessary ecological surveys and ensure that the impact on Biodiversity is positive.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.	X					As above

**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	X		The proposal will deliver a solution to the ongoing pressure of a prominent, Listed building in Neath town centre being vacant and falling further in to a state of disrepair. It will also provide an enhanced experience for visitors to Neath Town Centre.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	X		The proposal supports the 2022-27 Corporate Plan, Recover, Reset, Renew's Objective 2 <i>All Communities are thriving and sustainable</i> & Objective 3 <i>Our local environment, culture and heritage can be enjoyed by future generations.</i>
<b>Involvement</b> - how people have been involved in developing the initiative	X		Counter Culture has carried out consultation with key stakeholders and NPTC officers have held discussions with Regeneration colleagues in Welsh Government whilst developing the initiative.

<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	X		As above.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	X		The proposal will deliver a solution to the ongoing pressure of a prominent, vacant, Listed building in Neath town centre falling further into a state of disrepair.

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	√
Reasons for this conclusion	
The proposal will enhance the Regeneration and Visitor experience in Neath town centre, improving the environment and amenities. The initiative does not have a significant impact on any specific group of people so a full impact assessment is not required.	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Date</b>
Completed by	Lindsey Williams	Regeneration Officer	13 <sup>th</sup> June 2024
Signed off by	Simon Brennan	Head of Property & Regeneration	

NOTES

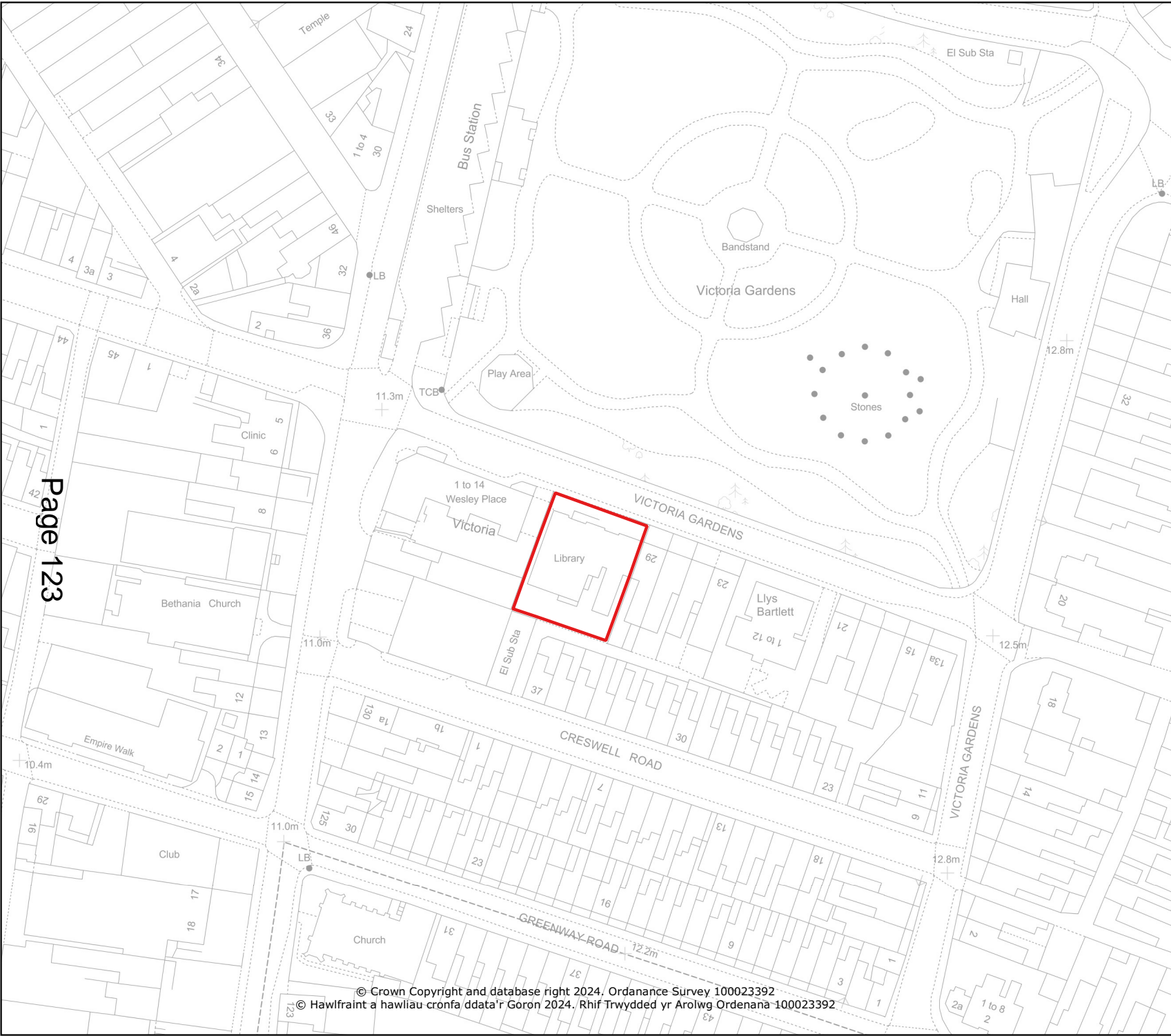


**PROPERTY & REGENERATION**  
 Nicola Pearce BSC (Hons), Dip TP, MRTPI  
 Corporate Director of Environment  
 The Quays, Brunel Way, Baglan Energy Park  
 Neath SA11 2GG  
 www.npt.gov.uk

Project  
 Location Plan

Drawing Title  
 Former Neath Library  
 Victoria Gardens  
 Neath, SA11 3BA

	Scales A4 @ 1:1250
	Drawing No. 24-0675



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# Neath Port Talbot Council

## Neath Old Library Feasibility Study

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**Counterculture Partnership LLP**

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**Andrew Evans**

**Andrea Nixon**

**29 February 2024**

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## 1. Executive summary

Neath Old Library is a much loved building constructed in 1904 near Victoria Gardens to provide a public library service for the town of Neath. Following the successful move of the library to a new site nearby, there has been discussion about what a suitable use for the building might be, how it would complement and contribute to the Council's wider plans for developing the borough's creative economy, what the market might be for a creative hub in the town, and what a suitable operating model might look like that could be sustainable without ongoing revenue support from the local authority.

Counterculture worked with Neath Port Talbot Council over a three month period to develop a first stage feasibility study. The detail is explored in this report, including extensive research into comparators, wide consultation in the area, and economic modelling of operating options.

In summary:

- We have assessed that there is a market for using the Old Library as a creative hub, without being over prescriptive at this stage as to what that might look like architecturally. The demand for small scale office space in the borough with fast broadband and creative industry clusters is high and there is opportunity to further develop skills training with collaborators such as Creative Wales as part of development of the South Wales skills economy.
- We recommend looking at a 'clean hub' option (limited heavy equipment operation – although 3D digital printing and publishing offers would be widely used in the community if you could find a way of offering them) as it offers a much quicker and surer pay back. It is important that any initiative doesn't duplicate the provision of traditional art, craft and spoken word classes already offered by nearby Studio 40 and the Art Café.
- We recommend continuing conversations already initiated with several experienced potential operators who are all offering similar provision in Swansea. Any potential operator should to be involved before any architectural studies are further developed, although it is important that the building is made watertight immediately.
- We recommend further discussion with Swansea University who would be interested in helping develop business advice and support development and working with their graduate service.
- We recommend agreeing as far as possible at this early stage what the Council might be prepared to offer potential tenants and operators over the next five years (business rate savings, training provision) to enter conversations with a positive offer. There is also local interest in a public aspect to any creative hub, and agreeing what shape this might take would



be part of those discussions (e.g. regular teaching/training sessions or occasional open days/fairs as part of the wider Neath positioning).

We hope that our report offers a positive platform for next steps by Neath Port Talbot Council and a safe future for the Old Library.

*Andrea Nixon and Andrew Evans*

*February 2024*

## 2. The brief and our approach

Your requirement was for a feasibility study to undertake some initial business planning of the case for Neath Old Library becoming a creative hub/workspace, with particular reference to the likely costs and commercial viability of this use, which is designed to dovetail with the Council's wider strategies.

Our work builds on the initial design feasibility study undertaken by Hiraeth Architects in 2023 which explored three options for developing the site:

- **Option A** adds a glazed structure at the side of the Old Library (between the main building and the house which was formerly the Children's Library), moving the main entrance away from the historic part of the building. This option also includes a Mezzanine floor above the first floor of the large room at the rear of the building.
- **Option B** adds a glazed structure at the front of the Old Library, retaining the current main entrance but improving the disabled access.
- **Option C** adds the glazed structure at the side (as in Option A) but retains the current main entrance (though with improved disabled access) and does not include the Mezzanine.

Existing and proposed floor plans for the different Options are included as Appendix G.

Our approach has been to seek to establish demand for a range of creative and cultural industries facilities, understand the details of what might be required, which of the design options might work best, and the financial viability through:

- Sector consultation – discussions with artists, freelancers, creative businesses, university, and college staff.
- Review of current provision – web based and 'on the ground' search for similar spaces available in the area (including costs where available) supplemented by conversations with relevant professionals and responses from our sector consultation (above).
- Comparator case studies – we have looked at examples of similar workspaces elsewhere, both locally and further afield.

We have combined this data to provide the basis for a strategic case for the project which is set out in this report. Additionally, we have undertaken the following to understand the possible commercial viability of the project:

- Provided illustrative costs/income – five-year post project Income and Expenditure budget for three different scenarios to understand the rent levels, occupancy and other key factors required to break even.

- Recommendations on operating model - Council led or independent operator, with some guidance on next steps in finding an appropriate operator.

Our consultation approach has been a mixture of in-person and online individual/group consultations, including two overnight visits, which have included a site visit and visits to several other creative workspaces in the region.

## 3. Neath Old Library

### 3.1 Building History

The building is situated in the south side of Victoria Gardens towards the western end of the street of that name.



*Figure 1: Neath Library foundation stone.*

The building was constructed 1904-5 to provide a public library service for Neath. A library had existed at the Mechanics' Institute in the town since it was first built in 1847. Initially a subscription library, it later became a free library in 1899. The library stock at the Mechanics' Institute was damaged by fire in 1903 but, with the help of donations and an offer of land the town, was able to construct a new free library. Construction cost of £3,646 and it was officially opened on 7th November 1905.<sup>1</sup>

The design and original layout are typical of an Edwardian library, with a classically influenced public façade. 'Light' uses were allocated on the ground floor (the

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<sup>1</sup> Source: CADW.

magazine room, ladies’ reading room, and news room) and more 'serious' spaces on the first floor (the lecture room and main lending and reference libraries).

The Library has been listed at Grade II: “for its special architectural interest as a significant civic building within the town of Neath. An accomplished and well detailed building, it is also important for its historic interest in displaying the provision of free lending facilities and the ambitious interest in civic improvement during the later Victorian period. The style and layout of the library both externally and internally clearly reflecting the principles behind library design in this period.”<sup>2</sup>

The building was in use as a Library until shortly before the opening of Neath’s new library in March 2023.

### 3.2 Ownership

The freehold of the building is owned by NPT Council and there are no current leases or licences.

### 3.3 Size

The building has been measured as part of Hiraeth’s work on architectural/design options. The current total size is 501m<sup>2</sup> broken down as follows:

<b>Basement (total 54.7)</b>	
Basement Room	54.7
<b>Ground Floor (total 227.8)</b>	
Music Library	27.9
Store	4.6
Entry/store/lobby	52
Main library	143.2
<b>First Floor (total 218.8)</b>	
Landing and stair	31.4
Local studies	56.9
Computer suite	38.6
Reference library	91.9

For the purposes of calculating financial viability, we have taken the future sizes of the building as being those in Hiraeth’s Option B. This option (an extract from the Ground Floor plan of which is shown below), involves removing the link bridge to the former Children’s Library next door, and building a lightweight, glazed structure at the front of the Library to give a better welcome and lobby space and better disabled access.

<sup>2</sup> CADW: <https://cadwpublic-api.azurewebsites.net/reports/listedbuilding/FullReport?id=87652>

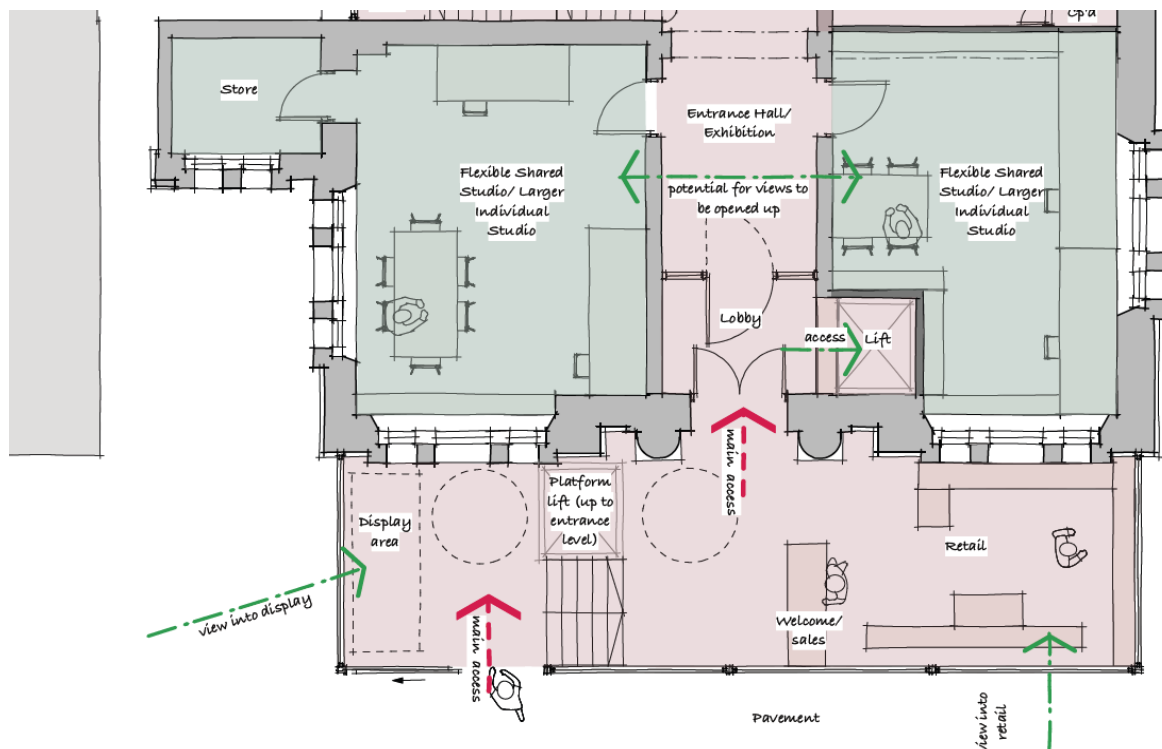


Figure 2: Hiraeth Architect Option B (part of Ground Floor) showing the proposed lightweight glazed front extension.

### 3.4 Condition

The last condition survey, undertaken in Spring 2019 (Appendix E), identified several issues with the building, with a site wide cost of £463,000 to address them.

Principally:

- Remedial works required to building fabric due to damp issues.
- Mechanical and electrical elements nearing the end of their lifespan.

An access survey was also undertaken (Appendix F). Most of the issues identified would be addressed by any of the proposed Hiraeth schemes.

When we visited the building in January 2024 it appeared largely watertight, with little staining of walls or ceilings, although there was evidence of damp (whether permeating the sandstone walls or from a failed piece of roofing was unclear) on the first floor front wall (Figure 3). More generally the building is in need decorative refurbishment, mechanical and electrical works, repaired or replaced windows, and external cleaning (Figures 4-6).

There is a link building at a mezzanine level to an adjacent house (previously the Children's Library, also owned by NPT Council), which is in adequate condition. It is

likely to be complicated to utilise both buildings and provide good quality access. We propose the Council sells the adjacent house and returns it to residential use (ideally with single-family occupancy) and utilises the capital receipt towards the refurbishment of the main building (Figure 7).

We recommend that steps are taken urgently to ensure that the Old Library building is fully waterproof, as this will prevent larger costs later, and such works would be agnostic as to future use.



*Figure 3: Photo showing areas of damp (left hand wall, particularly above the windows).*





*Figure 4: Main facade, showing need for external cleaning.*



*Figure 5: Ground floor stairwell, showing need for decorative and electrical works.*



*Figure 6: Ground floor main space, showing the light, airy floorplates and need for general refurbishment.*



*Figure 7: The former Children's Library, showing (far right) the link building at "mezzanine" level.*

## 4. Local demand and supply for creative workspaces

Neath Port Talbot borough has a quite limited supply of creative workspaces. Our research uncovered sixteen facilities within ten miles of the Old Library which we felt to be relevant to this study (detailed below and on a map available at: <https://www.google.com/maps/d/u/0/edit?mid=1vNnkezjAxkjFMEv13wCCRt7uwx5LroU&usp=sharing>).

They represent a mixture of types of facility some of which (e.g., Elysium and Urban Foundry) reflect quite closely the uses envisaged for the Old Library. Others are quite different, perhaps being focussed on one craft skill (e.g., The Glass Studio) or functioning as more traditional serviced offices (e.g., Swansea Business Centre) but are included because we felt that they attract similar tenants to those who might be interested in the offer at the Old Library or offer something specific that could be learned from.

<b>Creative Workspaces etc</b>	<b>Dist</b>	<b>Description/Notes</b>
Hybrid Arts Café	80m	A café with gallery space and strong creative emphasis
Queen Street Gallery and Studio 40	120m	Contemporary art gallery spaces and studios.
The Glass Studio	440m	Creative studio making and selling glass artworks.
Swansea Business Centre	7km	Substantial general business centre with a range of offices to let on flexible terms. No co-working space.
The Paint Pot	10km	Small community focussed pottery and craft studio.
The New Plaza	8km	Hot desking space available in this newly refurbished space at very reasonable prices (~£10/day).
Water Street Business Centre	8km	Small business focussed spaces with low cost individual offices available. No co-working spaces.
Twyn yr hydd House	15km	NPT owned building regularly let to film and TV production companies, who often also use the surrounding park for filming.

Sandfields Business Centre	7km	Start up and small business focussed workspace run by NPT Council.
Bay Studios Business Park	8km	Film studios complex. 44 acre site with over 600,000 sq ft of facilities, of which 350,000 sq ft are dedicated to the film industry. This is inclusive of four self-contained blocks with nearly 80,000 sq ft of office floor space.
The Hive	13km	General co-working space with emphasis on freelancers and creative industries.
Elysium	11km	Around 60 studios serving as an incubator for a thriving group of Swansea artists providing workspaces, community engagement opportunities, and professional development.
HQ Swansea	11km	Commercial co-working/flexible office space with meeting rooms.
Urban Foundry	11km	Creative Co-working space.
Indycube – Swansea Central	11km	Indycube operate coworking spaces across Wales. Freelancers and startups are a key sector for them, and many of these work in the creative industries.
Hyb y Gors	16km	Forthcoming community and creative hub in a former primary school with a strong green energy theme.

Having spoken to relevant stakeholders and looked at available facilities our conclusion is that there is a definite lack of supply of workspaces suitable for freelancers, start-ups, micro and small businesses in the Creative and Cultural Industries Sector in Neath Port Talbot. Whilst it is to be expected that Swansea, as a larger nearby city with two universities, would have a greater supply of such spaces, our conversations with education and workspace providers indicate that there are a significant number of individuals and businesses who would either prefer to be based in NPT, or be willing to relocate here.

Hard evidence of demand for CCI workspace in the Old Library would require detailed survey work of individual freelancers and CCI businesses, which is beyond the scope of this work, but the following evidence leads us to conclude that there is sufficient demand to justify making provision in the Old Library building:

- The most similar spaces in NPT (e.g., Sandfields Business Centre) are fully subscribed.
- The most similar spaces in Swansea (e.g., HQ, Elysium) are fully subscribed.

- 55% of Swansea University students are from the region.<sup>3</sup>
- Swansea University has a target of 85 students per year setting up a business on graduating (an increase of around 150% from their current numbers) and a significant proportion of these will be in the CCI.
- Neath already has a healthy creative scene and the artists' studios and other workspaces that are on offer are well used.

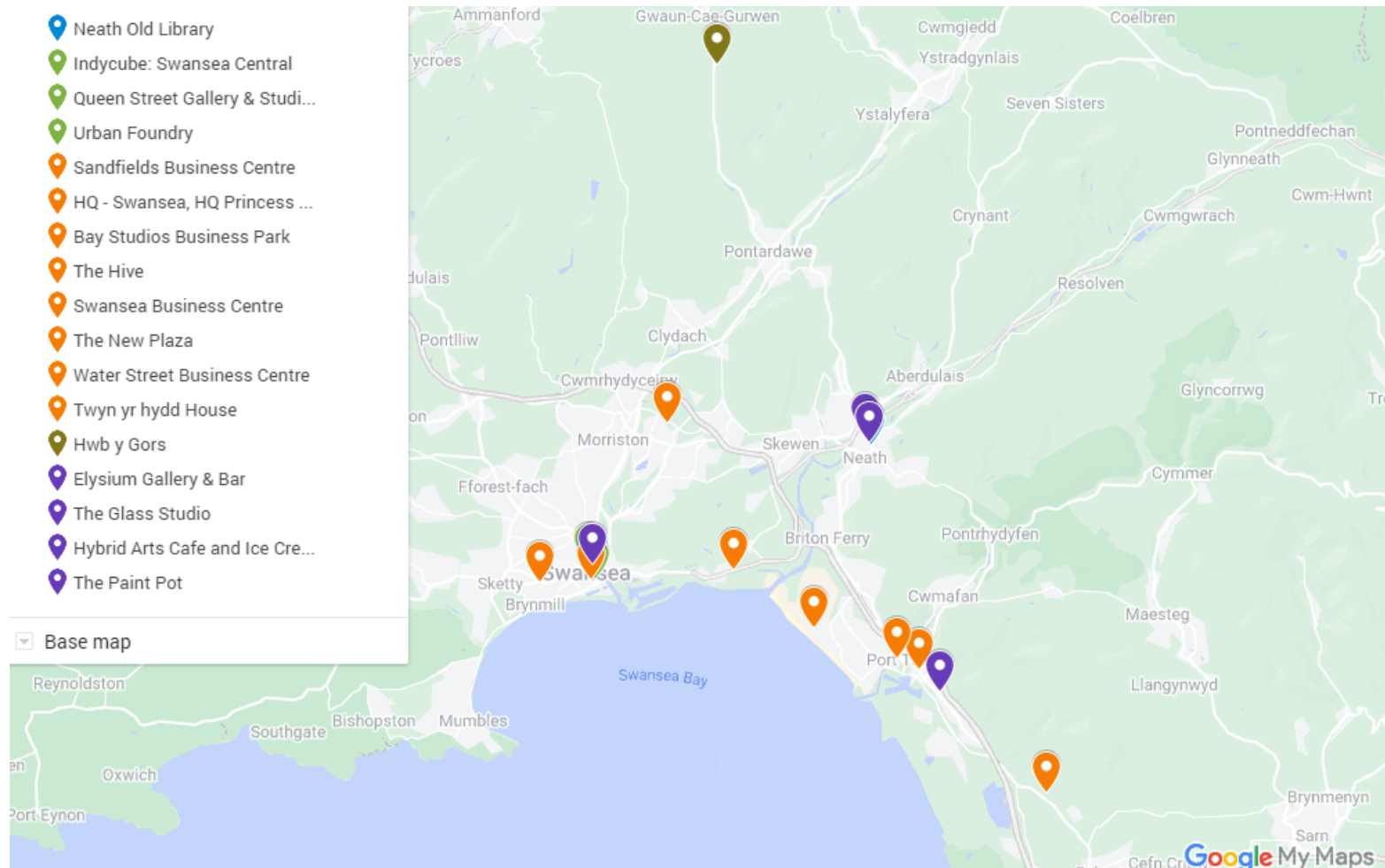


Figure 8: Map showing relevant facilities within 10 miles of Neath Old Library.

<sup>3</sup> Within 60 miles of the Swansea campus.

## 5. Consultation

We agreed a set of questions (Appendix A) with the Project Steering Group and interviewed over twenty key stakeholders for their views about what Neath needs in terms of creative industries, what is required to make such provision successful, and the kinds of place-based strategies they would see a creative hub supporting.

Appendix B lists the consultees, who included local councillors, Neath Port Talbot Council staff, film makers, artists, theatre managers and creative course providers.

Our universal findings were:

- There is great affection for the Old Library – many people have fond memories of it over the years.
- There is a strong desire for the building to continue to provide a genuinely ‘useful’ space for the future, publicly accessible, which builds on its history.
- It is felt strongly that the building should not be turned into private housing and should be able to play a part in revitalising Neath Town Centre.

Wider consultation in relation to comparators, particularly in Swansea, revealed admiration for the *Dramatic Heart of Wales* visitor economy campaign recently launched by the borough (it was felt to be professional, genuine, and inspiring) and a question about how a creative focus for Neath could add to the sense of place and interest for the borough.

### **What exists already?**

Studio 40, Stage 8, Art Café in Neath, The Plaza in Port Talbot all offer courses for amateur participants and in some cases the opportunity to buy art and craft. Studio 40 is particularly well connected, and stakeholders felt that the Old Library should present activity which complements rather than competes with its work.

Neath Port Talbot as a borough has a strong amateur tradition in performing arts and also in craft and making. There is significant demand for spaces (including studio space for dance). The point was made by several participants that while the area needs to keep pricing accessible, people do pay to participate. In terms of space for professional training in creative industries and associated space and equipment available, people are not aware that anything much exists.

Consultees felt that there was an opportunity for this initiative to link to a range of other strategies. These included:

- the place evaluation consultation currently in progress
- the Town Centre strategy promoting Neath as one of four distinctive towns in the borough
- being more connected to local businesses
- skills development

- thinking about creative industry opportunities relating also to the further development of the Freeport, the GCRE train track testing centre, Wild Fox leisure and other initiatives.

### **What's not there and what do people think is needed?**

The gaps currently identified by consultees were a lack of a sense of a “community of makers” in the borough, a strategic artist/maker development plan for the region, and wider lack of confidence and vision for Neath’s town centre. The desire for music studios (for rehearsing and recording, especially for young people) came up as a specific need, as did opportunities for 3D printing, large-format printing, and use of more powerful computers for data and rendering (including for teachers).

People think there is an opportunity to think about what happens to the Old Library linking to the borough’s wider ambition in skills terms (e.g., the adult carpentry courses happening in Addison Road workshops in Port Talbot, funded by Skills Wales), as well as Creative Wales ambition around digital skills in the region.

To establish small businesses successfully, consultees would welcome pump priming commitment to business rates support from the Local Authority, as they have done already for community benefit businesses such as Stage8.

The lack of a BID in Neath and a sense of the Town Council and the Borough Council not being completely aligned in terms of town centre development is also a gap.

In terms of physical development of a Grade II listed building, people felt it must be fully accessible, as low carbon in design impact as possible and have excellent Wi-Fi.

### **Questions to consider:**

- Will it be a space for all creative forms? For example, yoga studio needs are very different from ceramics. Or will you have a focus on a particular area?
- Is there an obvious partner/anchor tenant who could co-develop it with you? Does anyone else in the Council need/want to move (e.g. Library Education Learning Resource Service and its printing needs? Business Support services?) How might it link with the freelance network Cartref Creative recently established by 4TheRegion West Wales business group<sup>4</sup> as a creative network for freelancers will have a digital home and run a series of events in the region?
- Is there established need and demand around specific craft/making skills and facilities? What about more digital facilities? Neath also needs to be aware of what hasn’t worked e.g. Llanelli Arts Centre tried to connect a deserted chapel to their building and charge for eight office spaces (including tenants offering 20 hrs labour a month free for community arts activity support) but

<sup>4</sup> <https://www.4theregion.org.uk/about-us/impact-areas/creative-economy/>



the model didn't work. If used as artist studios the facilities will also need to include extraction and basic heating.

- Can you get a Community Steering Group in place? This will be important if you are proposing public access to spaces and the kinds of public classes individual creatives can run.
- Can the strategy be jointly developed with Council assets, especially Gwyn Hall and the Libraries?
- Can you take a specific focus, like Welsh language, to help drive tenants/Government support?
- What non-cash support can Neath Port Talbot Council offer – e.g. rent free periods, business rates waivers. The Bay Technology centre in Port Talbot has offered start-ups a range of initial packages, can parking permits for tenants in the multistorey be subsidised as part of the package? Could there be Business Team support for core equipment purchases? What other links might be developed with Skills Wales? Is there a link to the Regional Learning Partnership and wider course focus for colleges (e.g., Gower College have developed a Creative Industry Board specifically to develop this area...)

Although these are finally decisions for the Council, we have given some initial thought to them and set out our recommendations in [Section 7](#) below.

## 6. Comparators

We have worked with several different comparator cultural hub institutions to look at different operating models for creative hubs in Wales and in England (see Appendix C for full details). We have used the recent British Council definition of a creative hub as being ‘a physical or virtual space that brings enterprising people together who work in the creative and cultural industries.’<sup>5</sup> Creative Hubs are ‘communities of support for professionals, as well as platforms that contribute to a sustainable and inclusive creative economy’.

We undertook interviews with:

- Elysium Studios Gallery, Swansea
- Hotwalls, Portsmouth
- Hwb y Gros, Cwmgors, Pontardawe
- Indycube, Swansea
- Trinity Works, Colchester
- Ty Celf, Llanelli
- Urban HQ, Swansea

We also made in-person visits were undertaken to all the Welsh venues (and have included some relevant photographs in Appendix D).

There are a variety of approaches in the hubs we looked at, operating in buildings ranging from Grade I listed medieval buildings (Hotwalls) to a mid-20<sup>th</sup> century Iceland supermarket (Orchard Studios for Elysium), and various sizes of space, some larger and some smaller than the Old Library.

Operating models range from large to small scale membership, with facilities offered ranging from a basic desk to access to bigger communal equipment (such as kilns and looms), as well as marketing support and the opportunity to sell directly to the public through both regular classes and fairs and promotional events. In general, the most successful and sustainable comparators seem to share some common features:

- An experienced operator, who can provide the management and technical support necessary as well as knowledge of the local creative network and their needs.
- A strong anchor tenant (who may be the operator for the wider creative/public access part of the business) who will attract others and help co-create.
- A lively regular events programme for both hub members and the public

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<sup>5</sup> Máté Miklós Fodor, Marlen Komoroswki and Sara Pepper: [Mapping Creative Hubs in Wales](#), British Council October 2022

- Cross subsidy through other activity – this can be a café/bar in the building and its events programme, or income from other ventures run elsewhere by the operator charity (see windfarm income for the Arman Amel Tawe charity who run Hwb Y Gros). If reliant solely on rental, most hubs admit they would struggle, as part of their model is to keep market rents reasonable, to support new creative ventures.
- Keeping membership fresh, to serve a social purpose (supporting new creatives to business success) and also (for more public facing craft institutions) to give a range of makers to draw visitors on a regular basis. Some, such as Hotwalls in Portsmouth and Cockpit Studios in Deptford, deliberately limit tenancies – Hotwalls acts as a business developer and has a sliding rental scale for five years, after which tenants must move on (though mentoring and consulting support is provided to help them do so, if needed).
- Those who rely solely on grant and tenant income are usually reliant on extremely dedicated and passionate volunteers to keep them going and do not have enough certainty to plan their business very far out. Buildings are often owned by the local authority, but we only found one which was directly council managed (Hotwalls in Portsmouth; this project was developed with Coastal Communities funding and Council management is directly related to the complex nature of the Grade 1 listed building and constant relationships required with Historic England).
- Successful hubs have also benefited from targeted Local Authority support (especially in the form of reduced business rates) and links to key wider regional funding instruments. Further discussion with Creative Wales would be helpful, particularly in relation to skills plans around film, audio, animation, and other relevant areas.

The British Council research noted that Brexit had had a significant impact on creative hubs in terms of international collaborations and markets but reported that ‘there is still room for new ambition in the creative hub landscape in Wales which can play...an even more significant role in innovation, inequality, sustainability, and internationalisation in the local creative industries’. It is important to think about how a creative hub in Neath would support wider access to national and international areas of focus, including partnership with universities.

## 7. Options and Recommendations

### 1. Options

Following our conversations with stakeholders we considered three main options for the future use of the Old Library:

- Option 1: A Creative Hub consisting primarily of 'clean' workspaces and offices with an emphasis on creative and cultural industries such as digital, writing, illustration, photography, podcasting, events, consultancy and associated professional services.
- Option 2: A Creative Hub consisting primarily of 'messy' workspaces with an emphasis on painting, sculpture, mixed media, photography, and textiles.
- Option 3: A free to enter museum for Neath with a café and retail space.

### 2. Recommendations/Actions

*Our core recommendation is that only Option 1 appears to offer a financially viable future for the Old Library without extensive ongoing subsidy.*

*There appears to be sufficient demand and enthusiasm from the Creative and Cultural Industries (CCI) sector to develop Neath Old Library as a 'clean space' Creative Hub, and our initial financial calculations indicate that this could be achieved without long-term core revenue subsidy from NPT Council.*

Related to this, our site visit, desk research, consultation and engagement work yields the following more detailed recommendations:

#### 1. Make the building watertight

We recommend (item 5 below) that you work to appoint a future operator before carrying out most of the refurbishment work to the building to reduce the risk that the building as designed does not meet the market need.

However, the urgent works to reduce water ingress (whether from the roof or through the stonework or windows), clean the stonework, and to replace or repair windows are likely to be the same whatever end use is finally adopted. Lack of action on this front will significantly increase the future cost of making the building fit for use so we recommend that these works are undertaken as a matter of urgency.

## **2. Further Develop Design Option B**

Option B as developed by Hiraeth architects (adding a glass structure to the front of the building, opening a new space to also act as a 'window' for promoting activity within) is our preferred design option. As well as mirroring the architectural intervention at Gwyn Hall this option very provides good disabled access, and creates the possibility of a small, public facing, retail space. Although our recommendations do not involve the whole building being open to the public "full-time" there is clear interest locally in continued access, and this option appears to provide it in a way sympathetic to its principal use.

## **3. Develop a principally 'clean' creative hub**

Strategically, the Old Library needs to offer a creative hub which complements that already available through Studio 40 (art classes and studio spaces) and Art Café (spoken word and crafting).

Financially, the provision of 'messy' space (such as artist studios for painting, fabric work, or mixed media) would to be cheaper in terms of capital investment because the standard of fitting can be basic, as illustrated by Elysium Swansea below (Figure 8). However, the provision of capital funding for this project is, we understand, less challenging than ongoing revenue costs, and 'messy' space yields significantly lower rental yields per m<sup>2</sup> (see the calculations for 'clean' and 'messy' spaces below, [Section 8](#)).

A museum, although we understand its desirability to some residents, would require an ongoing financial investment of at least £150,000 annually and produce significantly less economic return (e.g., new jobs) than either of the other two options considered.

Our work shows that a 'clean' space focussed on areas of the CCI such as writing, illustration, digital, photography, podcasting, gaming, and consultancy and related professional services will be a much more financially sustainable model.



Figure 9: Elysium Swansea, showing basic nature of fit out.

#### 4. Retain some public access

Although there has been some local demand for the Old Library to be a museum, we did not find a high level of demand for the whole building to be available for public access – though obviously this was to some extent determined by the scope of our consultation and the choice of consultees.<sup>6</sup>

However, we believe that some public access would be beneficial. This could take the form of a small retail area in the front extension (or possibly a small ‘coffee kiosk’ offer in this space, perhaps in partnership with a local business such as [Rosa’s Bakery](#)), or in retaining the current Music Library on the Ground Floor as a space for exhibitions and displays (this might dovetail well with a pop-up approach to a new Neath Museum and engage with that element of the public demand without the costs associated with a stand-alone museum building).

#### 5. Find an operator and/or anchor tenant

Many of the most successful example of Creative Hubs we have seen have started with an anchor tenant, who, in some cases, has helped co-design the space. At Hyb y Gors, for example, this has happened with the Weavers Guild. This anchor tenant could be internal (for example stakeholders suggested that one or more members of the NPT Business Support team or the Library Education Learning Resource Service might be good tenants) or it might be a CCI

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<sup>6</sup> We have undertaken a high level costing for the provision of a museum in the space ([Section 8](#)) to illustrate the challenge of funding such a space.

business that is prepared to take on the operation the whole building as well as basing itself there.

Our recommended next steps are further discussion with established operators Union HQ, Elysium and Indycube, and consideration as to how the space could link with the freelance network Cartref Creative recently established by 4TheRegion West Wales.<sup>7</sup> Although waterproofing works to the Old Library should take place as soon as possible, it is desirable to appoint a future operator before proceeding with further capital works after that, as this will minimise the risk of designing something that does not meet the market need.

## **6. Develop a business support package**

As illustrated in [Section 8](#) we believe that the proposed Creative Hub can run without financial support for its core functions. However, if it is to be a truly effective incubator, catalyst, and home for creative businesses we think it will need some support to ensure that it adds value, beyond merely creating a semi-commercial co-working space. This could include things such as:

- Subsidised rent for new businesses or specific target groups (e.g., primarily Welsh language businesses, businesses run by under 25s, businesses in particular subsectors). One model we have seen provides decreasing reductions from a market rent for the first few years (e.g., 75%, 50%, 25% and 10% subsidies) to help businesses get established.
- Targeted advice and mentoring – helping people with relevant aspects of their business through expert advisors in areas such as finance, funding, recruitment, VAT registration, and other issues that affect new and scale-up businesses.
- Internships and placements – young businesses can benefit hugely from student placements from universities but are often the least likely to apply for such opportunities. Work could be done with local universities to ensure that businesses located in the Old Library make the most of these opportunities.
- Shared resources – the provision of some key facilities within the Old Library for use by both tenants and other local businesses could help businesses to thrive and generate a pipeline of businesses familiar with the building who could move in in future.
- Even prior to the Old Library refurbishment being done we believe that a business support package targeted at the CCI would help develop a set of

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<sup>7</sup> <https://www.4theregion.org.uk/about-us/impact-areas/creative-economy/>.

freelancers and businesses who are ready to take on the space in the Old Library when it is ready.

Next steps in this area should be:

- Discuss internally with Business Support colleagues how existing offers could be targeted at CCI businesses and what additional support might be developed (possibly linked to the packages being developed to help people made redundant from the Tata steel works).
- Discuss with NPT College and Trinity St David's University what support they might be able to offer – either for their students/alumni or more generally.
- Further discussions with Swansea University about placements, their start-up business targets, and support they can offer.

## **7. Clarify what NPT Council can offer**

Our financial projections assume that the operator of the space does not pay business rates<sup>8</sup> and pays a peppercorn rent for the first five years but takes on repairing and insuring obligations for the building. You should confirm whether this is agreeable to Council colleagues and explore whether any further support might be available initially (e.g., buildings insurance) to improve the financial position in the difficult first couple of years.

## **8. Engage the local community**

We recommend that there is early opportunity for community input to the space's design and that an operator works with you to develop this, along with the detail of the business support packages to be in place when the building opens.

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<sup>8</sup> The current rateable value of the building (presumably including the former Children's Library which would be disposed of) is £24,750 and the annual rates charge £13,241. At this rateable value a charitable operator would pay £2,648.



## 8. Cost and income estimates

We have developed income and cost estimates for three scenarios (Appendix H):

1. Our proposed use as 'clean' CCI space with a small retail or coffee kiosk space.
2. An alternative use as a 'messy' CCI space consisting principally of artist studios.
3. Use as a museum, which we are aware is a preference of some local groups.

Shared assumptions across these three scenarios are:

- Capital costs met by NPT Council income or external grants and not repayable.
- Minor building repairs costs in first five years of £5k/year assuming full refurbishment has taken place.
- Insurance at £5kp/a
- Five year post-opening period free of rent and business rates.
- Energy costs at £25/m<sup>2</sup>/year (2023/4 prices). If the capital works include fitting heat pumps and significant insulation/energy saving measures this could be considerably reduced.
- Water costs at £3/m<sup>2</sup>/year (2023/4 prices).
- Lock and leave security solution with monitored alarm at £100pcm 2023/24 prices.
- 12 hours a week of cleaning is required.
- Prices for studios, co-working and offices have been derived from looking at a wide range of comparators (Appendix J). Prices have been set below the average, but not far below, in recognition that the space will be in a quality town centre location and newly refurbished. To some extent the price is related to the facilities included (free meeting rooms, tea, coffee etc) and the details can be determined by a future operator.

### 1. Scenario 1: 'Clean' studios

In this scenario:

- Most of the space (238m<sup>2</sup>) is allocated to small offices rented on an all-inclusive basis and to a large co-working studio space.
- A small (13m<sup>2</sup>) ground floor office is set aside for the administration of the building and no rent is received on this space.
- Co-working passes cost £150pcm per person.
- Small offices cost £200/m<sup>2</sup> annually.
- The former Music Library becomes a gallery and event space with a daily hire rate of £200 for commercial use and £100 for community use and is rented on no more than one day a week.

- There is a small 'messy' studio space in the basement bringing in an income of around £100pcm.
- The retail or coffee kiosk space creates a net income to the operators of around £200pcm.
- Spaces are 70% occupied compared to potential in Y1, rising to 90% by Year 5.
- There is a full time role as Centre Manager and Business Support at £27k p/a with £10k p/a income from grants towards the business support element of provision.
- There is a 0.4 FTE administrator for the building looking after billing etc.

This scenario generates an operating surplus from Year 3 onwards and a break even position over the five year calculation period:

<b>INCOME - TOTAL</b>	£ -	£ 74,923	£ 80,952	£ 87,196	£ 93,661	£ 100,354
<b>EXPENDITURE - TOTAL</b>	£ -	£ 85,068	£ 84,670	£ 86,363	£ 88,090	£ 89,852
<b>PROFIT (LOSS)</b>	£ -	-£ 10,145	-£ 3,718	£ 833	£ 5,571	£ 10,502
Opening balance	0	0	(10,145)	(13,863)	(13,030)	(7,460)
<b>Surplus (deficit)</b>	<b>0</b>	<b>(10,145)</b>	<b>(3,718)</b>	<b>833</b>	<b>5,571</b>	<b>10,502</b>
Closing balance	0	(10,145)	(13,863)	(13,030)	(7,460)	3,042

## 2. Scenario 2: 'Messy' studios

In this scenario:

- Most of the space (323m<sup>2</sup>) is allocated to 'messy' studio spaces which are rented out at £150pcm for a typical 12m<sup>2</sup> space – and *pro rata* for larger or smaller spaces.
- A small (13m<sup>2</sup>) ground floor office is set aside for the administration of the building and no rent is received on this space.
- As in Scenario 1m the former Music Library becomes a gallery and event space with a daily hire rate of £200 for commercial use and £100 for community use and is rented on no more than one day a week.
- The retail or coffee kiosk space creates a net income to the operators of around £200pcm.
- Spaces are 70% occupied compared to potential in Y1, rising to 90% by Year 5.
- There is a full time role as centre manager and business support at £27k p/a with £10k p/a income from grants towards the business support element of provision.
- There is a 0.4 FTE administrator for the building looking after billing etc.

This scenario generates an operating loss each year and a cumulative loss of £160k over the five year calculation period:

<b>INCOME - TOTAL</b>	£	-	£	49,327	£	52,136	£	54,945	£	57,754	£	60,563
<b>EXPENDITURE - TOTAL</b>	£	-	£	85,068	£	84,670	£	86,363	£	88,090	£	89,852
<b>PROFIT (LOSS)</b>	£	-	-£	35,742	-£	32,534	-£	31,418	-£	30,336	-£	29,289
Opening balance		0		0		(35,742)		(68,275)		(99,694)		(130,030)
<b>Surplus (deficit)</b>		0		(35,742)		(32,534)		(31,418)		(30,336)		(29,289)
Closing balance		0		(35,742)		(68,275)		(99,694)		(130,030)		(159,319)

### 3. Scenario 3: Museum

In this scenario:

- Most of the space (280m<sup>2</sup>) is allocated to a free to enter museum with up to 20,000 visitors a year making an average donation of 50p per visit.
- A small (13m<sup>2</sup>) ground floor office is set aside for the administration of the building and no income is received on this space.
- The former Music Library becomes a café with an average of 11 customers per hour during opening hours (10am-pm Wednesday to Sunday) and an average transaction value of £6. 75% of turnover is expended on goods and café staff and 25% is allocated to the building's income.
- Visitor numbers and café use starts at 100% of projected maximum in Y1, falls to 90% in Y2 and then recovers to 100% in Y5.
- There is a full time role as museum manager/curator and two f/t front of house/museum admin roles.

This scenario generates an operating loss each year and a cumulative loss of £763k over the five year calculation period:

<b>INCOME - TOTAL</b>	£	-	£	40,030	£	36,027	£	38,029	£	38,829	£	40,030
<b>EXPENDITURE - TOTAL</b>	£	-	£	185,475	£	187,085	£	190,827	£	194,643	£	198,536
<b>PROFIT (LOSS)</b>	£	-	-£	145,445	-£	151,058	-£	152,798	-£	155,814	-£	158,506
Opening balance		0		0		(145,445)		(296,503)		(449,301)		(605,115)
<b>Surplus (deficit)</b>		<b>0</b>		<b>(145,445)</b>		<b>(151,058)</b>		<b>(152,798)</b>		<b>(155,814)</b>		<b>(158,506)</b>
Closing balance		0		(145,445)		(296,503)		(449,301)		(605,115)		(763,621)

## 9. Operating models

Having studied other successful creative hubs we believe that NPT Council is probably not the best placed organisation to operate the proposed space. Successful creative hubs are mostly operated by for-profit or (more commonly) not-for-profit companies with expertise in this area and a deep understanding of the CCI sector.

Local examples include [Elysium Studios](#) and Union [HQ](#) in Swansea, and Cardiff based (but operating across Wales) [Indycube](#). National charity [ACAVA](#) operates workspaces across England.

As part of the next phase of work we recommend entering into discussions with providers and/or developing a tender opportunity to identify a preferred partner. Union HQ have already expressed an interest in being part of any next stage, and we would also recommend that whatever governance model is adopted that there should be a community representative(s) involved and a connection to the proposed Culture Partnership group.

## Appendix A: Consultation questionnaire

This is a copy of the questionnaire which was used as the basis of our conversations with stakeholders and comparator organisations.

1. Please give an overview of your <b>current role(s)</b> and any other <b>knowledge, skills, experience</b> which are relevant to this project.
2. What need/demand do you see in relation to creative industries in Neath and the wider region?
3. What kind of user/tenant support would be required to support future use of the Old Library as a creative industries hub?
4. What other provision is available within the borough (including easy term office access)?
5. What other strategies might this project support (e.g. skills, town centre development, education, investment, other)?
6. What are the opportunities and challenges for you looking ahead – and how might these be addressed? How can the Old Library project help?
7. Are there any <b>relevant data, reports, or past consultations</b> (local or national) that we should consider as part of our view of the evidence base?
8. Is there <b>anyone else</b> we should speak to within our work?

## Appendix B: List of stakeholders consulted

<b>Organisation</b>	<b>Consultee</b>
Celtic Leisure	Steve Jones
Hiraeth Architects	Rob Thomas
	Mike Plageman
NPT Council Members	Cllr Jeremy Hurley
	Cllr Andy Lodwig
	Cllr Alan Lockyer
NPT Council Officers	Andrew Collins
	Angeline Spooner-Cleverly
	Chris Saunders
	Claire Davies
	Delyth Lewis
	Debra John
	Elinor Wellington
	Laura Webley
	Rhiannon Collins
	Sarah Fowler
Roger Williams films	Roger Williams
Stage 8 Theatre School	Jay Smith
Studio 40	Bethan Ash
Swansea University	Chris Marshall
	Sian Rees
	Louise-Huxtable-Thomas

## Appendix C: Comparator Data

### 1. Elysium Gallery and Studios

<b>Location</b> (district/town/city)	Swansea
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	<p>Work across five buildings, including old nightclub (originally Red Bull Inn) on the High Street with ground floor gallery, project space, teaching space and bar, and Orchard Street studios in old Iceland building (shared with Volcano Theatre) which has two floors of studios, about 22 000 sq feet in total. Size of individual units varies; gallery is generous. Look after about 100 visual artists/writers and also programme music and spoken word in the bar and run a variety of community classes.</p> <p>Now planning to put the gallery, studios, and teaching space all together in £3.5m project for the old J T Morgans department store near the art school and the Glynn Vivian gallery – have raised £1.5m for this to date.</p>
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	<p>Started in 2007 by three directors as a pop up and moved into buildings as built trust with landlords (leases still only c 5 years though). Moved into current High Street site in 2018 and have been part of driving forward artistic impact in this area of the town. Lots of studio renters come from the art school but also rent space to writers and charities.</p>
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	<p>Work a lot with community groups in terms of responding to social need (many offers are free) and have developed new space for neuro divergent people in consultation with their users. Rents are cheap and bar makes the money – opens Weds to Sat and has live programmes over the weekend.</p>
<b>Finance</b> (I&E, source of initial capital, funders)	<p>Turnover for studio rental c.£100k p.a. – rents range from £60 to £150 per month depending on size and space. For first 10 years the directors didn't pay themselves!</p>
<b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)	<p>Company limited by guarantee but looking at charity options. In terms of directors, Jonathan curates exhibitions and manages studios and funding; Dan is leading the new project and Anna leads community groups. They also employ people freelance to run the building and the bar. Core objective is to support emerging artists, including through the project space and regular crits.</p>
<b>Contact Details</b>	<p><a href="mailto:info@elysiumgallery.com">info@elysiumgallery.com</a> <a href="https://www.elysiumgallery.com/">https://www.elysiumgallery.com/</a></p>
<b>Other</b> (comments from venue/users/stakeholders, lessons learned)	<p>Would recommend setting up as a CIC – but let the community inform what you are going to be from the get-go in order that you get it right. Will need a building manager. Don't take on too much!</p>



## 2. Hotwalls Studios

<b>Location</b> (district/town/city)	Portsmouth
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	13 studios, including one shared studio (aim) plus café.
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	Hotwalls originally came out of Coastal Communities Fund, converting the spaces literally under the harbour walls, used for a long time by the military. (Claire's remit is very broad across cultural and economic regeneration including landscape management (e.g., seafront). Hotwalls is still within the council. Originally had anticipated a CIC/CIO operator when they put the Coastal Communities bid in for funding. The challenge has become the historic nature of the building – Grade 1/Historic Monument status across the site. Able to use the Council's leverage to ensure that conversations are positive with Historic England.
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	<p>Studios vary in size from 12-18sqm. Café subsidises the rental for artists. Purpose was always about startup businesses – those that have outgrown the garage but need some space. Tenancies are for a maximum of 5 years (3+2) with significant business support, particularly in the last 2 years. Looking for a mix of craft/activities – don't want just jewellery or textiles or whatever. The call is open, but they have to provide quite a lot of detail – both to show they are not just a hobbyist but also that they will work with proposed art form.</p> <p>No shared equipment or storage space. Not an issue – want the artist/studio needs to develop their business. Priority is given to people in certain postcode areas. They must also be able to meet the 30-hour-a-week occupancy commitments, plus regular Open Days and markets. Selections on the artists are made by a panel – including external organisations. Link up with economic development team in terms of the business support that the artists get. Link them into the LEP and other support.</p>
<b>Finance</b> (I&E, source of initial capital, funders)	Two members of staff – Development Manager who oversees the site and an events and marketing assistant – 30 hours a week each. They are funded through income from the café, markets, studio rentals but are Council employees. Café was involved from the design stage and is successful. 10 year lease. They already run other spaces in the city.
<b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)	Council take an annual report to their culture cabinet. Arts Council haven't put any funding into this at any point – so they were slightly annoyed when they started talking about how wonderful it was.

<p><b>Contact Details</b> (name, address, phone, email, web, socials)</p>	<p>Claire Looney at Portsmouth City Council  <a href="mailto:Claire.Looney@portsmouthcc.gov.uk">Claire.Looney@portsmouthcc.gov.uk</a>  <a href="https://hotwallsstudios.co.uk/">https://hotwallsstudios.co.uk/</a></p>
<p><b>Other</b> (comments from venue/users/stakeholders, lessons learned)</p>	<p>Doesn't quite wash its face – largely because they subsidise the studio spaces and occasional things like Wi-Fi upgrades. Turnover of artists encourages visitors to come back for repeat visits as there will always be new things. From the perspective of the council, it is a contributing factor to the tourism offer.</p>

### 3. Hyb Y Gors

<b>Name of Venue</b>	Hwb Y Gors
<b>Location</b> (district/town/city)	Cwmgors near Pontardawe
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	1902 primary school including playground of 0.5ha. Ground floor 533m <sup>2</sup> , two first floor spaces of 31m <sup>2</sup> and a basement of 19m <sup>2</sup> . On main road in village. Being repurposed into a range of co-working spaces, a gallery, and a large safe community space for a variety of uses. It will also house the charity.
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	This has been a long term project for the Awel Aman Tawe charity, which has developed two renewable energy assets (including a wind farm). In 2019 they began their long-term hunt for a community hub in which they can be physically based (20 staff) and also run an education, community, and arts base. The primary school they are converting was leased rather than owned by NPT Council, so they had to buy the freehold and then raise the funds (£2m) for conversion. Funders included Big Lottery, Welsh Government Community Facilities programme, Clothworkers Foundation, and a loan from Welsh Council for Voluntary Action, as well as SPF funding from NPT Council. They have used their renewable energy income as match.  Hope to open later this year.
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	The hub has a combination of uses, including offices, hot desks, 2 rooms for the NPT regional branch of the Guild of Spinners, Weavers & Dyers (who have 50 members and several communal looms), a Repair Cafe and an ordinary café. Outside it has a separate building for 3 studios and outdoor space in what was the playground. They also have a gallery, a pottery studio, and a teaching space, with equipment including a kiln and laser cutter. The space is usable for a variety of community activities and will have secure entry so can be accessed 24 hrs. Staff include a Centre manager, a café manager, a technician, and a creative director (have applied to Big Lottery for salaries for first 3 years of operation until rental built up). Carbon neutral as a selling point plus fast broadband and electric car charging.  They have done a lot of community arts projects as part of their action research for the project and are including a community tapestry in the café and 65 stained glass windows in the school. They are using these long-term relationships to build studio renters and develop class programmes. They have also worked with Crytal Tombs @ NPT Council and Ben Reynolds at Urban Foundry in Swansea to build their business case.
<b>Finance</b> (I&E, source of initial capital, funders)	Still working on the business model. After £2m fit out, hope running costs are low because of green energy usage but need Big Lottery funding for first 3 years salaries.

<p><b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)</p>	<p>Owned, run, and staffed via the Awel Aman Tawe charity.</p>
<p><b>Contact Details</b> (name, address, phone, email, web, socials)</p>	<p>Dan McCallum, Prif Swyddog Awel Aman Tawe 76-78 Heol Gwilym Cwmllynfell Abertawe/Swansea SA92GN</p> <p>01639 830870 <a href="mailto:dan@awel.coop">dan@awel.coop</a> <a href="https://aat.cymru/hwb-y-gors/">https://aat.cymru/hwb-y-gors/</a> <a href="https://www.avivacommunityfund.co.uk/p/hwb-y-gors-1">https://www.avivacommunityfund.co.uk/p/hwb-y-gors-1</a></p>
<p><b>Other</b> (comments from venue/users/stakeholders, lessons learned)</p>	<p>They are an active member of Pontardawe Arts Centre (ex-manager is a volunteer for them) who have helped to create classes and access communities. They ran a lot of surveys and group consultations with them – should we do similar via the new Neath Library? Environmentally friendly arts provision has been a long part of their plan and think there is capacity to expand that thinking to Neath.</p>

#### 4. Indycube

<b>Location</b> (district/town/city)	Swansea
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	2 rooms, one hosting c 10 desks, one with professional podcast studios, within central Swansea modern complex which includes the BID. Other tenants are design, third sector and eco design.
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	Set up in 2010 in Cardiff as a co-working enterprise without public sector input – not designed to support growth businesses but long-term development for local need. Now run range of facilities across the country. Opened in Swansea in 2012.
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	Basic desk and chair provided, free tea and coffee – all other equip and costs tenants own. Full time desk in Swansea is £199 a month. Other spaces offer members flexible hours and additional spaces such as meeting rooms.
<b>Finance</b> (I&E, source of initial capital, funders)	They get rates benefit from Swansea council as a community enterprise. Wouldn't share turnover figs...
<b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)	Indycube is a Community Benefits Society (run as a co-op); each individual space uses its income to run their space and Indycube Swansea is set up as a separate CIC. Mike also runs Room To Grow (Green street initiative) and Brand Swansea.
<b>Contact Details</b> (name, address, phone, email, web, socials)	Mike Scott <a href="mailto:mike.scott@indycube.community">mike.scott@indycube.community</a>  <a href="https://www.indycube.community/zoo-zoo/item/swansea-central">https://www.indycube.community/zoo-zoo/item/swansea-central</a>
<b>Other</b> (comments from venue/users/stakeholders, lessons learned)	They have several arts projects, 3D modelling etc as tenants and aim to support people to be profitable in a collaborative environment. They'd seen and admired the Dark Heart of Wales work and think there's lots to build on for Brand Neath. Would aim to do a lot of community consultation to ensure facilities meet need. See also Narberth in Pembrokeshire as a successful Indy town e.g., <a href="https://www.visitpembrokeshire.com/explore-pembrokeshire/towns-and-villages/narberth">https://www.visitpembrokeshire.com/explore-pembrokeshire/towns-and-villages/narberth</a>

## 5. Trinity Works

<b>Location</b> (district/town/city)	Colchester
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	<p>Trinity Works describes itself as ‘an independent creative hub in the centre of Colchester, home to HAT Projects, Colchester Makerspace and Café Patch’.</p> <p>It is 3,500 sq feet of 1970s space and was converted and developed by the architecture practice HAT Projects to be their offices and a maker space and café. The Maker space is rented by Colchester Makerspace as a tenant; they have 200 members who use the space for 24/7 access, as well as running classes and courses. There are a couple of small individual studios within the Maker space but most of it is open plan. Size ranges from small conversions to 15,000 sq feet.</p>
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	<p>HAT bought the building (a 1970s church) in 2017 and because of their business converted it very cheaply (cost £100,000 – think this would be nearer £500,000 in today’s prices if you were paying a developer). This means they are not carrying debt on the project and able to co-consult with Colchester Makerspace before the project developed about exactly what they needed for their members.</p> <p>Trinity Works is right in the centre of Colchester and easy to access by public transport. The ethos for HAT is to engage with their community and Colchester Makerspace run programmes for public as well as providing space for artists. The focus is on letterpress and ceramics in terms of facilities rather than trying to do everything and there is an active events programme, also run by Colchester Makerspace.</p>
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	<p>Colchester Makerspace offer 2 types of Membership for 8 hrs (£16 a month) or 16 hrs use (£32 a month) a week (plus student rates) to access shared space, facilities and classes and events. Studio rental separate. 24/7 secure access and access to kiln, press and larger equipment that they own and manage (They ran a crowdfunder to buy them originally). Colchester Makerspace curate the artists and works they present on their website.</p> <p>Café run as a tenant and work with Makerspace on events.</p> <p>HAT act as landlord to the other two.</p>
<b>Finance</b> (I&E, source of initial capital, funders)	<p>No public subsidy: also HAT have no development debt to service. Diff model for each tenant: the running costs are c. £26,250 a month (£7.50 per sq foot) which they pass on as a service charge to café and Makerspace (HAT pay their own costs for their practice office space). Makerspace then charge studio tenants between £11 and £14 per sq foot per month for their spaces, plus run the Membership scheme and events programmes at break even.</p>

<p><b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)</p>	<p>HAT act as landlord. Recommends that each building different and you need a model that suits the building and then seek the tenants to fit it – especially important to co-develop the project with a lead anchor tenant, together. They find that the makerspace model, separately run, fits with the architecture offices well and both benefit from the events and café. HAT also acted ‘sensibly’ during difficult periods for tenants in COVID. Ensuring that your ethos matches that of partners is vital.</p> <p>They have a practice manager who does the practical landlord management with a day to day lead at both the Makerspace and the café.</p>
<p><b>Contact Details</b> (name, address, phone, email, web, socials)</p>	<p>24 Trinity Street Colchester  <a href="https://www.makercampus.co.uk/">https://www.makercampus.co.uk/</a>  Trinity-works.co.uk  <u>01206 766585</u>  Hana Loftus, Project Lead, HAT Projects  hana@hatprojects.com</p>
<p><b>Other</b> (comments from venue/users/stakeholders, lessons learned)</p>	<p>HAT’s view is that such spaces best run independently from LAs as need to handover control – but benefit from a creative approach and strategy by the LA (Colchester has this for town centre development). Need a set of organisations with a vision and ability to achieve it, plus considered route to risk management. Operating partner with a track record involved early enough important – may need to also consider mentoring from other organisations who are doing it well (e.g., ones in Swansea)</p>

## 6. Ty Celf

<b>Location</b> (district/town/city)	Llanelli
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	Shop in centre of town showing 12 artist members (get 5 feet each of space), plus small gallery space and communal teaching space (for 8 to 10) upstairs. Also, a workshop/studio for hire at £350 a month.
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	Founded in 2016 as a way of 'making art at the heart of the community'. Grew via Zoom and grant funding in covid. Open to public Weds to Sat 10 to 4 and run classes at other times.
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	Members pay £75 a month and must steward the shop 1 day a fortnight or half a day a week. Also have a guest table which they take commission on, in addition to commission on any artist sales. Work to show local colleges work and run Monday classes (x 3) with MIND and other local groups, funded by ACW Health and Wellbeing grants. Members can also run their own private workshops. They have 680 subscribers.
<b>Finance</b> (I&E, source of initial capital, funders)	Members and studio fees (plus Associate members at £12 a month), commission on sales (40% on member, 20% on guests), plus private workshops (charge artists £10 an hour for their use) plus grant funding....pretty hand to mouth on latter. Premises owned by Council; they pay £8k p.a. rent.
<b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)	Charity.
<b>Contact Details</b> (name, address, phone, email, web, socials)	Karen Thomas <a href="https://www.ytycelf-theartouse.com/">https://www.ytycelf-theartouse.com/</a>
<b>Other</b> (comments from venue/users/stakeholders, lessons learned)	Active website promotes their members. 50% of these make a living from their art – a challenge is to keep what they're showing fresh and ensure younger members can join. Their focus is contributing to Llanelli as a place and providing community benefit. They use grants to fund trained session support staff for their Monday work and are also developing a volunteer base for cleaning and other help.



## 7. Urban HQ

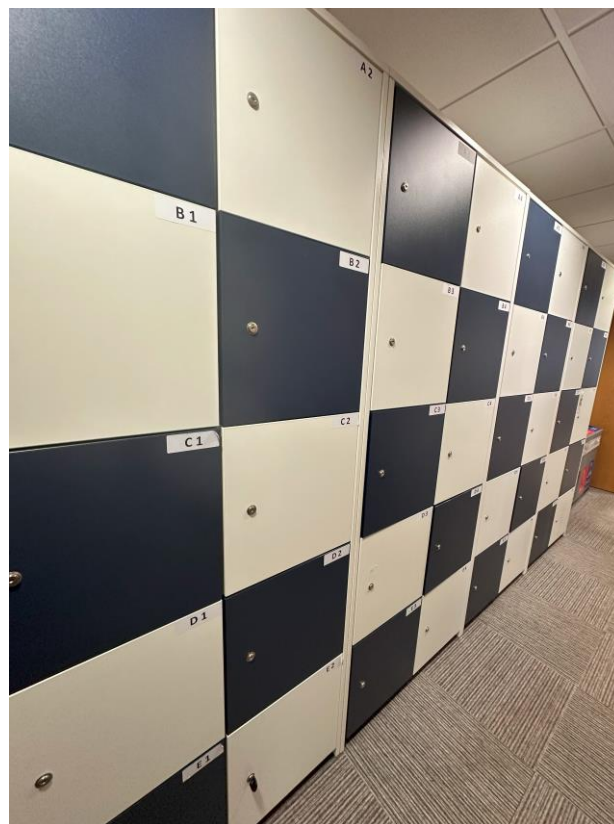
<b>Location</b> (district/town/city)	Swansea
<b>Description of facilities</b> (colocation, size, number units/studios/desks, types of business using the space)	Old police and fire station built as part of Council complex opposite Glynn Vivian gallery and next to the art school. Have brought inner courtyard and large café back to use as event space and separate Engine Room building (housed fire engine) as 12 desks and a meeting room that takes 8. This is full and will be bringing further first floor offices above it from April, mostly as small 2/3 room pods.
<b>Context and history</b> (how it came about, driving vision, local population, transport links, distance from nearest town centre)	Ben has a PhD in cultural regeneration and set up as a 3 <sup>rd</sup> sector social entrepreneur in the music industry 20 years ago with a co-op funding by Objective One money. Created Urban Foundry as a business in 2004 – it runs 3 pop up venues across Swansea and Bridgend and also runs consultancy (did the business plan for Hwb y Gors). Now has 20 staff (including the café) and runs the business from offices on the premises – as well as HQ also manage a community street market – Swansea Council has not enforced its indoor market covenant to enable them to do this and he wonders if Neath could do something similar. Driving vision of making better places, including pop up and meanwhile (his wife was part of the original Elysium team).
<b>Activity Model</b> (users, use/licence terms to users, staffing (FTE and roles), type of activities, equipment needed, audiences/markets, digital/work outside building aspects)	Have used SPF money to create Pop Up Wales <a href="https://popupwales.com/about/">https://popupwales.com/about/</a> to develop range of affordable spaces with partners. Urban HQ was their first. University was their landlord and were running the café plus teaching spaces above – HQ took over the café in 2022, and it is doing well but needs the income from the consultancy side of the business longer term. 80% of pop ups move into being community lets.
<b>Finance</b> (I&E, source of initial capital, funders)	As well as SPF money, also has a three year rent free lease for café from Uni. They have just sold the lease to a community housing association on a 10 year basis who will also run it for community benefit.  Bulk of their income is hires for events for 20-30 people – café by day but not a public bar in the evening. Some term time benefit from being by the art school but cost of living is impacting on their core audience and energy costs are big.
<b>Governance</b> (legal structure of body running the venue, lease or freehold and terms, restrictions on use, security of tenure, accountability)	Urban Foundry is a for profit company and the café and street market arms are run as separate social enterprises. Leases are developed on 3 to 6 year basis
<b>Contact Details</b> (name, address, phone, email, web, socials)	Dr Ben Reynolds, Director <a href="mailto:ben@urbanfoundry.co.uk">ben@urbanfoundry.co.uk</a> <a href="https://www.urbanfoundry.co.uk/">https://www.urbanfoundry.co.uk/</a>

<p><b>Other</b> (comments from venue/users/stakeholders, lessons learned)</p>	<p>Their focus is on project development to give 3<sup>rd</sup> sector support and visibility, with green infrastructure (they are bidding to NPT for training support in this area for Swansea, to help people be able to maintain green infrastructure) and impact evaluation built in. Everything they do has community consultation, creative planning, and economic sustainability in its plan.</p> <p>Advice is to have a solid private sector anchor tenant and not to exclude residential options for one floor with separate access. Residential market has remained solid (as opposed to office market which is still hard to read post Covid). Sees a strong SME sector in terms of little design/web/game cos locally (see Blue Wafer in NPT) and area is trying to attract fin tech cos as wealth generators. Look at Tramshed Tech in Swansea with a London membership/events/training focus.</p> <p>Can Council remove rent for an initial period to a service charge – or give a 999 year lease on peppercorn terms to a non-profit developer (which could revert back to LA if went bust)? He would be interested in talking further!</p>
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## Appendix D: Photographs of comparator projects



*Figure 10: Swansea University Bay Campus business school.*



*Figure 11: Swansea University - lockers essential to co-working spaces.*



Figure 12: Swansea University shared workspace.



Figure 13: Ty Celf, Llanelli. Shope and studio space - run on a co-operative, volunteer led basis.



*Figure 14: HQ Swansea, collaborative CCI led workspace.*



*Figure 15: HQ Swansea*



*Figure 16: Elysium Gallery and Bar, Swansea*



*Figure 17: New Podcast studio, Indycube, Swansea*

## Appendix E: 2019 Old Library condition report

See following pages

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

**UPRN:** 275391197310

**NEATH CENTRAL LIBRARY  
VICTORIA GARDENS  
NEATH**

**Assessment Date:** 21 MAY 2019

**Assessment Id** 738

**Surveys By:** PROPERTY & REGENERATION

**Public Access:** YES

**Fire Precautions** B

**Asbestos:** ASBESTOS PRESENT TO VINYL FLOOR TILES ONLY - LOW RISK.

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		<b>Condition Grade</b>	<b>Condition Cost</b>	<b>Access Grade</b>	<b>Access Cost</b>
<b>Unit 0</b>	<b>EXTERNAL AREAS</b>		<b>21,000.00</b>		<b>3,000.00</b>
<b>Unit 1</b>	<b>NEATH CENTRAL LIBRARY LIBRARY BLOCK 1</b>	<b>C-</b>	<b>351,250.00</b>	<b>C</b>	<b>46,750.00</b>
<b>Unit 2</b>	<b>NEATH CENTRAL LIBRARY LIBRARY BLOCK 2</b>	<b>C-</b>	<b>90,750.00</b>	<b>B</b>	<b>3,750.00</b>
	<b>OVERALL SITE</b>	<b>C-</b>	<b>463,000.00</b>	<b>C</b>	<b>53,500.00</b>

**Site Comments:** OVERALL, THE BUILDING HAS RECEIVED LITTLE INVESTMENT OVER RECENT YEARS.  
FURTHER REMEDIAL WORKS REQUIRED TO BUILDING FABRIC, DUE TO DAMP ISSUES.  
MECHANICAL AND ELECTRICAL ELEMENTS ARE NEARING THE END OF THEIR LIFESPAN.



## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

UPRN : 275391197310

Unit ID : 0

NEATH CENTRAL LIBRARY

NEATH CENTRAL LIBRARY  
VICTORIA GARDENS  
NEATH

### Condition Grade

GEA 861 m2

GIA 737 m2

Year 1

Year 2-3

Within 5 Years

Within 10 Years

CONDITION COSTS

10,750.00

8,500.00

1,750.00

OVERALL

21,000.00

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
EXTERNAL AREAS AND GROUNDS - WALLS AND FENCES	B	2		1,750			IN FAIR CONDITION. MISSING MORTAR JOINTS TO LOW-LEVEL STONEMWORK. PROVISION FOR REPOINTING AND MINOR REPAIRS.
EXTERNAL AREAS AND GROUNDS - GATES	D	1	750				IN POOR CONDITION. OLD, RUSTED GATE LEADING TO AREA CONTAINING GAS METER HOUSE. ALLOW FOR RENEWING.
EXTERNAL AREAS AND GROUNDS - ROADS	D	N/A					ROAD ACCESS TO REAR CAR PARK IS IN POOR CONDITION (ADOPTED HIGHWAY).
EXTERNAL AREAS AND GROUNDS - CAR PARKING	D	1	6,000				BITUMEN MACADAM CAR PARK SURFACING IN POOR CONDITION. ISOLATED DAMAGE; CRAZED / WORN SURFACES; UNEVEN. PROVISION FOR RESURFACING.
EXTERNAL AREAS AND GROUNDS - PATHS/WALKWAYS	B	1	4,000	4,000			IN FAIR CONDITION. FRONT ACCESS ROUTE TO BUILDING IS RELATIVELY SOUND. NO SIGNIFICANT WORKS FORESEEN. SIDE AND REAR PATHWAYS HAVE LOOSE / WORN SURFACING; VEGETATION GROWTH. PROVISION FOR REMEDIAL WORKS AND RESURFACING. BOILER HOUSE STEPS AND RETAINING WALL IN POOR TO FAIR CONDITION. DAMAGED; UNEVEN; LOSS OF POINTING. PROVISION FOR REMEDIAL WORKS WITHIN 2-3-YEARS.
EXTERNAL AREAS AND GROUNDS - DRAINAGE	C	2		2,000			IN POOR TO FAIR CONDITION. BROKEN GULLIES AND BLOCKED DRAINAGE RUNS. ALLOW FOR REMEDIAL WORKS AND CLEARING RUNS.
EXTERNAL AREAS AND GROUNDS - HARD AND SOFT LANDSCAPING	A	N/A					
EXTERNAL AREAS AND GROUNDS - EXTERNAL LIGHTING	B	2		750			IN FAIR TO GOOD CONDITION. THE MAJORITY OF FITTINGS ARE SOUND. OLD LIGHT FITTINGS MOUNTED TO REAR OF BUILDING HAVE REACHED THE END OF THEIR PRACTICAL LIFESPAN. PROVISION FOR RENEWING.

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
EXTERNAL AREAS AND GROUNDS - OUTBUILDINGS	C	3			1,750		IN FAIR CONDITION, GAS METER ROOM GENERALLY SOUND. ALLOW FOR REFURBISHMENT INCLUDING THE RENEWAL OF FLAT ROOF AND REDECORATION OF DOORS WITHIN 3-5 YEARS.

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

UPRN : 275391197310

Unit ID : 1

NEATH CENTRAL LIBRARY LIBRARY  
BLOCK 1

NEATH CENTRAL LIBRARY  
VICTORIA GARDENS  
NEATH

Condition Grade C-

GEA 602 m2

GIA 520 m2

Year 1

Year 2-3

Within 5 Years

Within 10 Years

CONDITION COSTS

116,500.00

165,000.00

69,750.00

OVERALL

351,250.00

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
EXTERNAL ROOF - ROOF COVERING AND FASCIAS	C	2	12,500	17,500			ROOF VIEWED FROM GROUND LEVEL AND FROM DRONE FOOTAGE DATED JAN 2019. OVERALL IN FAIR CONDITION. SLATE COVERING TO MAIN ROOF APPEARS GENERALLY SOUND. EVIDENCE OF SIGNIFICANT WATER INGRESS ADJACENT TO PARAPET TO ENTRANCE ELEVATION; SLATES LOCATED TO GROUND. PROVISION FOR IMPROVEMENTS TO PARAPET LEADWORK AND AD-HOC REPAIRS. FLAT AND PITCHED ROOFS TO SINGLE STOREY STRUCTURES ARE ALLOWING WATER INGRESS AT SEVERAL LOCATIONS; DAMAGED / WORN COVERINGS, PARTICULARLY ADJACENT TO WALL JUNCTION; IT IS DEEMED THAT THEY HAVE REACHED THE END OF THEIR LIFE SPAN. PROVISION FOR NEW COVERINGS AND IMPROVEMENTS TO LEAD FLASHINGS TO WALL JUNCTIONS.
EXTERNAL ROOF - RAINWATER DISPOSAL	C	2		8,500			OVERALL, IN FAIR CONDITION. RAINWATER GOODS TO REAR WERE RENEWED DURING PREVIOUS REFURBISHMENT. LEAKS TO GUTTER JOINTS, LOSS OF PAINT FINISH. ALLOW FOR REPAIRS. REMAINING GUTTERS AND DOWNPIPES ARE IN POOR CONDITION. LEAKING; BLOCKED; PAINT COVERING FLAKING. PROVISION FOR RENEWING.
EXTERNAL ROOF - ROOF LIGHTS ETC	N/A	N/A					
EXTERNAL WALLS, WINDOWS AND DOORS - WALLS/CLADDING	C	2		60,000			IN FAIR CONDITION. REAR ELEVATIONS HAVE BEEN RECENTLY REFURBISHED, HOWEVER, MINOR CRACKING TO RENDER. SIDE AND FRONT ELEVATIONS COMPRISE COURSED AND ORNAMENTAL STONEMWORK. SCALED STONEMWORK SURFACES; WEATHERED SECTIONS; HIGH LEVEL WATER INGRESS TO ENTRANCE ELEVATION ADJACENT TO PARAPET, POSSIBLY DUE TO INADEQUATE DRAINAGE. PROVISION FOR HACKING OFF LOOSE STONEMWORK AND REFURBISHING.

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
EXTERNAL WALLS, WINDOWS AND DOORS - WINDOWS	C	2		45,000			IN POOR TO FAIR CONDITION. SEVERAL WINDOWS HAVE BEEN RENEWED WITH UPVC DOUBLE GLAZED UNITS AND ARE IN SOUND CONDITION, EXCEPT FOR FAILED DOUBLE GLAZED SEALS. ALLOW FOR RENEWING FAILED GLAZED GLAZING. REMAINING TIMBER SASH SINGLE GLAZED UNITS ARE WORN; PAINT FLAKING OFF SURFACES; DECAY TO TIMBERWORK. ALLOW FOR RENEWING TIMBER SASH WINDOWS.
EXTERNAL WALLS, WINDOWS AND DOORS - DOORS	B	3			1,250		IN FAIR CONDITION. REAR ALUMINIUM FIRE ESCAPE DOOR IS IN GOOD SOUND CONDITION. LARGE TIMBER ENTRANCE DOORS APPEAR WORN. PROVISION FOR OVERHAUL. LOUVRED BOILER HOUSE DOOR IS BEGINNING TO FAIL. ALLOW FOR RENEWING.
EXTERNAL WALLS, WINDOWS AND DOORS - CHIMNEYS/FLUES	A	N/A					
INTERNALS - FLOORS	B	2		6,000	3,500		IN FAIR CONDITION. FLOOR COVERINGS GENERALLY SOUND, MINOR STAINS. PROVISION FOR DEEP CLEAN AND ISOLATED RENEWAL ONLY. CARPET TILE COVERING TO FIRST FLOOR LOCAL STUDIES ROOM WORN / STAINED. PROVISION FOR RENEWING.
INTERNALS - WALLS	D	1	24,000				IN POOR TO FAIR CONDITION. WATER INGRESS AND CRACKING HAS DAMAGED PLASTERWORK AT VARIOUS LOCATIONS; FIRST FLOOR AREA PREVIOUSLY REPLASTERED IS STILL DISPLAYING SIGNIFICANT WATER INGRESS; WORN RENDERED SURFACES IN BOILER ROOM. PROVISION FOR HACKING OFF DAMAGED PLASTER, ALLOW TO ADEQUATELY DRY OUT AND REPLASTER.
INTERNALS - CEILINGS	C	2		7,000			IN FAIR CONDITION. SEVERAL AREAS HAVE BEEN REPAIRED / REPLASTERED, HOWEVER REMAINING AREAS HAVE ISOLATED WATER INGRESS; CRACKING THROUGH CEILING SURFACES AND DECORATIVE CORNICE. PROVISION FOR RENEWING CEILING AND CORNICE UPON COMPLETION OF EXTERNAL REMEDIAL WORKS

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## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
INTERNALS - DOORS	B	3			3,000		OVERALL, DOORS ARE IN GOOD CONDITION. FIRE RATED DOORS ALONG CIRCULATION ROUTES HAVE BEEN RECENTLY FITTED. OLDER ENTRANCE LOBBY, CUPBOARD, AND BASEMENT DOORS REQUIRE RENEWING WITHIN 5-YEARS.
INTERNALS - FITTED FURNITURE	B	2		2,500	2,500		IN FAIR TO GOOD CONDITION. OLDER STORE SHELVING REQUIRES RENEWING.
INTERNALS - INTERNAL DECORATION	C	2		15,000			IN FAIR CONDITION. WORN PLASTERWORK AND PAINTED SURFACES. PROVISION FOR REDECORATION UPON COMPLETION OF INTERNAL REMEDIAL WORKS.
INTERNALS - STAIRCASES INCLUDING GUARDING AND HANDRAILS	C	2		3,500			IN FAIR CONDITION. NO COVERING TO TREADS; WORN SURFACES. PROVISION FOR OVERHAUL.
INTERNALS - ROOF STRUCTURE AND VOIDS	N/I	N/A					
SEWAGE SANITARY SERVICES - SANITARY APPLIANCES AND DRAINAGE	N/A	N/A					NO TOILET FACILITIES.
SEWAGE SANITARY SERVICES - COLD WATER STORAGE TANKS, CISTERNS AND PIPEWORK	N/A	N/A					
MECHANICAL SERVICES - HEATING BOILERS AND SYSTEM	C	1	30,000				IN POOR TO FAIR CONDITION. THE BOILER WAS INSTALLED IN 1989 AND HAS REACHED THE END OF ITS PRACTICAL AND RECOMMENDED LIFESPAN. PROVISION FOR RENEWING BOILER SYSTEM AND CONTROLS.
MECHANICAL SERVICES - FIXED HEATING APPLIANCES	D	1	50,000				IN POOR CONDITION. OLD CAST IRON RADIATORS AND PIPEWORK HAVE EXCEEDED THEIR LIFESPAN. PROVISION FOR RENEWING.
MECHANICAL SERVICES - HOT WATER	N/A	N/A					
ELECTRICAL SERVICES - SWITCHGEAR AND METERS	C	3			6,000		IN FAIR CONDITION. ELECTRICAL SWITCHGEAR REWIRED CIRCA 30-YEARS AGO. OLDER COMPONENTS / BOARDS WILL REQUIRE RENEWING WITHIN 5-YEARS.

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
ELECTRICAL SERVICES - ELECTRICAL SUB-CIRCUITS AND DEVICES	C	3			8,500		IN FAIR CONDITION. SMALL POWER PROVISION PARTIALLY REWIRED CIRCA 30-YEARS AGO AND MORE RECENT PROVISIONS FOR COMPUTER WORKSTATIONS. PROVISION FOR REWIRING REMAINING AREAS WITHIN 5-YEARS.
ELECTRICAL SERVICES - LIGHTING	C	3			35,000		IN POOR TO FAIR CONDITION. LIGHTING REWIRED CIRCA 30-YEARS AGO. THE LIGHT FITTINGS AND ASSOCIATED WIRING / SWITCHES ARE NEARING THE END OF THEIR RECOMMENDED LIFESPAN. PROVISION FOR RENEWAL.
ELECTRICAL SERVICES - FIRE PROTECTION SYSTEMS	C	3			10,000		IN POOR TO FAIR CONDITION. FIRE DETECTION SYSTEM RENEWED CIRCA 30- YEARS AGO. NEARING THE END OF ITS RECOMMENDED LIFE EXPECTANCY. PROVISION FOR RENEWING WITHIN 5-YEARS.
ELECTRICAL SERVICES - MISCELLANEOUS ITEMS E.G. LIGHTS	N/A	N/A					



## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

UPRN : 275391197310

Unit ID : 2

NEATH CENTRAL LIBRARY LIBRARY  
BLOCK 2

NEATH CENTRAL LIBRARY  
VICTORIA GARDENS  
NEATH

Condition Grade C-

GEA 259 m2

GIA 217 m2

	Year 1	Year 2-3	Within 5 Years	Within 10 Years
CONDITION COSTS	11,500.00	45,750.00	32,250.00	1,250.00

OVERALL 90,750.00

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
EXTERNAL ROOF - ROOF COVERING AND FASCIAS	C	2		15,000			IN POOR CONDITION. SEVERAL SLIPPED / DISPLACED SLATES , PARTICULARLY TO REAR. ISOLATED WATER INGRESS TO ADJACENT AREA. FURTHER ISSUES EXPECTED DUE TO AGE OF BUILDING. ALLOW FOR REFURBISHING.
EXTERNAL ROOF - RAINWATER DISPOSAL	C	2		1,500			IN FAIR CONDITION. WORN PAINTWORK; UNFIXED / DAMAGED DOWNPIPES. PROVISION FOR OVERHAUL AND SELECTED RENEWAL.
EXTERNAL ROOF - ROOF LIGHTS ETC	N/A	N/A					
EXTERNAL WALLS, WINDOWS AND DOORS - WALLS/CLADDING	C	3		7,500			IN FAIR CONDITION. RENDERED SURFACES HAVE BEEN PARTIALLY RENEWED, HOWEVER, CRAZING AND CRACKING ARE REOCCURRING TO SURFACES. REMAINING RENDER HEAVILY STAINED WITH CRAZING TO SURFACES. ALLOW FOR FURTHER RE-RENDERING WITHIN 5-YEARS STONWORK GENERALLY SOUND. DECORATIVE STONWORK AROUND BAY WINDOWS AND PARAPET SHOULD BE HAMMER TESTED FOR LOOSE STONE; PAINTED SURFACES TO STONWORK IS WORN. ALLOW FOR REMEDIAL WORKS AND REDECORATION.
EXTERNAL WALLS, WINDOWS AND DOORS - WINDOWS	B	3			8,000		GROUND FLOOR AND REAR WINDOWS ARE UPVC DOUBLE GLAZED UNITS IN GOOD CONDITION. NO WORKS FORESEEN. TIMBER SASH UNITS TO FIRST AND SECOND FLOORS ARE IN POOR TO FAIR CONDITION AND SHOULD BE RENEWED TO MATCH.
EXTERNAL WALLS, WINDOWS AND DOORS - DOORS	B	2		1,250			IN FAIR CONDITION. TIMBER ENTRANCE DOOR DATED / WORN. PROVISION FOR RENEWING. REAR EXIT DOOR SOUND.
EXTERNAL WALLS, WINDOWS AND DOORS - CHIMNEYS/FLUES	B	N/A					

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
INTERNALS - FLOORS	C	1	4,000	4,000			IN FAIR CONDITION. SIGNIFICANT LOADINGS TO FLOOR WITHIN MIDDLE OFFICE (ARCHIVE STORAGE). THE ROOM WAS NOT DESIGNED TO HOLD SUCH EXCESSIVE WEIGHT. ALLOW TO RELOCATE STORAGE AND REPAIR OVERLOADED FLOOR AS REQUIRED. WORN / MISSING COVERINGS TO UPPER FLOORS; WORN VINYL FLOORING. PROVISION FOR NEW COVERINGS.
INTERNALS - WALLS	C	1	7,500	2,500			IN FAIR CONDITION. PLASTERWORK DAMAGED AT ISOLATED LOCATIONS DUE TO CRACKING / WATER INGRESS. PROVISION FOR REMEDIAL REPAIRS. SIGNIFICANT LOADINGS TO FLOOR WITHIN MIDDLE OFFICE (ARCHIVE STORAGE). THE ROOM WAS NOT DESIGNED TO HOLD SUCH EXCESSIVE WEIGHT AND CRACKING IS APPARENT TO ADJACENT AREAS. ALLOW TO RELOCATE STORAGE AND REPAIR OVERLOADED WALLS AS REQUIRED.
INTERNALS - CEILINGS	C	2		2,500			IN FAIR CONDITION. CRACKING / WATER INGRESS THROUGH CEILING SURFACES; UNFINISHED CEILING FINISH. PROVISION FOR REMEDIAL WORKS.
INTERNALS - DOORS	C	2		4,500			IN FAIR CONDITION. OLDER TIMBER DOORS TO UPPER FLOORS WORN. PROVISION FOR RENEWING.
INTERNALS - FITTED FURNITURE	B	N/A					IN FAIR TO GOOD CONDITION. NO SIGNIFICANT WORKS FORESEEN.
INTERNALS - INTERNAL DECORATION	C	2		5,000			IN POOR TO FAIR CONDITION. PROVISION FOR REDECORATION OF REPLASTERED AREAS TO UPPER FLOORS UPON COMPLETION OF REMEDIAL WORKS.
INTERNALS - STAIRCASES INCLUDING GUARDING AND HANDRAILS	C	2		1,250			IN FAIR CONDITION. WORN / DATED APPEARANCE PROVISION FOR OVERHAUL.
INTERNALS - ROOF STRUCTURE AND VOIDS	N/I	N/A					
SANITARY SERVICES - SANITARY APPLIANCES AND DRAINAGE	B	4				1,250	IN FAIR CONDITION. DATED CUBICLES AND SANITARYWARE. PROVISION FOR REFURBISHING.
SANITARY SERVICES - COLD WATER STORAGE TANKS, CISTERNS AND PIPEWORK	N/I	N/A					

## CONDITION ASSESSMENT REPORT

Report run on: November 12, 2021 2:20 PM

Type	Condition	Priority	Cost Urgent	Cost Within 2 Years	Cost 3-5 Years	Cost Outside 5 Years	Comments
MECHANICAL SERVICES - HEATING BOILERS AND SYSTEM	A	N/A					IN GOOD CONDITION. THE BOILER HAS BEEN RECENTLY RENEWED. NO WORKS FORESEEN.
MECHANICAL SERVICES - FIXED HEATING APPLIANCES	B	2		750			DISTRIBUTION SYSTEM APPEARS GENERALLY SOUND. PROVISION FOR MINOR REPAIRS ONLY.
MECHANICAL SERVICES - HOT WATER	C	3			1,000		IN FAIR CONDITION. OLDER HOT WATER HEATERS WILL REQUIRE RENEWING WITHIN 5-YEARS.
ELECTRICAL SERVICES - SWITCHGEAR AND METERS	C	3			1,250		IN FAIR CONDITION. ELECTRICAL SWITCHGEAR REWIRED CIRCA 30-YEARS AGO. OLDER COMPONENTS / BOARDS WILL REQUIRE RENEWING WITHIN 5-YEARS.
ELECTRICAL SERVICES - ELECTRICAL SUB-CIRCUITS AND DEVICES	C	3			7,500		IN FAIR CONDITION. SMALL POWER PROVISION PARTIALLY REWIRED CIRCA 30-YEARS AGO. PROVISION FOR REWIRING REMAINING AREAS WITHIN 5-YEARS.
ELECTRICAL SERVICES - LIGHTING	C	3			12,000		IN FAIR CONDITION. LIGHTING REWIRED CIRCA 30-YEARS AGO. THE LIGHT FITTINGS AND ASSOCIATED WIRING / SWITCHES ARE NEARING THE END OF THEIR RECOMMENDED LIFESPAN. PROVISION FOR RENEWAL.
ELECTRICAL SERVICES - FIRE PROTECTION SYSTEMS	C	3			2,500		IN POOR TO FAIR CONDITION. FIRE DETECTION SYSTEM RENEWED CIRCA 30-YEARS AGO. NEARING THE END OF ITS RECOMMENDED LIFE EXPECTANCY. PROVISION FOR RENEWING WITHIN 5-YEARS.
ELECTRICAL SERVICES - MISCELLANEOUS ITEMS E.G. LIFTS	N/A	N/A					

## Appendix F: 2019 Old Library access appraisal

See following pages

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**UPRN:** 275391197310

**Unit:** 0

**Sub Unit:** 0

**NEATH CENTRAL LIBRARY  
VICTORIA GARDENS  
NEATH**

**Audit ID:** 664

**Audit Date:** 17 MAY 2019

**Surveys By:** PROPERTY & REGENERATION

**Access Cost £:** 53,500.00

**Access Grade:** C **LARGELY INACCESSIBLE BUILDING. NON-COMPLIANT WITH ACCESSIBILITY LEGISLATION BUT COULD BE MADE SO SUBJECT TO EXTENSIVE WORKS**

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**UNIT / BLOCK**

**COSTING**

**GRADE**

0

**EXTERNAL AREAS**

**3,000.00**

1

**NEATH CENTRAL LIBRARY  
LIBRARY BLOCK 1**

**46,750.00**

**C**

2

**NEATH CENTRAL LIBRARY  
LIBRARY BLOCK 2**

**3,750.00**

**B**

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :**           **EXTERNAL AREAS**

**Accessibility Grade**

**Question:**               **1           APPROACH, ROUTES AND STREET FURNITURE**

**Access Cost £:**               **0.00**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
1.1	ACCESS ROUTE LENGTH AND SEATING	Y
1.2	PATHWAYS - KERBS, WIDTH, SURFACING, FREE FROM OBSTRUCTION	Y
1.3	SUFFICIENT LANDMARKS AND SIGNAGE TO AID ORIENTATION	Y
1.4	ADEQUATELY LIT	Y

**Question:**               **2           CAR PARKING**

**Access Cost £:**

**Access Comments:** NO ACCESSIBLE PARKING.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
2.1	DISABLED PARKING BAYS CLEARLY SIGNPOSTED FROM CAR PARK ENTRANCE	N/A
2.2	DISABLED PARKING IDENTIFIABLE TO THE CORRECT DIMENSIONS AND ADEQUATELY LIT	N/A
2.3	IS PARKING CLOSE TO BUILDING AND ACCESS ROUTE TO ENTRANCE ACCEPTABLE	N/A
2.4	DOES PARKING BAY ALLOW ENOUGH SPACE FOR TRANSFER TO WHEELCHAIR	N/A

**Question:**               **3           EXTERNAL RAMPS**

**Access Cost £:**               **3,000.00**

**Access Comments:** PROVISION FOR STEPS ADJACENT TO RAMP; HANDRAIL TO ONESIDE ONLY.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
3.1	RAMP ACCOMPANIED BY STEPS FOR AMBULANT DISABLED PEOPLE	N
3.2	RAMP WIDE ENOUGH, SUITABLY GRADED, CORRECT HANDRAILS, NON-SLIP SURFACE AND PROTECTED EDGES	N
3.3	IF NO PERMANENT RAMP, IS A PORTABLE RAMP, PLATFORM LIFT PRESENT	N/A

Page 2

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :**        **EXTERNAL AREAS**

**Question:**        **4        EXTERNAL STEPS**

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
4.1	VISUAL AND TACTILE WARNINGS AT TOP AND BOTTOM OF STEPS	N/A
4.2	LIGHTING ADEQUATE AND WELL POSITIONED	N/A
4.3	CORRECT TREAD LENGTH, RISER HEIGHTS AND IDENTIFIABLE NOSINGS	N/A
4.4	LANDING LARGE ENOUGH & PROVIDED AT INTERMEDIATE LEVEL IN A LONG FLIGHT. SUITABLE HANDRAILS EACH SIDE	N/A

**Total Cost £ :**        **3,000.00**



**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Accessibility Grade C**

**Question:** 5 ENTRANCES

**Access Cost £:** 1,000.00

**Access Comments:** LOBBY DOOR INADEQUATE FOR ACCESSIBILITY.  
 NO LOWER VISION PANEL.

Ref	Item	Access Compliance
5.1	MAIN ENTRANCE CLEARLY DISTINGUISHABLE AND EASY TO LOCATE	Y
5.2	DOOR OPENING / LOBBY WIDE ENOUGH AND ADEQUATE OPENING SPACE	Y
5.3	LEVEL / FLUSH THRESHOLD	Y
5.4	SUFFICIENT VISION PANELS. SAFETY MARKINGS TO GLAZING	N
5.5	SUITABLE HEIGHT AND TYPE OF DOOR ACCESS SYSTEM AND IRONMONGERY	N/A

**Question:** 6 RECEPTION AREAS AND LOBBIES

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
6.1	CLEARLY MARKED AND SUFFICIENT QUANTITY OF SIGNAGE	Y
6.2	RECEPTION DESK SUITABLE HEIGHT	Y
6.3	SURFACES SUITABLE	Y

**Question:** 7 CORRIDORS

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
7.1	WIDE ENOUGH AND FREE FROM OBSTRUCTIONS	Y
7.2	NATURAL AND ARTIFICIAL LIGHTING AVOIDING GLARE AND SILHOUETTES	Y
7.3	SUITABLE FLOOR SURFACING	Y
7.4	DIRECTIONAL, INFORMATION AND TACTILE SIGNAGE PROVIDED AND CLEARLY VISIBLE	Y

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Question:** 8 INTERNAL DOORS

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
8.1	GLASS DOORS - CLEARLY VISIBLE WHEN CLOSED	N/A
8.2	SUFFICIENT VISION PANELS TO VIEW OPPOSITE SIDE OF DOOR	Y
8.3	CLEAR OPENING WIDTH AND ADEQUATE OPENING SPACE	Y
8.4	EASILY GRIPPED AND OPERATED. LIGHT AND EASY TO OPEN. APPROPRIATE DOOR CLOSER	Y

**Question:** 9 INTERNAL RAMPS

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
9.1	IS THERE A RAMP AT ANY INTERNAL LEVEL CHANGE	N/A
9.2	WIDE ENOUGH AND SUITABLY GRADED WITH NON-SLIP COVERING	N/A
9.3	EXPOSED EDGES PROTECTED TO PREVENT ACCIDENTS AND SUITABLE HANDRAILS	N/A

**Question:** 10 INTERNAL STAIRS

**Access Cost £:** 750.00

**Access Comments:** NOSINGS NOT IDENTIFIABLE.

Ref	Item	Access Compliance
10.1	TREADS LONG ENOUGH / RISERS SHALLOW ENOUGH / NOSINGS READILY IDENTIFIABLE	N
10.2	SUITABLE HANDRAIL EACH SIDE	Y
10.3	LANDINGS BIG ENOUGH AND PROVIDED AT INTERMEDIATE LEVELS IN LONG FLIGHT	Y
10.4	CLEARLY IDENTIFICABLE SIGNAGE (VISUAL AND TACTILE)	N/A
10.5	ADEQUATE AND WELL POSITIONED LIGHTING	Y

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Question:** 11 LIFTS  
**Access Cost £:** 45,000.00

**Access Comments:** NO ACCESS TO FIRST FLOOR FOR WHEELCHAIR USERS. THERE IS CURRENTLY ONLY A STAIRLIFT FOR AMBULANT USERS.

Ref	Item	Access Compliance
11.1	CAR DIMENSION AND OPENINGS SUFFICIENT	N/A
11.2	SUPPORT RAILS IN CAR APPROPRIATELY DESIGNED AND POSITIONED	N/A
11.3	ADEQUATE CONTROLS, INCLUDING EMERGENCY CALL	N/A
11.4	VOICE INDICATION OF FLOOR REACHED	N/A
11.5	FLOOR INDICATOR CLEAR AND CALL CONTROL WITHIN EASY REACH OF ALL USERS	N/A
11.6	LIFT LOCATION CLEARLY DEFINED BY VISUAL AND TACTILE INFORMATION	N/A
11.7	SUFFICIENT UNOBSTRUCTED SPACE FOR WAITING AND MANOEUVRING	N/A
11.8	ALTERNATIVE, SUITABLE STAIRS	N/A

Page 6 of 6

**Question:** 12 PLATFORM LIFTS AND STAIRLIFTS  
**Access Cost £:**

**Access Comments:** INADEQUATE STAIRLIFT FOR ACCESSIBLE ACCESS. RECOMMEND LIFT ACCESS FOR 1ST FLOOR.

Ref	Item	Access Compliance
12.1	CAN PLATFORM LIFT / STAIRLIFT BE CONVENIENTLY AND SAFELY ACCESSED	N
12.2	EASILY IDENTIFIABLE / REACHABLE CONTROLS FOR STANDING AND SEATED USERS. ADEQUATE PLATFORM SIZE	N

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Question:** 13 WC'S - GENERAL PROVISION

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
13.1	LOBBY DOOR LIGHT ENOUGH TO OPEN. LOBBY SUFFICIENT SIZE	N/A
13.2	SLIP RESISTANT FLOOR THROUGHOUT	N/A
13.3	FITTINGS ALL EASILY DISTINGUISHABLE FROM BACKING	N/A
13.4	COMPARTMENT DOOR CONTROLS ALL EASILY GRIPPED AND OPERATED	N/A
13.5	SUFFICIENT SPACE FOR AMBULANT DISABLED PEOPLE TO MANOEUVRE	N/A
13.6	SUFFICIENT SANITARYWARE AND DISABLED IRONMONGERY	N/A
13.7	SUFFICIENT TRAVEL DISTANCE AND CLEARLY SIGNED	N/A

Page 1

**Question:** 14 WC'S - WHEELCHAIR USERS

**Access Cost £:**

**Access Comments:** NO ACCESSIBLE TOILET FACILITIES (NO PUBLIC TOILETS).

Ref	Item	Access Compliance
14.1	LARGE ENOUGH TO ALLOW MANOEUVRING INTO POSITION. UNOBSTRUCTED	N/A
14.2	HAND WASHING AND DRYING WITHIN EASY REACH OF SEATED USERS	N/A
14.3	SUFFICIENT TRAVEL DISTANCE AND CLEARLY SIGNED	N/A
14.4	ADEQUATE DOOR IRONMONGERY, LIGHTSWITCHES, SANITARY WARE, TAPS, GRABRAILS	N/A

**Question:** 15 INTERNAL SURFACES

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
15.1	FLOOR SURFACES SUITABLE FOR WHEELCHAIR PASSAGE AND UNOBSTRUCTED	Y
15.2	DISTINGUISHABLE FITTINGS/FIXTURES	Y
15.3	TEXTURED SURFACES TO AID ORIENTATION IN PEOPLE WITH IMPAIRED SIGHT	Y

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Question:** 16 FACILITIES

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
16.1	SUFFICIENT / CORRECT SEATING PROVIDED. ADJACENT AREAS FOR WHEELCHAIR USERS	Y
16.2	SERVICE DESKS / COUNTERS: SPACE ON BOTH SIDES FOR WHEELCHAIR USERS	Y
16.3	TELEPHONES: FIXED AT A HEIGHT THAT ALLOWS EASY USE BY WHEELCHAIR USERS. IS THERE A TEXTPHONE	N/A

**Question:** 17 WAYFINDING

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
17.1	OVERALL LAYOUT OF BUILDING REASONABLY CLEAR AND LOGICAL	Y
17.2	SIGNS IN LOGICAL POSITION, READABLE AND IDENTIFIABLE. AVAILABLE IN TACTILE FORM	N/A

**Question:** 18 LIGHTING

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
18.1	LIGHTING DESIGNED AND SUFFICIENT TO MEET A WIDE RANGE OF USERS NEEDS	N/A
18.2	WORKSPACES: IS LIGHTING CONTROLLABLE AND ADJUSTABLE	N/A

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 1

**Question:** 19 ACOUSTICS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
19.1	ACOUSTIC ENVIRONMENT FOR INTENDED USE	Y
19.2	QUIET AND NOISY AREAS SEPARATED BY BUFFER ZONE	N/A
19.3	ENVIORNMENT FREE OF UNNECESSARILY OBTRUSTIVE NOISE (E.G. HEATING UNITS)	Y

**Question:** 20 MEANS OF ESCAPE

**Access Cost £:**

**Access Comments:** STEP TO FIRE EXIT, HOWEVER, MAIN ENTRANCE SERVES AS MEANS OF ESCAPE EXIT.

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
20.1	GROUND FLOOR EXIT ROUTES AS ACCESSIBLE TO ALL	Y
20.2	IF PEOPLE WITH DISABILITIES CANNOT COMPLETELY EVACUATE CAN THEY REACH PLACES OF SAFETY OR REFUGES	N/A

**Total Cost £ :** 46,750.00

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Accessibility Grade B**

**Question:** 5 ENTRANCES

**Access Cost £:** 1,250.00

**Access Comments:** MAIN ENTRANCE DOOR LEFT OPEN DURING OPENING HOURS; STEP TO THRESHOLD.

Ref	Item	Access Compliance
5.1	MAIN ENTRANCE CLEARLY DISTINGUISHABLE AND EASY TO LOCATE	Y
5.2	DOOR OPENING / LOBBY WIDE ENOUGH AND ADEQUATE OPENING SPACE	Y
5.3	LEVEL / FLUSH THRESHOLD	N
5.4	SUFFICIENT VISION PANELS. SAFETY MARKINGS TO GLAZING	Y
5.5	SUITABLE HEIGHT AND TYPE OF DOOR ACCESS SYSTEM AND IRONMONGERY	N/A

**Question:** 6 RECEPTION AREAS AND LOBBIES

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
6.1	CLEARLY MARKED AND SUFFICIENT QUANTITY OF SIGNAGE	Y
6.2	RECEPTION DESK SUITABLE HEIGHT	Y
6.3	SURFACES SUITABLE	Y

**Question:** 7 CORRIDORS

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
7.1	WIDE ENOUGH AND FREE FROM OBSTRUCTIONS	Y
7.2	NATURAL AND ARTIFICIAL LIGHTING AVOIDING GLARE AND SILHOUETTES	Y
7.3	SUITABLE FLOOR SURFACING	Y
7.4	DIRECTIONAL, INFORMATION AND TACTILE SIGNAGE PROVIDED AND CLEARLY VISIBLE	N/A

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Question:** 8 INTERNAL DOORS

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
8.1	GLASS DOORS - CLEARLY VISIBLE WHEN CLOSED	N/A
8.2	SUFFICIENT VISION PANELS TO VIEW OPPOSITE SIDE OF DOOR	Y
8.3	CLEAR OPENING WIDTH AND ADEQUATE OPENING SPACE	Y
8.4	EASILY GRIPPED AND OPERATED. LIGHT AND EASY TO OPEN. APPROPRIATE DOOR CLOSER	Y

**Question:** 9 INTERNAL RAMPS

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
9.1	IS THERE A RAMP AT ANY INTERNAL LEVEL CHANGE	N/A
9.2	WIDE ENOUGH AND SUITABLY GRADED WITH NON-SLIP COVERING	N/A
9.3	EXPOSED EDGES PROTECTED TO PREVENT ACCIDENTS AND SUITABLE HANDRAILS	N/A

**Question:** 10 INTERNAL STAIRS

**Access Cost £:**

**Access Comments:** STEPS USED FOR STAFF ACCESS ONLY.

Ref	Item	Access Compliance
10.1	TREADS LONG ENOUGH / RISERS SHALLOW ENOUGH / NOSINGS READILY IDENTIFIABLE	N/A
10.2	SUITABLE HANDRAIL EACH SIDE	N/A
10.3	LANDINGS BIG ENOUGH AND PROVIDED AT INTERMEDIATE LEVELS IN LONG FLIGHT	N/A
10.4	CLEARLY IDENTIFICABLE SIGNAGE (VISUAL AND TACTILE)	N/A
10.5	ADEQUATE AND WELL POSITIONED LIGHTING	N/A



## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Question:** 11 LIFTS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
11.1	CAR DIMENSION AND OPENINGS SUFFICIENT	N/A
11.2	SUPPORT RAILS IN CAR APPROPRIATELY DESIGNED AND POSITIONED	N/A
11.3	ADEQUATE CONTROLS, INCLUDING EMERGENCY CALL	N/A
11.4	VOICE INDICATION OF FLOOR REACHED	N/A
11.5	FLOOR INDICATOR CLEAR AND CALL CONTROL WITHIN EASY REACH OF ALL USERS	N/A
11.6	LIFT LOCATION CLEARLY DEFINED BY VISUAL AND TACTILE INFORMATION	N/A
11.7	SUFFICIENT UNOBSTRUCTED SPACE FOR WAITING AND MANOEUVRING	N/A
11.8	ALTERNATIVE, SUITABLE STAIRS	N/A

**Question:** 12 PLATFORM LIFTS AND STAIRLIFTS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
12.1	CAN PLATFORM LIFT / STAIRLIFT BE CONVENIENTLY AND SAFELY ACCESSED	N/A
12.2	EASILY IDENTIFIABLE / REACHABLE CONTROLS FOR STANDING AND SEATED USERS. ADEQUATE PLATFORM SIZE	N/A

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Question:** 13 WC'S - GENERAL PROVISION

**Access Cost £:**

**Access Comments:** STAFF TOILET USE ONLY.

Ref	Item	Access Compliance
13.1	LOBBY DOOR LIGHT ENOUGH TO OPEN. LOBBY SUFFICIENT SIZE	Y
13.2	SLIP RESISTANT FLOOR THROUGHOUT	Y
13.3	FITTINGS ALL EASILY DISTINGUISHABLE FROM BACKING	Y
13.4	COMPARTMENT DOOR CONTROLS ALL EASILY GRIPPED AND OPERATED	Y
13.5	SUFFICIENT SPACE FOR AMBULANT DISABLED PEOPLE TO MANOEUVRE	Y
13.6	SUFFICIENT SANITARYWARE AND DISABLED IRONMONGERY	N
13.7	SUFFICIENT TRAVEL DISTANCE AND CLEARLY SIGNED	N/A

**Question:** 14 WC'S - WHEELCHAIR USERS

**Access Cost £:**

**Access Comments:** NO TOILET FACILITIES.

Ref	Item	Access Compliance
14.1	LARGE ENOUGH TO ALLOW MANOEUVRING INTO POSITION. UNOBSTRUCTED	N/A
14.2	HAND WASHING AND DRYING WITHIN EASY REACH OF SEATED USERS	N/A
14.3	SUFFICIENT TRAVEL DISTANCE AND CLEARLY SIGNED	N/A
14.4	ADEQUATE DOOR IRONMONGERY, LIGHTSWITCHES, SANITARY WARE, TAPS, GRABRAILS	N/A

**Question:** 15 INTERNAL SURFACES

**Access Cost £:**

**Access Comments:**

Ref	Item	Access Compliance
15.1	FLOOR SURFACES SUITABLE FOR WHEELCHAIR PASSAGE AND UNOBSTRUCTED	Y
15.2	DISTINGUISHABLE FITTINGS/FIXTURES	Y
15.3	TEXTURED SURFACES TO AID ORIENTATION IN PEOPLE WITH IMPAIRED SIGHT	Y

Page 2 of 2

## BUILDING ACCESSIBILITY APPRAISAL

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Question:** 16 FACILITIES

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
16.1	SUFFICIENT / CORRECT SEATING PROVIDED. ADJACENT AREAS FOR WHEELCHAIR USERS	Y
16.2	SERVICE DESKS / COUNTERS: SPACE ON BOTH SIDES FOR WHEELCHAIR USERS	Y
16.3	TELEPHONES: FIXED AT A HEIGHT THAT ALLOWS EASY USE BY WHEELCHAIR USERS. IS THERE A TEXTPHONE	N/A

**Question:** 17 WAYFINDING

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
17.1	OVERALL LAYOUT OF BUILDING REASONABLY CLEAR AND LOGICAL	Y
17.2	SIGNS IN LOGICAL POSITION, READABLE AND IDENTIFIABLE. AVAILABLE IN TACTILE FORM	N/A

**Question:** 18 LIGHTING

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
18.1	LIGHTING DESIGNED AND SUFFICIENT TO MEET A WIDE RANGE OF USERS NEEDS	N/A
18.2	WORKSPACES: IS LIGHTING CONTROLLABLE AND ADJUSTABLE	N/A

P  
9  
203

**BUILDING ACCESSIBILITY APPRAISAL**

Report run on: November 12, 2021 2:21 PM

**Block/Unit :** LIBRARY BLOCK 2

**Question:** 19 ACOUSTICS

**Access Cost £:**

**Access Comments:**

<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
19.1	ACOUSTIC ENVIRONMENT FOR INTENDED USE	Y
19.2	QUIET AND NOISY AREAS SEPARATED BY BUFFER ZONE	N/A
19.3	ENVIORNMENT FREE OF UNNECESSARILY OBTRUSTIVE NOISE (E.G. HEATING UNITS)	Y

**Question:** 20 MEANS OF ESCAPE

**Access Cost £:** 2,500.00

**Access Comments:** STEP TO REAR FIRE EXIT. IMPROVEMENTS REQUIRED

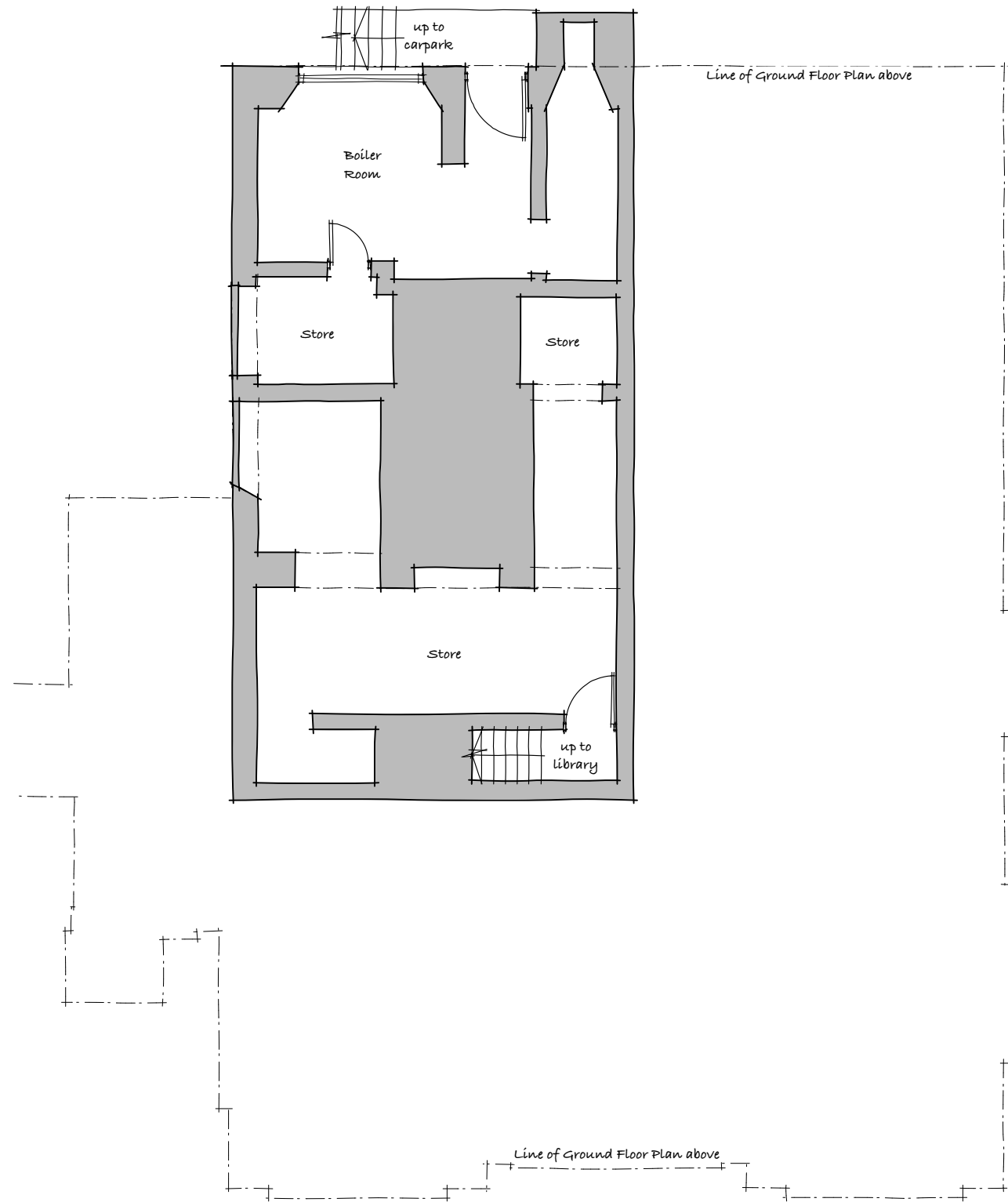
<b>Ref</b>	<b>Item</b>	<b>Access Compliance</b>
20.1	GROUND FLOOR EXIT ROUTES AS ACCESSIBLE TO ALL	Y
20.2	IF PEOPLE WITH DISABILITIES CANNOT COMPLETELY EVACUATE CAN THEY REACH PLACES OF SAFETY OR REFUGES	N/A

**Total Cost £ :** 3,750.00

2024

## Appendix G: Existing and proposed floor plans

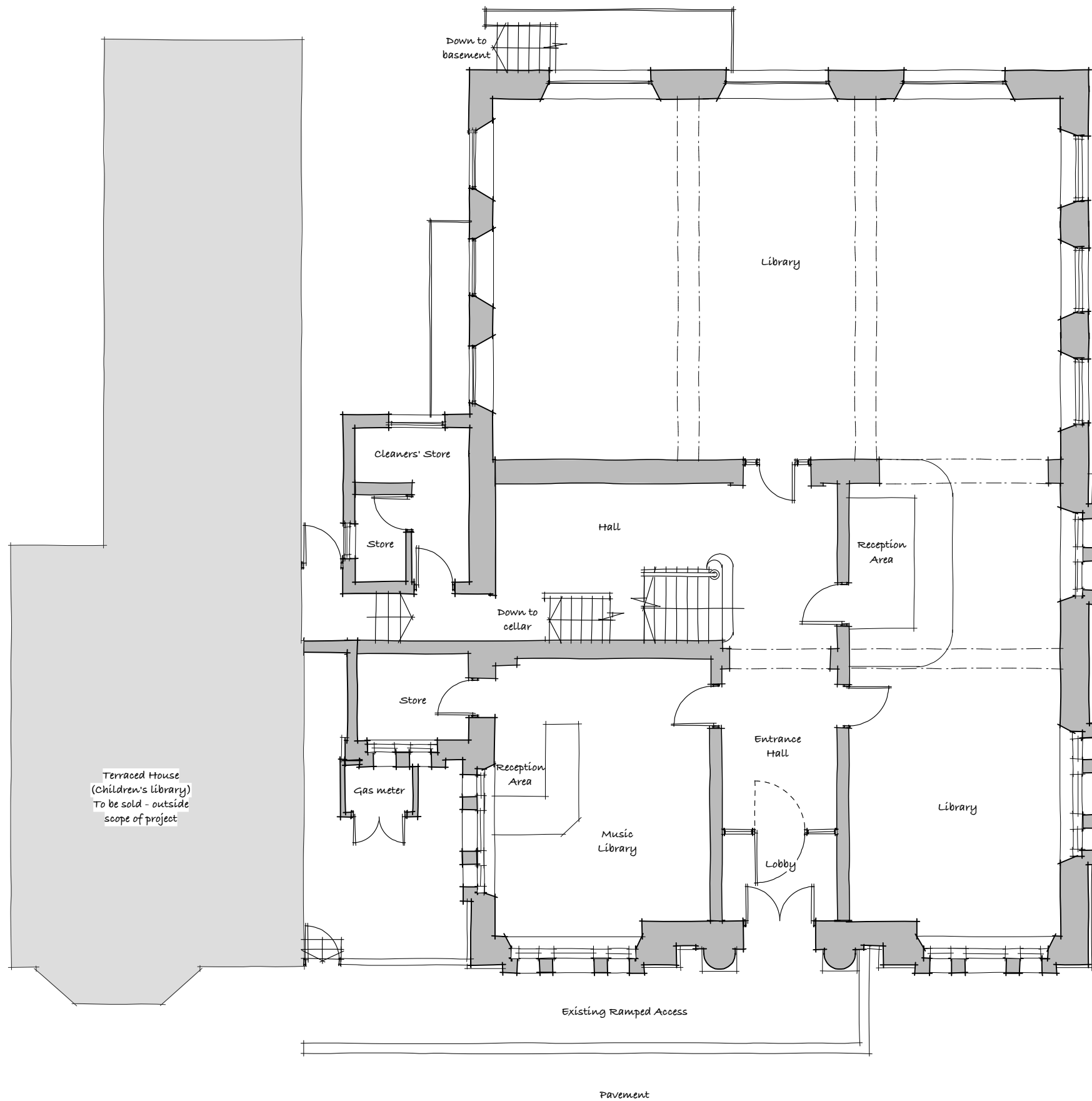
See following pages



EX 005 BASEMENT PLAN  
1:100 @ A3

PRELIMINARY

**Hiraeth.** 2225 EX 005 Rev.  
**Neath Port Talbot CBC**  
NEATH LIBRARY  
EXISTING  
**Basement Plan**  
Scale 1:100 @ A3 Date 01/23  
02920 025814 | office@hiraetharchitecture.co.uk  
The Maltings | East Tyndall St | Cardiff | CF24 5EA

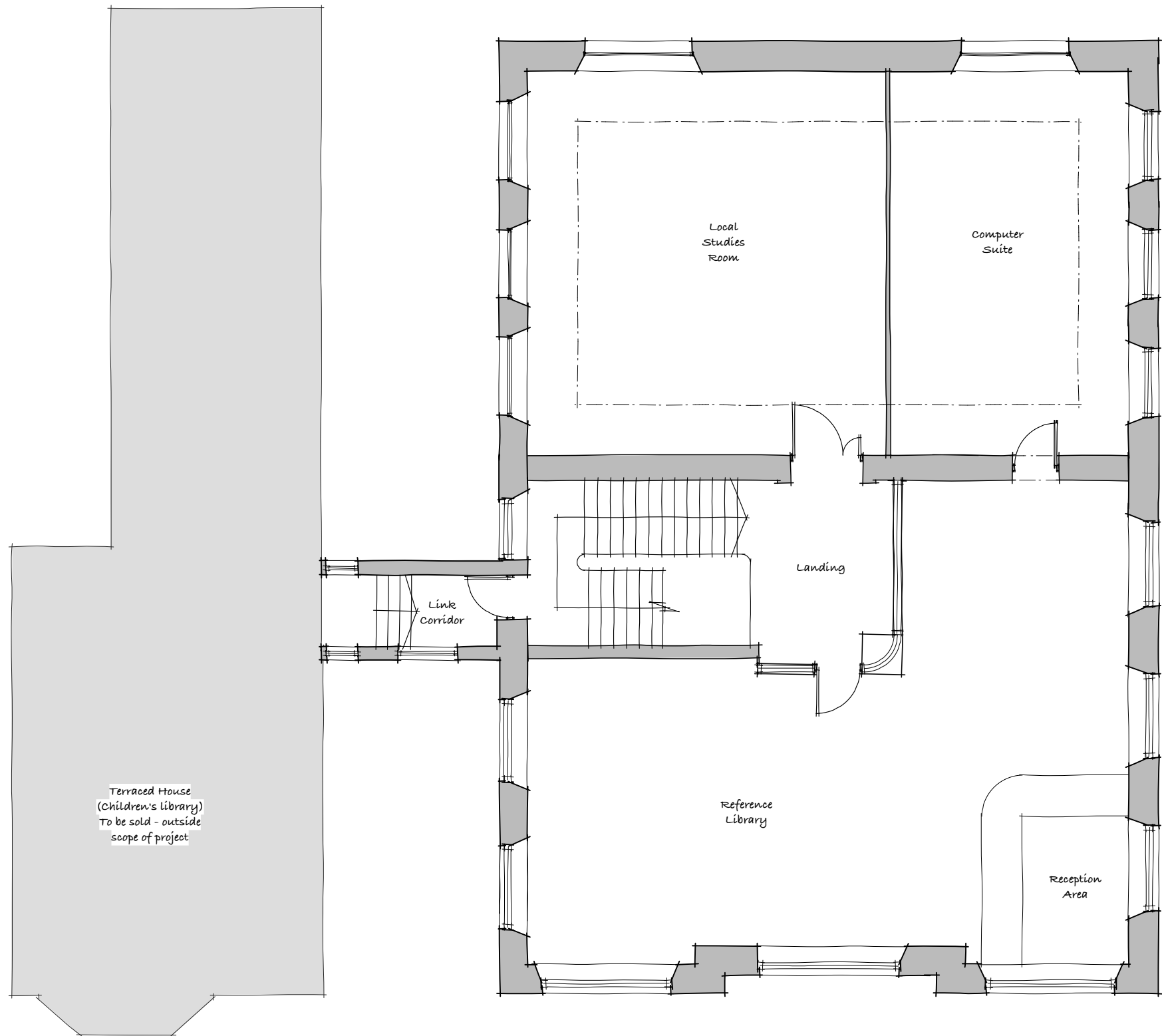


PRELIMINARY

EX 006 GROUND FLOOR PLAN  
1:100 @ A3

**Hiraeth.** 2225 EX 006 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 EXISTING  
**Ground Floor Plan**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA

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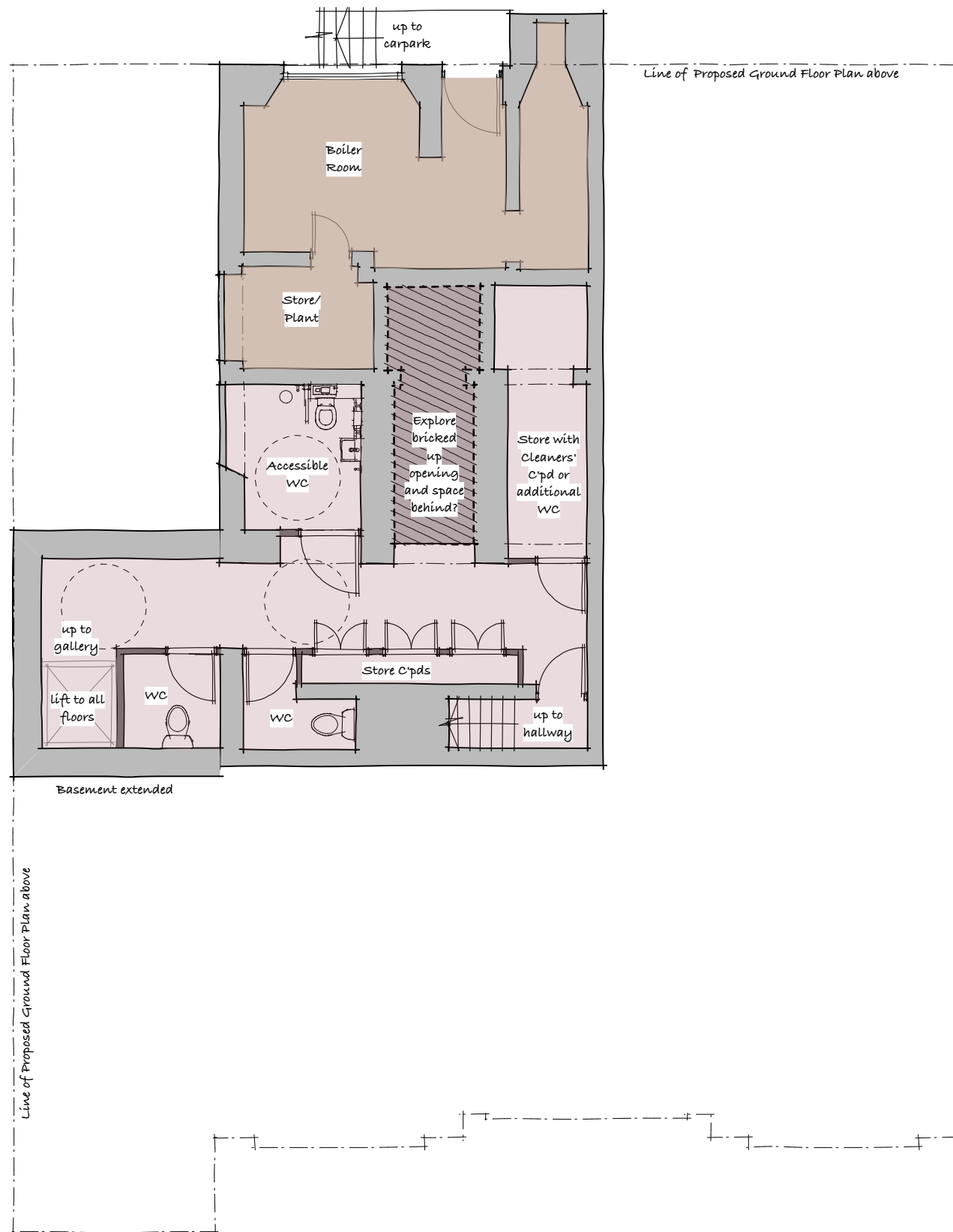
PRELIMINARY

EX 007 FIRST FLOOR PLAN  
1:100 @ A3

**Hiraeth.** 2225 EX 007 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 EXISTING  
**First Floor Plan**

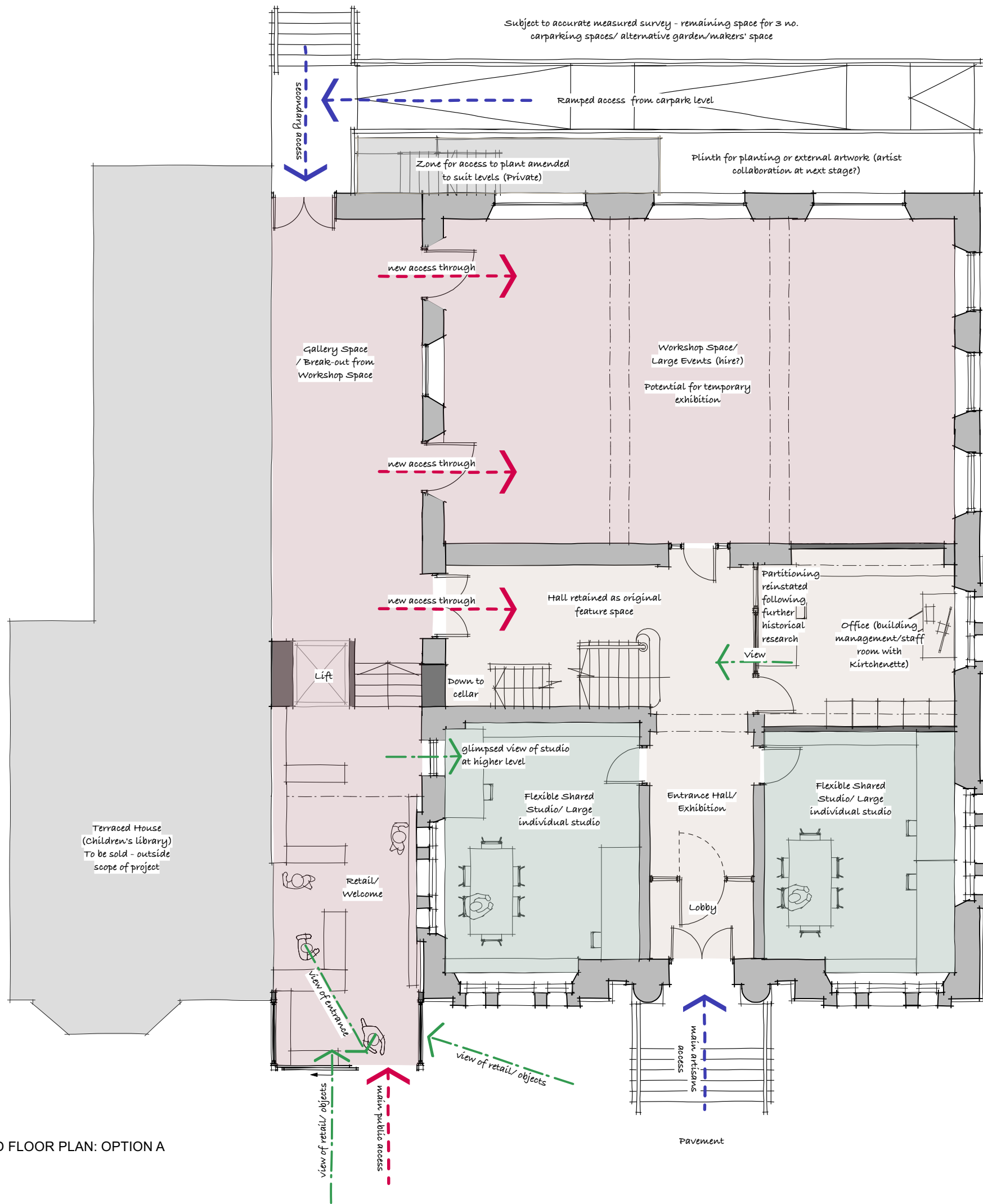
Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA





PRELIMINARY

**Hiraeth.** 2225 SK 010 Rev.  
 Neath Port Talbot CBC  
 NEATH LIBRARY  
 SKETCH  
**Basement Plan - Option A**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA

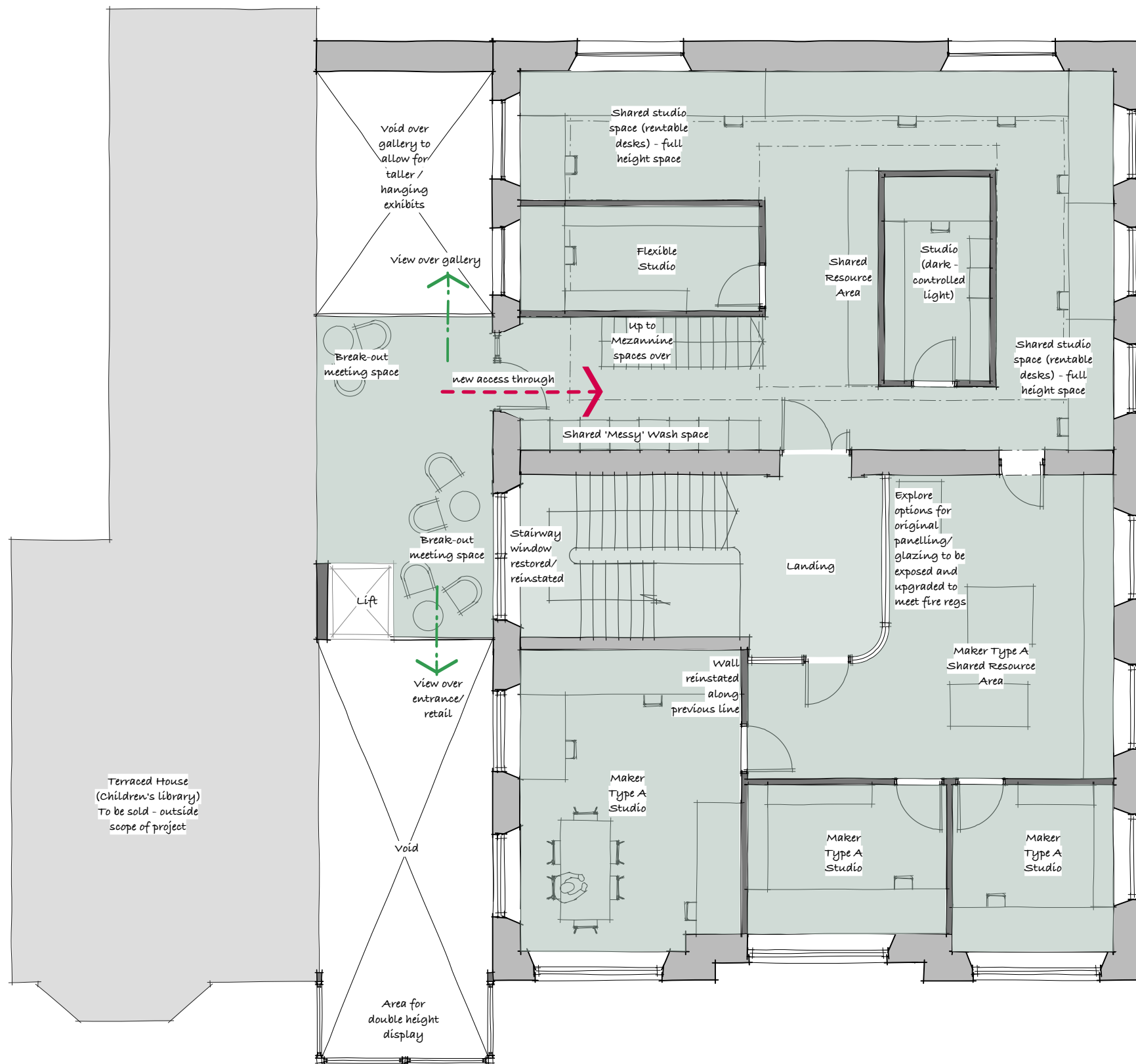


SK 011 GROUND FLOOR PLAN: OPTION A  
1:100 @ A3

PRELIMINARY

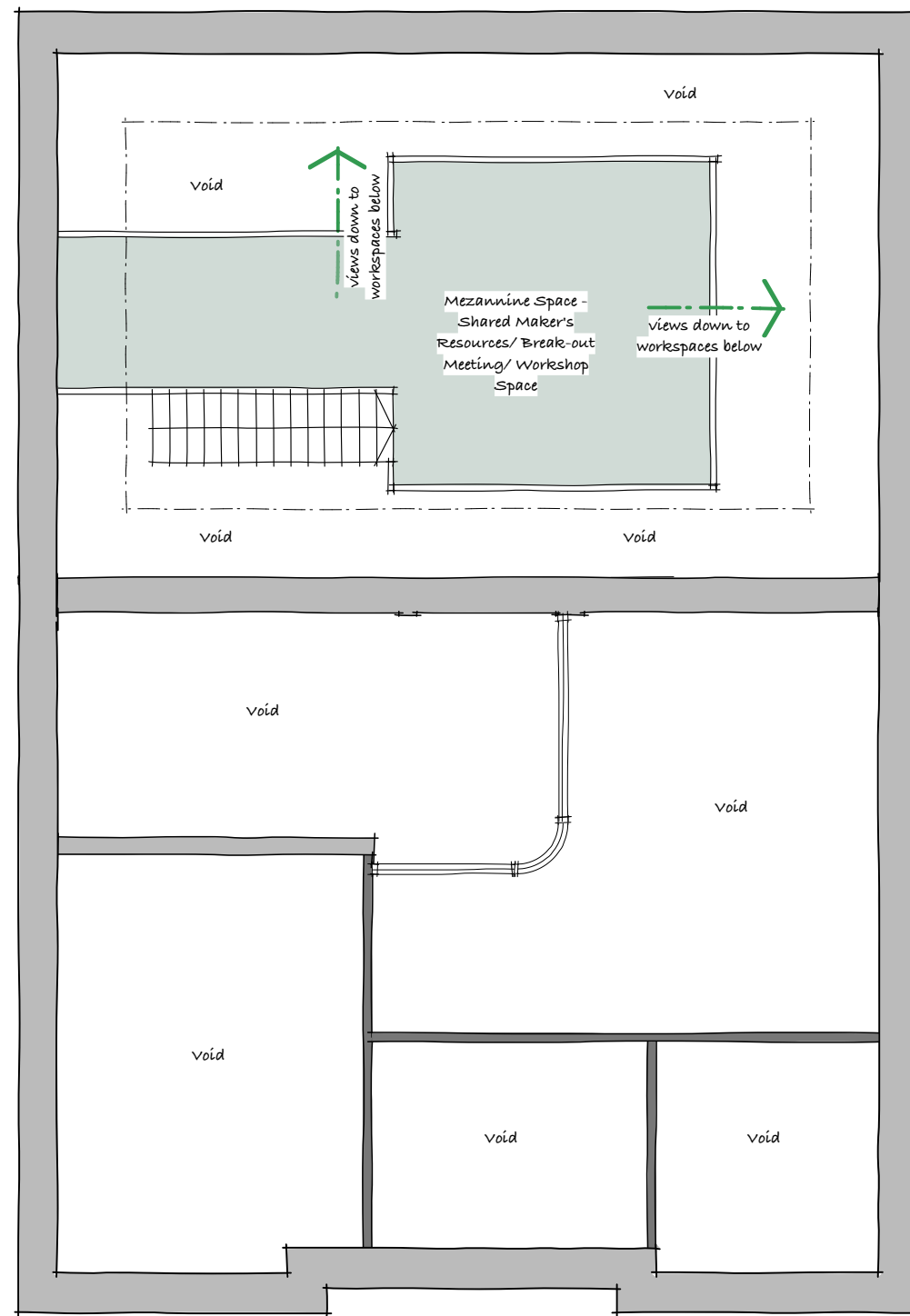
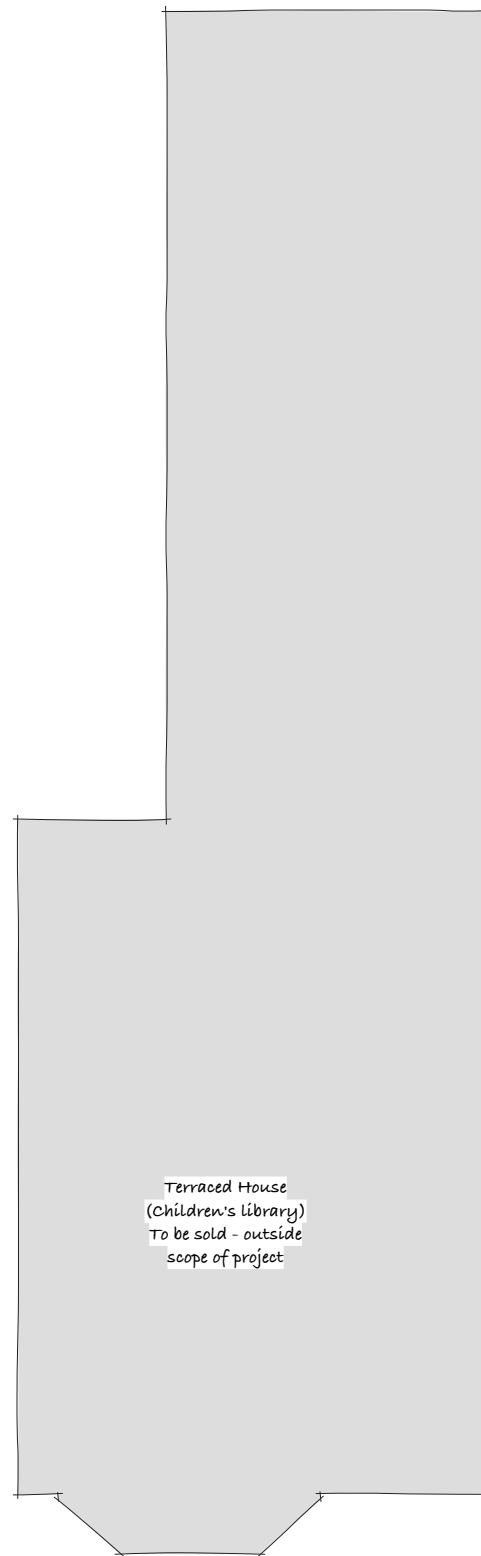
**Hiraeth.** 2225 SK 011 Rev.  
 Neath Port Talbot CBC  
 NEATH LIBRARY  
 SKETCH  
**Ground Floor Plan - Option A**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
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PRELIMINARY

**Hiraeth.** 2225 SK 012 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**First Floor Plan - Option A**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA

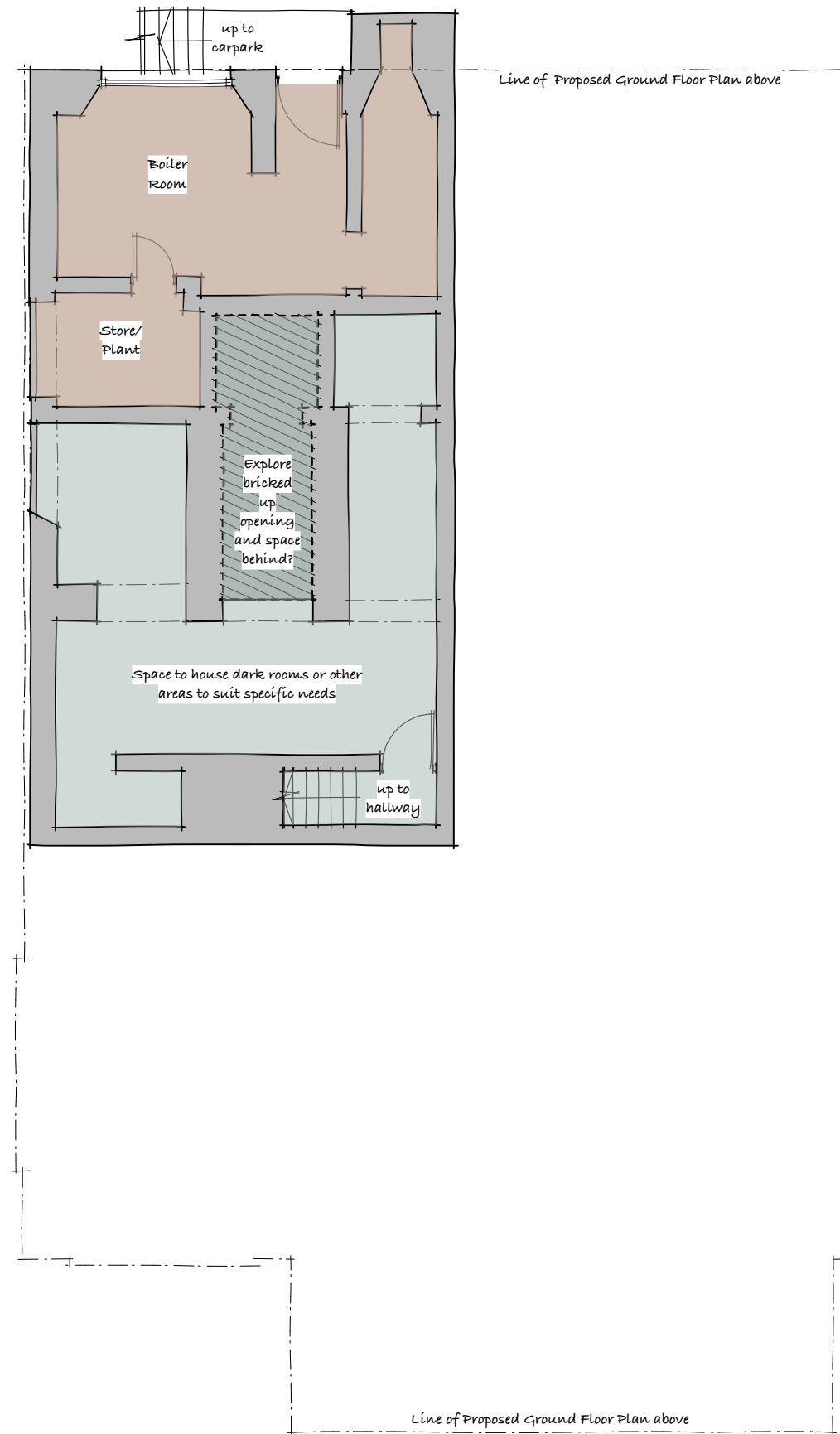


Mezzanine level offset  
from walls with  
balustrade round to  
ensure space at first  
floor is read as one  
large room  
(referencing historic  
plan use as Lecture  
Room)

No Lift Access:  
Potential alternative  
location of lift to be  
explored if mezzanine  
option preferred

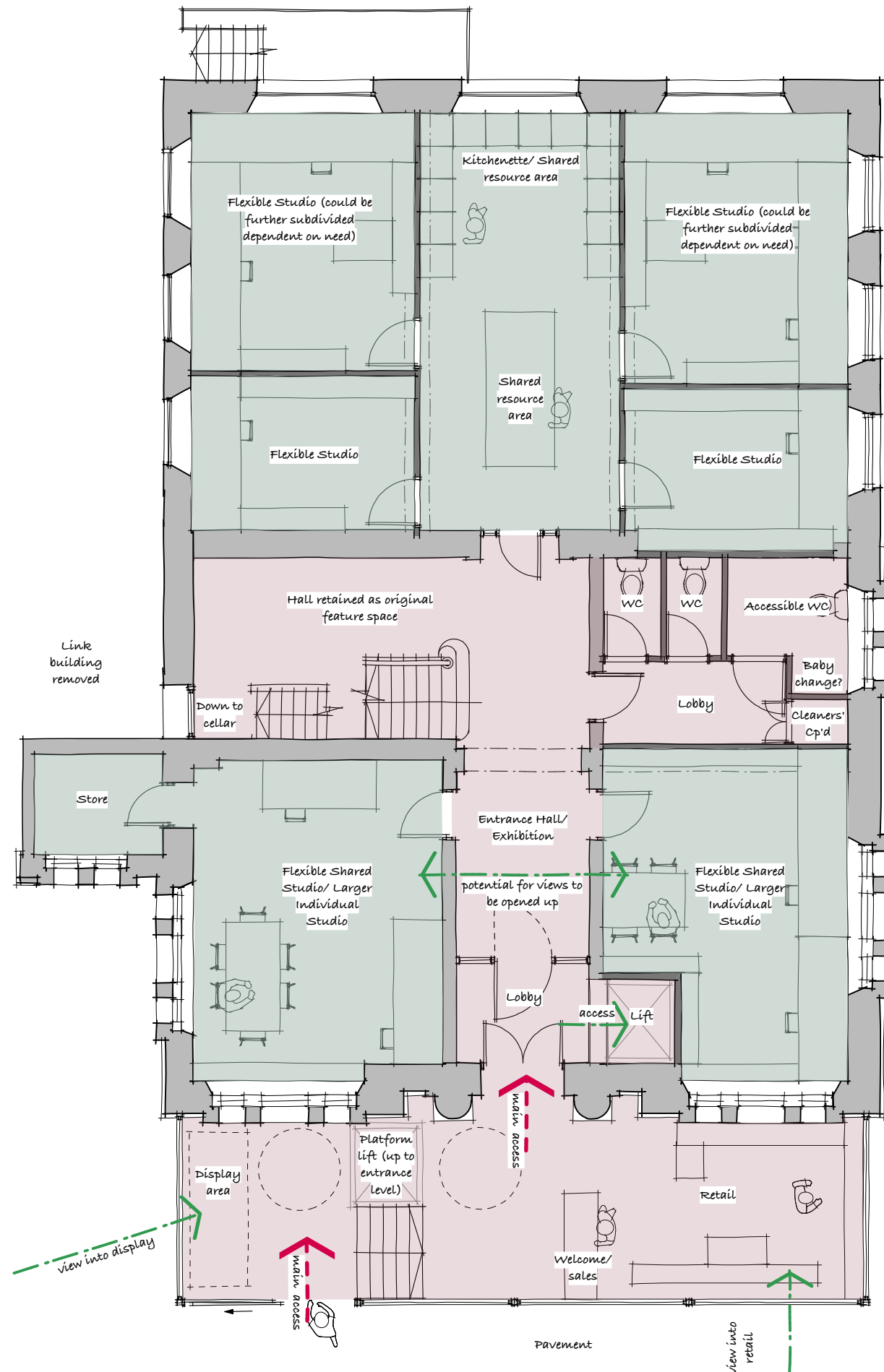
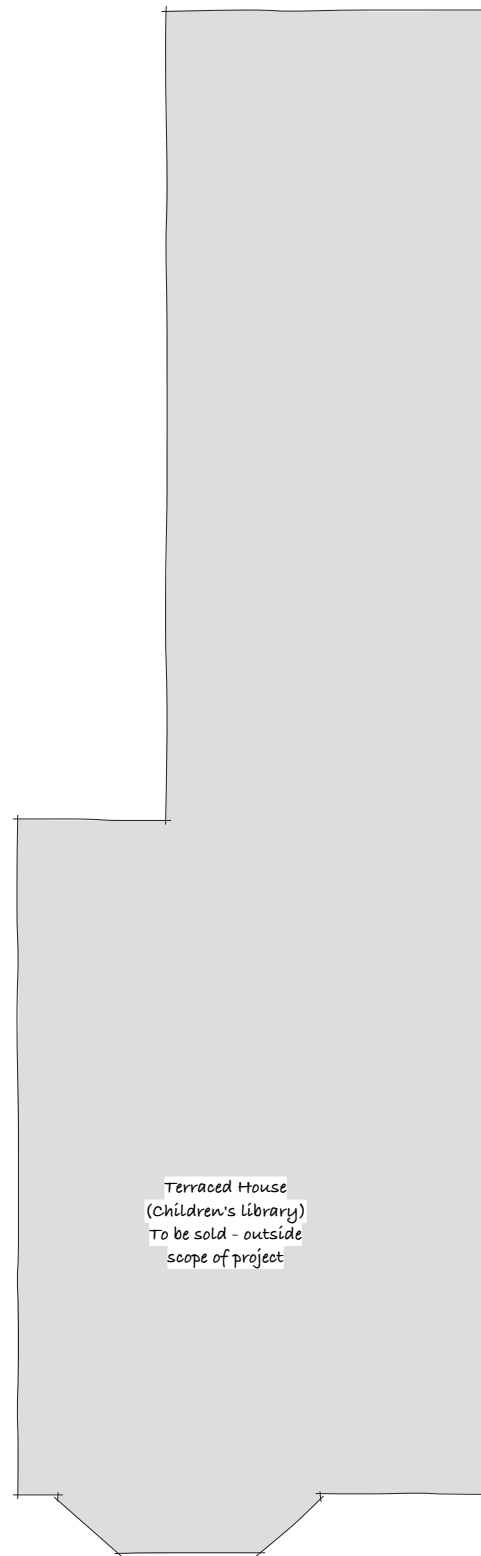
PRELIMINARY

**Hiraeth.** 2225 SK 013 Rev.  
Neath Port Talbot CBC  
NEATH LIBRARY  
SKETCH  
**Mezzanine Floor Plan -  
Option A**  
Scale 1:100 @ A3 Date 01/23  
02920 025814 | office@hiraetharchitecture.co.uk  
The Maltings | East Tyndall St | Cardiff | CF24 5EA



PRELIMINARY

**Hiraeth.** 2225 SK 014 Rev.  
Neath Port Talbot CBC  
NEATH LIBRARY  
SKETCH  
**Basement Plan - Option B**  
Scale 1:100 @ A3 Date 01/23  
02920 025814 | office@hiraetharchitecture.co.uk  
The Maltings | East Tyndall St | Cardiff | CF24 5EA

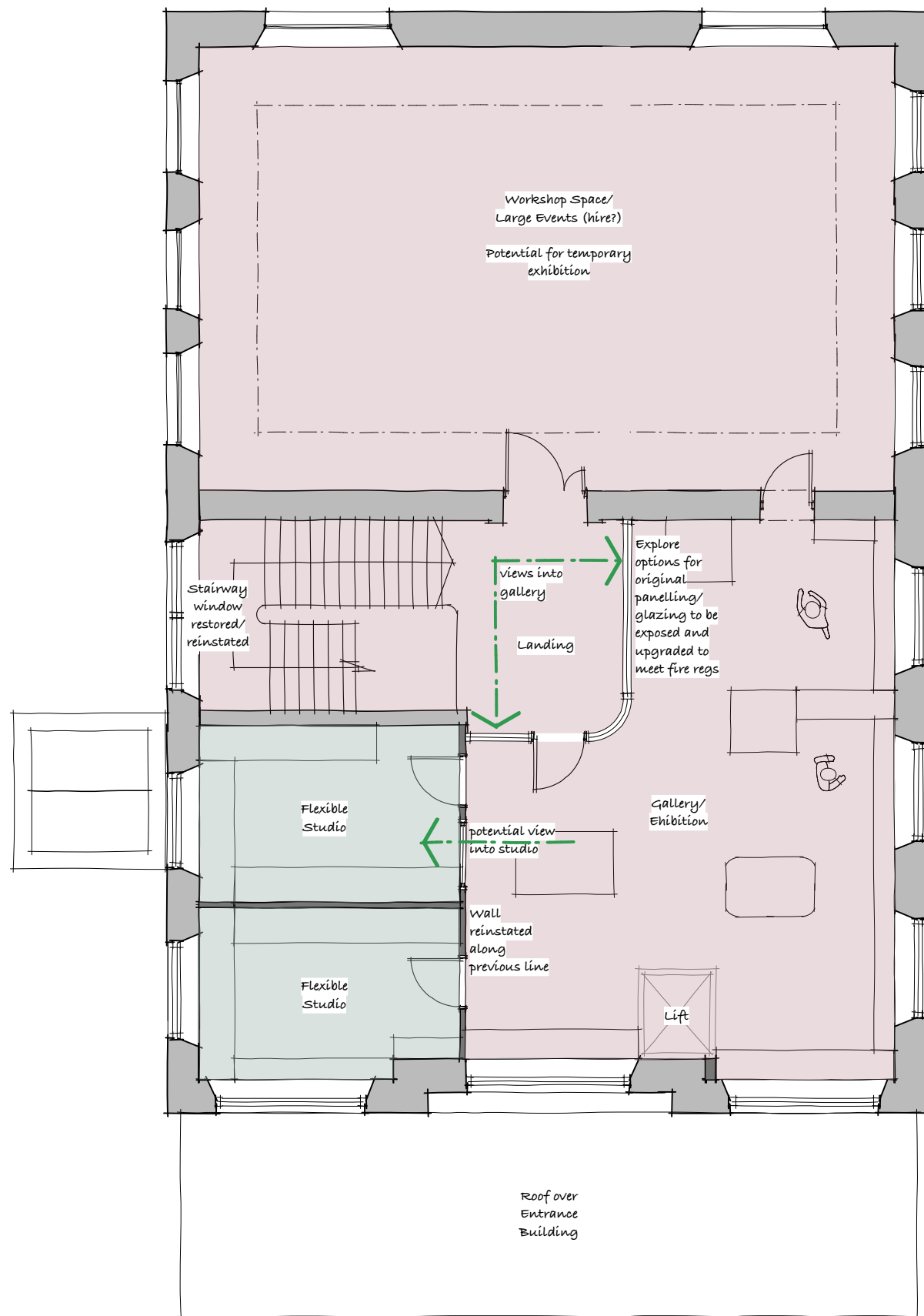
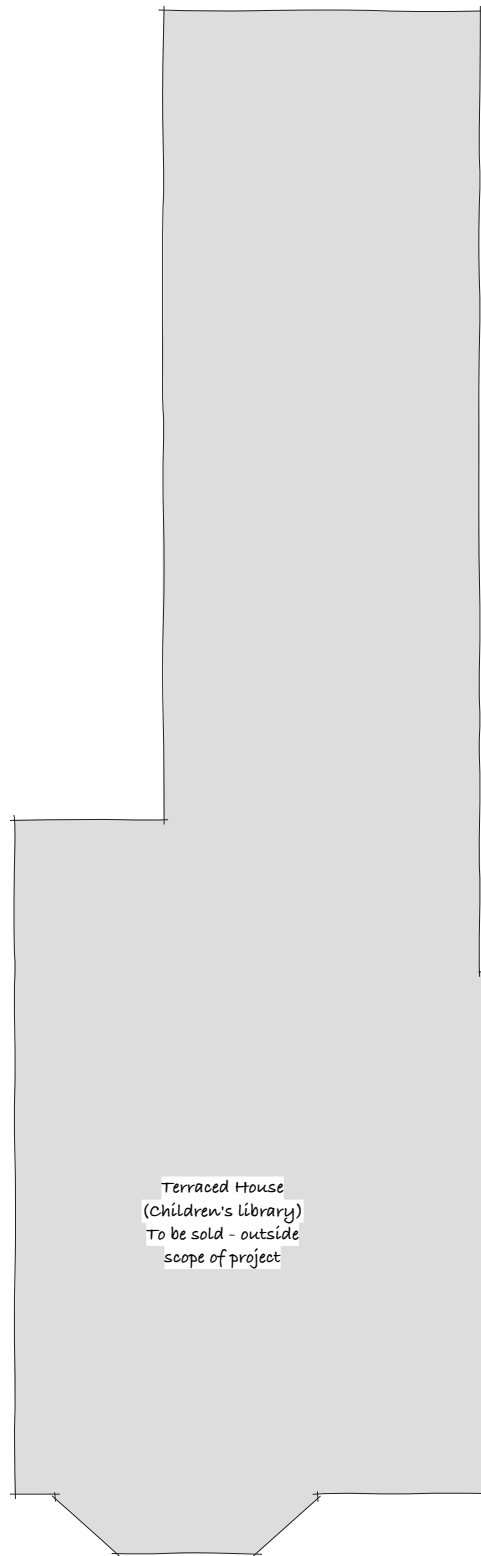


SK 015 GROUND FLOOR PLAN: OPTION B  
1:100 @ A3

PRELIMINARY

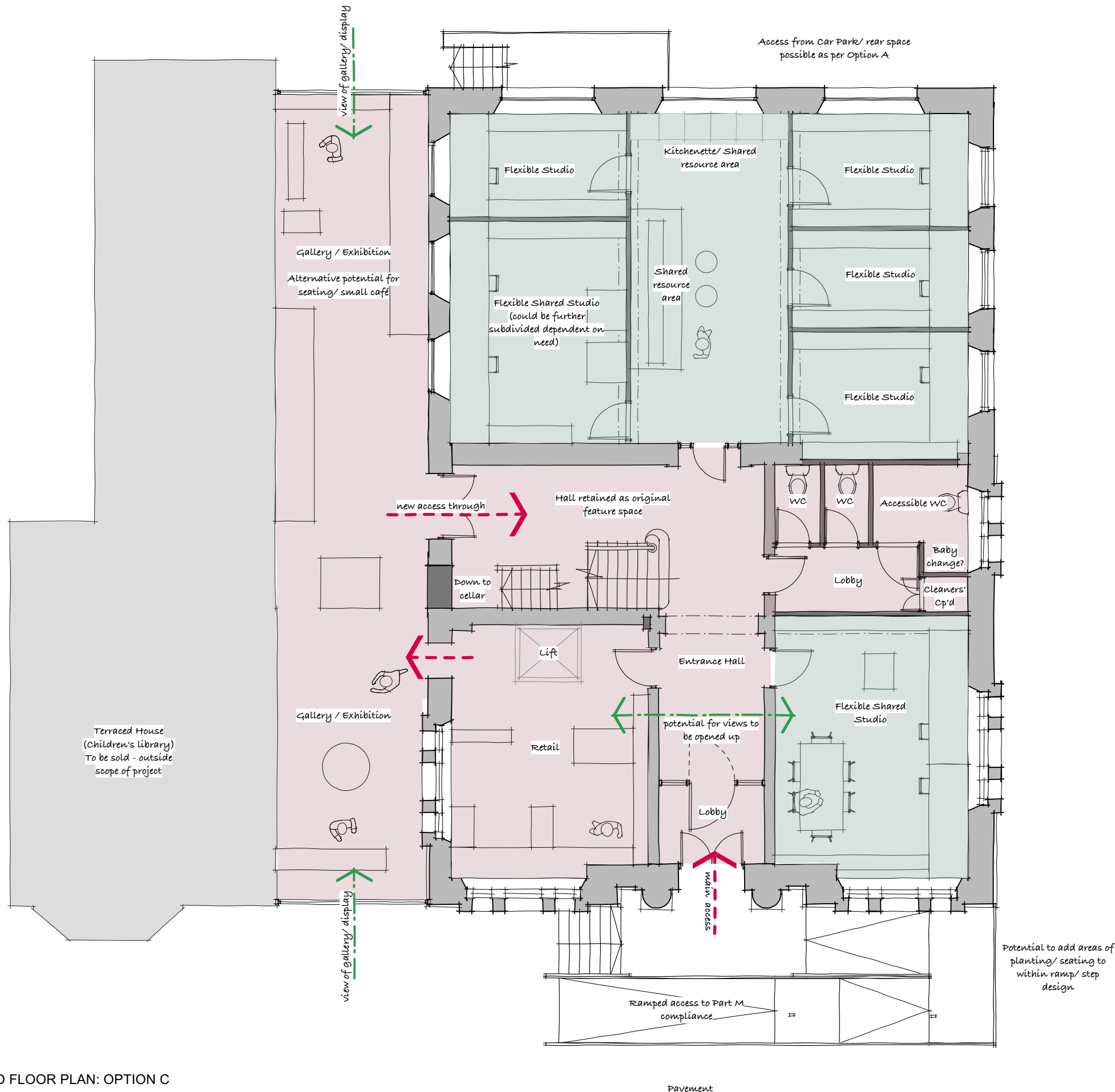
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**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**Ground Floor Plan - Option B**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA

do not scale from this drawing | all dimensions to be verified on site | copyright Hiraeth Architecture



PRELIMINARY

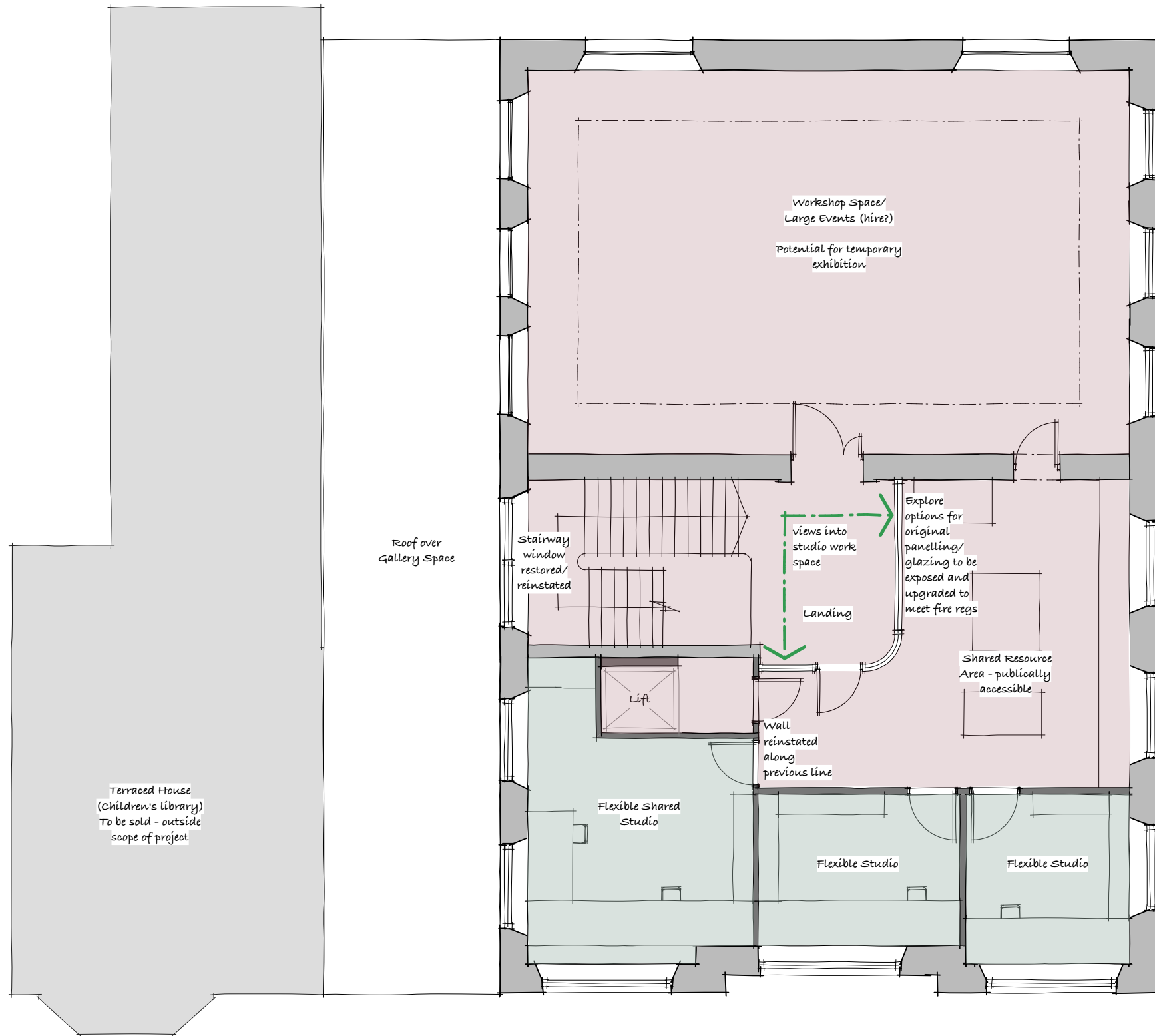
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**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**First Floor Plan - Option B**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA



PRELIMINARY

**Hiraeth.** 2225 SK 017 Rev.  
 Neath Port Talbot CBC  
 NEATH LIBRARY  
 SKETCH  
**Ground Floor Plan - Option C**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA





PRELIMINARY

**Hiraeth.** 2225 SK 018 Rev.  
**Neath Port Talbot CBC**  
 NEATH LIBRARY  
 SKETCH  
**First Floor Plan - Option C**  
 Scale 1:100 @ A3 Date 01/23  
 02920 025814 | office@hiraetharchitecture.co.uk  
 The Maltings | East Tyndall St | Cardiff | CF24 5EA

## Appendix H: Five-year income and expenditure budgets

See next page.

## Annual Income and Expenditure Projections

### Scenario 1: 'Clean' CCI workspace

Item	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Notes and Assumptions
	Y0	Y1	Y2	Y3	Y4	Y5	
Inflation from 23/24 base price	3.0%	2.5%	2.0%	2.0%	2.0%	2.0%	
<b>Income</b>							
Income - hires and rents	£ -	£ 64,923	£ 70,952	£ 77,196	£ 83,661	£ 90,354	See Tab 1b: Scenario 1 Spaces - Income
Income - grants	£ -	£ -	£ -	£ -	£ -	£ -	
Income - business support	£ -	£ 10,000	£ 10,000	£ 10,000	£ 10,000	£ 10,000	Funding to enable manager to provide support
Income - other	£ -	£ -	£ -	£ -	£ -	£ -	
<b>INCOME - TOTAL</b>	<b>£ -</b>	<b>£ 74,923</b>	<b>£ 80,952</b>	<b>£ 87,196</b>	<b>£ 93,661</b>	<b>£ 100,354</b>	
<b>Expenditure</b>							
<u>Overheads</u>							
Rent	£ -	£ -	£ -	£ -	£ -	£ -	Assume rent free
Business Rates	£ -	£ -	£ -	£ -	£ -	£ -	Assume 5 years rates relief from opening
Energy	£ -	£ 13,361	£ 13,628	£ 13,901	£ 14,179	£ 14,462	Based on £25/sqm/year.
Water	£ -	£ 1,603	£ 1,635	£ 1,668	£ 1,701	£ 1,735	Based on £3/sqm/year.
Cleaning	£ -	£ 10,745	£ 10,960	£ 11,179	£ 11,403	£ 11,631	4h/day, 3 days/week, £14/hour + 20% on cost
Repairs and maintenance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Insurance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Security	£ -	£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Monthly monitored alarm fee
<u>Staff Costs</u>							
Staff Salaries/NI/Pension/Payroll/HR	£ -	£ 35,319	£ 36,026	£ 36,746	£ 37,481	£ 38,231	One f/t centre/community manager
Staff travel, training etc	£ -	£ 600	£ 612	£ 624	£ 637	£ 649	
<u>Other Costs</u>							
Printing, Postage & Stationery		£ 240	£ 245	£ 250	£ 255	£ 260	
Materials and Consumables		£ 1,200	£ 1,224	£ 1,248	£ 1,273	£ 1,299	
Marketing and Advertising		£ 5,000	£ 3,000	£ 3,060	£ 3,121	£ 3,184	
Telephone and Broadband		£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Estimate £200pcm for high speed internet and single landline
Software licences and IT support		£ 1,200	£ 1,224	£ 1,248	£ 1,273	£ 1,299	Tenant management software and basic website
Other Admin Costs	£ -	£ 1,000	£ 1,020	£ 1,040	£ 1,061	£ 1,082	
<b>EXPENDITURE - TOTAL</b>	<b>£ -</b>	<b>£ 85,068</b>	<b>£ 84,670</b>	<b>£ 86,363</b>	<b>£ 88,090</b>	<b>£ 89,852</b>	
<b>PROFIT (LOSS)</b>	<b>£ -</b>	<b>-£ 10,145</b>	<b>-£ 3,718</b>	<b>£ 833</b>	<b>£ 5,571</b>	<b>£ 10,502</b>	
Opening balance	0	0	(10,145)	(13,863)	(13,030)	(7,460)	
<b>Surplus (deficit)</b>	<b>0</b>	<b>(10,145)</b>	<b>(3,718)</b>	<b>833</b>	<b>5,571</b>	<b>10,502</b>	
Closing balance	0	(10,145)	(13,863)	(13,030)	(7,460)	3,042	

**Annual Income and Expenditure Projections**  
**Scenario 2: 'Messy' Studios**

Item	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Notes and Assumptions
	Y0	Y1	Y2	Y3	Y4	Y5	
Inflation from 23/24 base price	3.0%	2.5%	2.0%	2.0%	2.0%	2.0%	
<b>Income</b>							
Income - hires and rents	£ -	£ 39,327	£ 42,136	£ 44,945	£ 47,754	£ 50,563	See Tab 2b: Scenario 2 Spaces - Income.
Income - grants	£ -	£ -	£ -	£ -	£ -	£ -	
Income - business support	£ -	£ 10,000	£ 10,000	£ 10,000	£ 10,000	£ 10,000	Funding to enable manager to provide support
Income - other	£ -	£ -	£ -	£ -	£ -	£ -	
<b>INCOME - TOTAL</b>	<b>£ -</b>	<b>£ 49,327</b>	<b>£ 52,136</b>	<b>£ 54,945</b>	<b>£ 57,754</b>	<b>£ 60,563</b>	
<b>Expenditure</b>							
<u>Overheads</u>							
Rent	£ -	£ -	£ -	£ -	£ -	£ -	Assume rent free
Business Rates	£ -	£ -	£ -	£ -	£ -	£ -	Assume 5 years rates relief from opening
Energy	£ -	£ 13,361	£ 13,628	£ 13,901	£ 14,179	£ 14,462	Based on £25/sqm/year.
Water	£ -	£ 1,603	£ 1,635	£ 1,668	£ 1,701	£ 1,735	Based on £3/sqm/year.
Cleaning	£ -	£ 10,745	£ 10,960	£ 11,179	£ 11,403	£ 11,631	4h/day, 3 days/week, £14/hour + 20% on cost
Repairs and maintenance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Insurance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Security	£ -	£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Monthly monitored alarm fee
<u>Staff Costs</u>							
Staff Salaries/NI/Pension/Payroll/HR	£ -	£ 35,319	£ 36,026	£ 36,746	£ 37,481	£ 38,231	One f/t centre/community manager
Staff travel, training etc	£ -	£ 600	£ 612	£ 624	£ 637	£ 649	
<u>Other Costs</u>							
Printing, Postage & Stationery		£ 240	£ 245	£ 250	£ 255	£ 260	
Materials and Consumables		£ 1,200	£ 1,224	£ 1,248	£ 1,273	£ 1,299	
Marketing and Advertising		£ 5,000	£ 3,000	£ 3,060	£ 3,121	£ 3,184	
Telephone and Broadband		£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Estimate £200pcm for high speed internet and single landline
Software licences and IT support		£ 1,200	£ 1,224	£ 1,248	£ 1,273	£ 1,299	Tenant management software and basic website
Other Admin Costs	£ -	£ 1,000	£ 1,020	£ 1,040	£ 1,061	£ 1,082	
<b>EXPENDITURE - TOTAL</b>	<b>£ -</b>	<b>£ 85,068</b>	<b>£ 84,670</b>	<b>£ 86,363</b>	<b>£ 88,090</b>	<b>£ 89,852</b>	
<b>PROFIT (LOSS)</b>	<b>£ -</b>	<b>-£ 35,742</b>	<b>-£ 32,534</b>	<b>-£ 31,418</b>	<b>-£ 30,336</b>	<b>-£ 29,289</b>	
Opening balance	0	0	(35,742)	(68,275)	(99,694)	(130,030)	
<b>Surplus (deficit)</b>	<b>0</b>	<b>(35,742)</b>	<b>(32,534)</b>	<b>(31,418)</b>	<b>(30,336)</b>	<b>(29,289)</b>	
Closing balance	0	(35,742)	(68,275)	(99,694)	(130,030)	(159,319)	

**Annual Income and Expenditure Projections**  
**Scenario 3 - Museum**

Item	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Notes and Assumptions
	Y0	Y1	Y2	Y3	Y4	Y5	
Inflation from 23/24 base price	3.0%	2.5%	2.0%	2.0%	2.0%	2.0%	
<b>Income</b>							
Income - hires and rents	£ -	£ 40,030	£ 36,027	£ 38,029	£ 38,829	£ 40,030	See Tab 2b: Scenario 2 Spaces - Income. Prices rise with inflation.
Income - grants	£ -	£ -	£ -	£ -	£ -	£ -	
Income - business support	£ -	£ -	£ -	£ -	£ -	£ -	
Income - other	£ -	£ -	£ -	£ -	£ -	£ -	
<b>INCOME - TOTAL</b>	<b>£ -</b>	<b>£ 40,030</b>	<b>£ 36,027</b>	<b>£ 38,029</b>	<b>£ 38,829</b>	<b>£ 40,030</b>	
<b>Expenditure</b>							
<u>Overheads</u>							
Rent	£ -	£ -	£ -	£ -	£ -	£ -	Assume rent free
Business Rates	£ -	£ -	£ -	£ -	£ -	£ -	Assume 5 years rates relief from opening
Energy	£ -	£ 13,361	£ 13,628	£ 13,901	£ 14,179	£ 14,462	Based on £25/sqm/year.
Water	£ -	£ 1,603	£ 1,635	£ 1,668	£ 1,701	£ 1,735	Based on £3/sqm/year.
Cleaning	£ -	£ 10,745	£ 10,960	£ 11,179	£ 11,403	£ 11,631	4h/day, 3 days/week, £14/hour + 20% on cost
Repairs and maintenance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Insurance	£ -	£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	Allow £5k
Security	£ -	£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Monthly monitored alarm fee
<u>Staff Costs</u>							
Staff Salaries/NI/Pension/Payroll/HR	£ -	£ 131,926	£ 134,565	£ 137,256	£ 140,001	£ 142,801	One Museum Manager/Curator and two f/t Front of house roles
Staff travel, training etc	£ -	£ 1,200	£ 1,224	£ 1,248	£ 1,273	£ 1,299	
<u>Other Costs</u>							
Printing, Postage & Stationery		£ 240	£ 245	£ 250	£ 255	£ 260	
Materials and Consumables inc exhibitions		£ 5,000	£ 5,100	£ 5,202	£ 5,306	£ 5,412	
Marketing and Advertising		£ 5,000	£ 3,000	£ 3,060	£ 3,121	£ 3,184	
Telephone and Broadband		£ 2,400	£ 2,448	£ 2,497	£ 2,547	£ 2,598	Estimate £200pcm for high speed internet and single landline
Software licences and IT support		£ 600	£ 612	£ 624	£ 637	£ 649	Basic software costs excl collections management costs
Other Admin Costs	£ -	£ 1,000	£ 1,020	£ 1,040	£ 1,061	£ 1,082	
<b>EXPENDITURE - TOTAL</b>	<b>£ -</b>	<b>£ 185,475</b>	<b>£ 187,085</b>	<b>£ 190,827</b>	<b>£ 194,643</b>	<b>£ 198,536</b>	
<b>PROFIT (LOSS)</b>	<b>£ -</b>	<b>-£ 145,445</b>	<b>-£ 151,058</b>	<b>-£ 152,798</b>	<b>-£ 155,814</b>	<b>-£ 158,506</b>	
Opening balance	0	0	(145,445)	(296,503)	(449,301)	(605,115)	
<b>Surplus (deficit)</b>	<b>0</b>	<b>(145,445)</b>	<b>(151,058)</b>	<b>(152,798)</b>	<b>(155,814)</b>	<b>(158,506)</b>	
Closing balance	0	(145,445)	(296,503)	(449,301)	(605,115)	(763,621)	

## Appendix J: Comparator Pricing

Name of Venue	Studio	Own desk in shared office	Private office	Hot desk coworking	Notes
Regus (Swansea)	n/a	£ 160.00	£ 300.00	£ 305.00	Covers all Regus sites for 10 days/month
We Work (across UK)	n/a	n/a	£ 480.00	£ 238.80	One site. All sites add £120
Dragon Coworking, Chatham	n/a	£ 192.00	n/a	n/a	
Indycube	n/a	£ 240.00	TBC	£ 150.00	£10/desk day
Physium Swansea	£ 180.00				
Hotwalls	£ 390.00				for approx. 10m <sup>2</sup>
Trinity Works (Colchester)	£ 168.00				for approx. 10m <sup>2</sup>
Sandfields Business Centre			£ 200.00		Approx. £120pcm plus services
The Hive Swansea				£173	Based on 3/days/week
Industry, Chester		£ 264.00		£ 168.00	
Tramshed (multiple)			£ 600.00	£ 300.00	Private office ~20m <sup>2</sup>
The Brew (cross UK, opening Cardiff)			£ 464.40	£ 376.80	
Royal Standard (Liverpool)	£ 156.00				Range £80-£180
Robert Owen (Newtown)				£ 60.00	
<b>Average</b>	<b>£ 223.50</b>	<b>£ 214.00</b>	<b>£ 408.88</b>	<b>£ 221.43</b>	
Prices include VAT					



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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### CABINET

10<sup>th</sup> July 2024

#### Report of the Head of Engineering & Transport (David W. Griffiths)

#### **Matter for Decision**

**Wards Affected:** All

#### **List of Approved Contractors**

#### **Purpose of the Report:**

To seek Members' approval to amend the List of Approved Contractors.

#### **Executive Summary:**

To seek approval to add new Contractors and remove Contractors.

#### **Background:**

Members will be aware that on previous occasions, reports concerning the List of Approved Contractors have been presented to Cabinet Board.

The process gives local companies an opportunity to provide goods and services to the Council.

The full list of categories is set out in Appendix A for your information.

**Financial Impacts:**

No implications.

**Integrated Impact Assessment:**

A first stage Impact Assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix B, has indicated that a more in-depth assessment is not required. A summary is included below:-

The report is seeking approval to add new Contractors and remove Contractors.

This does not affect any group of people and or impact the Welsh language, biodiversity or the five ways of working.

**Valleys Communities Impacts:**

No implications.

**Workforce Impacts:**

No implications.

**Legal Impacts:**

No implications.

**Risk Management Impacts:**

No implications.

**Consultation:**

There is no requirement for external consultation on this item.

## Recommendations:

Having had due regard to the Integrated Impact Assessment it is recommended that:-

The List of Approved Contractors is amended as follows:-

### Companies to be **added** to the List of Approved Contractors

The following companies have applied to be included on the list and have passed the required assessments:-

<u>Company</u>	<u>Category</u>
HCD Haywood Crushing Demolition Ltd (H031)	75, 79
National Testing Services Ltd (N020)	78
ASG Highways Ltd T/A Bridgecare (A078)	91, 92

### Companies to be **removed** from the List of Approved Contractors

Removal of the following companies is required due to:-

S061– Company has ceased trading.

S092 – Company has been dissolved.

U002 – Company buy-out by A078 (Pending Application).

E032 – Company has ceased trading.

<u>Company</u>	<u>Category</u>
Anthesis Energy UK Ltd (S061)	111
SWARCO Traffic Ltd (S092)	1, 111
Universal Sealants (UK) Ltd (U002)	91, 92
Europest Environmental Services Ltd (E032)	4, 5

## Reasons for Proposed Decision:

To keep the List of Approved Contractors up to date and as far as possible, ensure a competitive procurement process.

These recommendations to be adopted for the purpose of supplying a List of Approved Contractors for invitation to tender within the relevant category.

**Implementation of Decision:**

The decision is proposed for implementation after the three-day call-in period.

**Appendices:**

Appendix A - Categories for List of Approved Contractors

Appendix B - First Stage IIA

**List of Background Papers**

None.

**Officer Contact**

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Tel. No: 01639 686483

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## **Appendix A**

### **Categories for List of Approved Contractors**

#### **General Services**

1. Signs
2. Plant Hire
3. Security
4. Clinical Waste
5. Pest Control
6. Re-Cycling
7. Waste Disposal (e.g. Car, Computers, Steel)
8. Crowd Control
9. Traffic Management
10. Portable Buildings
11. Scaffolding

#### **Building Construction / Maintenance**

12. Building Construction £50,000 - £200,000
13. Building Construction £200,000 - £1m
14. Building Construction over £1m
15. Minor Building Works below £50,000
16. Works of Adaptation below £5,000
17. Re-Roofing
  - a) Felt & Asphalt below £10,000 / above £10,000
  - b) Tiles & Slate below £10,000 / above £10,000
  - c) GRP
  - d) High Performance Coverings
  - e) Sheeting & Cladding
18. Supply & Installation of Floor Finishes
  - a) Flexible Sheet, Tiles, Carpets
  - b) Jointless
  - c) Rigid Tiles, Slabs, Mosaics
  - d) Wood
19. Plastering
20. Painting & Decorating
21. Supply & Installation of Windows/Doors (Windows to BS 7412, Doors to PAS 23/1, PAS 24/1 to BS 7950 Kitemark Scheme)
  - a) PVCU (using Aluplast System)
  - b) Timber
  - c) Aluminium

- d) Steel
- e) Roller Shutter
- f) Security Doors
- g) Automatic Doors
- 22. Suspended Ceilings
- 23. Welding / Fabrication below £5,000
- 24. Welding / Fabrication above £5,000
- 25. Stonework Repair / Restoration / Cleaning
- 26. Glazing & Safety Filming
- 27. Wall Tie Replacement
- 28. External Wall Insulation
- 29. Damp Proofing / Dry Rot / Woodworm Treatment
- 30. Cavity Wall and / or Loft Insulation
- 31. Asbestos Handling & Removal, Asbestos Surveys & Asbestos Consultancy Services
- 32. Window Blinds
- 33. Shop Fitters – Specialist Joinery
- 34. Refurbishment of Laboratories
- 35. Clearance of Void properties
- 36. Works to Listed Buildings

### **Mechanical & Electrical Engineering**

- 37. Domestic (including Housing) Plumbing & Central Heating below £50,000
- 38. Domestic (including Housing) Plumbing & Central Heating above £50,000
- 39. Commercial Heating & Ventilating below £100,000
- 40. Commercial Heating & Ventilating above £100,000
- 41. Domestic (including Housing) Electrical Installation below £50,000
- 42. Domestic (including Housing) Electrical Installation above £50,000
- 43. Commercial Electrical Installations below £100,000
- 44. Commercial Electrical Installations above £100,000
- 45. Gas Boiler Maintenance
- 46. Maintenance of Building Management Systems for Heating & Ventilation

### **Mechanical & Electrical Specialist Services**

- 47. CCTV
- 48. Intruder Alarms
- 49. Fire Alarms
- 50. Warden Call System
- 51. Lifts
- 52. Swimming Pool Plant Equipment
- 53. Water Systems Cleaning & Chlorination

54. Ductwork System Cleaning & Sterilisation
55. Domestic & Commercial Kitchen Equipment Maintenance
56. Supply & Installation of Specialist Kitchen Equipment / Fittings
57. Installation, Testing & Maintenance of Local Exhaust Ventilation (LEV)
58. Water Systems – Risk Assessment
59. Supply & Installation of Pipework & Ductwork Installation
60. Supply, Installation and / or Servicing of Automatic Door Systems
61. PA Systems / Sound Systems
62. Stage Lighting
63. Service / Repair of Kilns
64. Supply, Installation & Servicing of Leisure Services Equipment
65. Specialist Steelwork (stainless Steel & Fabricated Works)
66. Lightning Conductors
67. Fire Fighting Equipment including Hose Reels
68. Smoke / Fire Detectors
69. Stage Equipment including Curtains, Gantry, Special Effects etc.
70. Computer / Telephone Cabling

### **Civil Engineering**

71. Civil Engineering £0 – £25,000
72. Civil Engineering £25,000 – £250,000
73. Civil Engineering £250,000 – £1m
74. Civil Engineering over £1m
75. Land Reclamation
76. Sewers & Drainage
77. Hard & Soft Landscaping
78. Ground Investigation
79. Demolition
80. Surfacing, Carriageway & Footways
81. Surface Dressing
82. Road Markings & Reflective Road Studs
83. Carriageway Slurry Surfacing & Footways
84. Fencing
85. Gabion & Blockstone
86. Steel Fabrication below £25,000
87. Steel Fabrication above £25,000
88. Bridge Works, New & Maintenance

### **Civil Engineering Specialists**

89. Concrete Repairs
90. Diving Inspections & Works within Water

91. Bridge Deck Expansion Joints
92. Bridge Deck Water Proofing
93. Soil Nailing
94. Sewer Relining
95. Sewer Surveys
96. Safety Fencing
97. Bridge Parapets (Manufacture & Installation)
98. Access Plant for Inspection
99. Bridge Parapet Painting
100. Painting of Structural Steelwork
101. Arboriculturalist
102. Weed-spraying
103. Weather Forecasting
104. Playground Equipment
105. Specialist Cleaning
106. Synthetic Pitches and Sports Facilities
107. Bus/Cycle Shelters
108. Traffic Signals
109. Street Lighting
110. Street Furniture
111. Specialist Contractor not listed above – please specify type of work





## Appendix B

### Impact Assessment - First Stage

#### 1. Details of the initiative

**Initiative description and summary:** List of Approved Contractors – Approval to add new Contractors and removal of Contractors.

**Service Area:** Procurement

**Directorate:** All

#### 2. Does the initiative affect:

	Yes	No
Service users		x
Staff		x
Wider community		x
Internal administrative process only	✓	

**3. Does the initiative impact on people because of their:**

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age			x			There is no impact. Applications to be included on the Approved List of Contractors are accepted from all construction companies who meet the criteria.
Disability			x			
Gender Reassignment			x			
Marriage/Civil Partnership			x			
Pregnancy/Maternity			x			
Race			x			
Religion/Belief			x			
Sex			x			
Sexual orientation			x			

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language			x			
Treating the Welsh language no less favourably than English			x			

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity			x			N/A
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.			x			N/A

**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	✓		The addition of contractors onto the List of Approved Contractors will enable these companies to be procured in accordance with NPT's Procurement Rules. Contractors who fail to meet the requirements of this List will be given the opportunity to meet NPT's criteria. If this is not met, approval will be sought from Members to remove these contractors.

<p><b>Integration</b> - how the initiative impacts upon our wellbeing objectives</p>	✓		<p>Approving additional contractors onto the List of Approved Contractors will enable NPT to procure works with these companies. This will allow the companies to provide employment opportunities, allowing people to take advantage of wealth generated through securing decent work.</p> <p>The List of Approved Contractors gives local companies the opportunity to be contracted by NPT to undertake works.</p>
<p><b>Involvement</b> - how people have been involved in developing the initiative</p>	✓		<p>The companies have been assessed to determine their suitability to be included on the List of Approved Contractors. External financial checks have been undertaken. Various departments have undertaken checks on the companies for Insurances, technical ability, Quality, Environmental and Health &amp; Safety.</p>
<p><b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions</p>	✓		<p>Several departments have been involved in checking that contractors are suitable to undertake works for the category/ies. Any contractors who fail to comply with the ongoing checks for the List of Approved Contractors will be given the opportunity to meet NPT criteria. If this is not met, approval will be sought from Members to remove these contractors. The List of Approved Contractors is available for use by all departments in the Authority wishing to undertake works.</p>
<p><b>Prevention</b> - how the initiative will prevent problems occurring or getting worse</p>	✓		<p>Contractors who fail to comply with the ongoing checks for the List of Approved Contractors will be given the opportunity to meet NPT criteria. If this is not met, approval will be sought from Members to remove these contractors.</p>

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	✓
Reasons for this conclusion	
<p>This First Stage Impact Assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.</p> <p>This First Stage Assessment has indicated that a more in-depth assessment is not required. A summary is below:-</p> <p>The report is seeking approval to add new Contractor(s), add additional Category/ies for approved Contractor(s) and remove approved Contractor(s).</p> <p>This does not affect any group of people and/or impact the Welsh Language, Biodiversity or the Five Ways of Working.</p>	

A full impact assessment (second stage) <b>is</b> required	x
Reasons for this conclusion	
N/A	

	Name	Position	Signature	Date
Completed by:-	Amanda J. Phillips	Programme & Commissioning Manager	AJP	23/5/2024
Signed off by:-	David W. Griffiths	Head of Engineering & Transport	DWG	23/5/2024

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Cabinet

10th July 2024

### Report of the Head of Engineering & Transport – D.W.Griffiths

#### Matter for Decision

Wards Affected: All

#### **Advertisement of Various Traffic Regulation Orders associated with the Councils Capital Programme 2024-2025 and Welsh Governments Grant Funded Programme of Work 2024-2025.**

#### Purpose of the Report:

To obtain Members approval to advertise the traffic regulation orders associated with the Council's Traffic Capital Programme 2024-2025, the Welsh Government funded Active Travel Programme 2024-2025, the Council's Individual Disabled Parking Places ( IDPP) 2024-2025, the Welsh Government funded 20 mph Default Speed Limit National Roll Out 2024-2025 and the Welsh Government funded Capital Road Safety Grant Programme 2024-2025 as indicated in Appendix A, Appendix B, Appendix C, Appendix D and Appendix E respectively.

## **Executive Summary:**

The Traffic Capital Programme consists of traffic management schemes relating to requests made by Council members, the public and proposals put forward by officers of the Traffic Section, who have highlighted road safety issues. The proposals, if implemented require various legal traffic regulation orders to be made to alleviate/mitigate the issues raised in the interest of road traffic management.

The Active Travel Programme is approved by Welsh Government and consists of road safety measures associated with delivering Active Travel Routes. The proposals, if implemented require various legal traffic regulation orders to be made to alleviate/mitigate the issues raised in the interest of road traffic management.

The Individual Disabled Parking Place (IDPP) consists of priority parking bays directly outside the residents property allowing easy access for those residents that meet the Council's current criteria. The proposals, if implemented require a legal traffic regulation order to be made to create a formal on street parking bay.

The 20 mph Default Speed limit national rollout is approved by the Welsh Government and consists of measures to revise speed limits across the borough associated dealing with roads that do not conform to the default by nature of no street lighting, buffer zones and any other speed limit rationalisation required to bring the borough highway network in line with the overall strategy. The proposals, if implemented require various legal traffic regulation orders to be made to align the highway network with the overall strategy.

The Capital Road Safety Grant is approved by Welsh Government and consists of road safety measures associated with the delivery of Road Safety Projects. The proposals, if implemented require various legal traffic regulation orders to be made to alleviate/mitigate the issues raised in the interest of road traffic management.



**Background:**

Following confirmation of the Traffic Capital Programme, permission has to be sought from members for approval to advertise any scheme prior to making Legal orders.

Following confirmation of funding of the Active Travel Programme by the Welsh Government, permission has to be sought from members for approval to advertise any scheme prior to making Legal orders.

Following identification of eligible properties for Individual Disabled Parking Places (IDPP), permission has to be sought from members for approval to advertise any scheme prior to making Legal orders.

Following confirmation of funding of the Welsh Government 20 mph Default Speed Limit national rollout programme, permission has to be sought from members for approval to advertise any scheme prior to making Legal orders.

Following confirmation of funding of the Capital Road Safety Grant by the Welsh Government, permission has to be sought from members for approval to advertise any scheme prior to making Legal orders.

**Financial Impacts:**

The Traffic Capital Programme will be funded by the Capital Works Programme 2024-2025.

The Active Travel Programme 2024-2025 will be funded by the Welsh Government.

The Individual Disabled Parking Places (IDPP) will be funded by the Capital Works Programme 2024-2025. The Welsh Government 20 mph

Default Speed Limit national rollout programme 2024-2025 will be funded by the Welsh Government.

The Capital Road Safety Grant 2024-2025 will be funded by the Welsh Government.

### **Integrated Impact Assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix F, has indicated that a more in-depth assessment is not required. A summary is included below: -

A full impact assessment is not required as the proposed traffic regulation orders will provide a safe environment for pedestrians, cyclists, school children, motorists and residents.

### **Valleys Communities Impacts:**

There are 'No implications' associated with this report.

### **Workforce Impacts:**

There are 'No Implications' associated with this report.

### **Legal Impacts:**

The schemes will be publicly advertised for the requisite 21-day statutory period as required by legislation.

## **Risk Management Impacts:**

There are no risk management impacts associated with this report.

## **Consultation:**

Initial consultation on each scheme contained in both the Traffic Capital Programme, the Active Travel Programme, the Individual Disabled Parking Places ( IDPP ) Programme, the Welsh Government 20 mph Default Speed Limit national rollout Programme and the Welsh Government Capital Road Safety Grant will be carried out with the local member(s) for each ward affected by a scheme prior to the formal consultation process undertaken with the public and any other affected bodies.

## **Recommendations:**

Having had due regard to the integrated impact assessment it is recommended that approval is given to Traffic Section Officers, for schemes contained within the following, to be advertised in accordance with the statutory requirements:

Traffic Capital Programme 2024-2025 (as detailed in Appendix A to the circulated report)

Active Travel Programme 2024-2025 (as detailed in Appendix B to the circulated report)

Individual Disabled Parking Places (IDPP) Programme 2024-2025 (as detailed in Appendix C to the circulated report)

Welsh Government 20 mph Default Speed Limit national rollout Programme 2024-2025 (as detailed in Appendix D to the circulated report)

Welsh Government Capital Road Safety Grant (as detailed in Appendix E to the circulated report)

That the schemes be implemented in accordance with the relevant statutory requirements contained within the current Road Traffic Regulations, subject to there being no objections received. In the event of any objections being received in respect of any schemes, these will be reported back to the Cabinet for a decision.

**Reasons for Proposed Decision:**

The schemes are necessary in the interest of road safety, providing speed reduction, promoting Active Travel, IDPP priority on street parking bays, providing adequate parking provision and casualty reduction within the Borough.

**Implementation of Decision:**

The decision is proposed for implementation after the three day call in period.

**Appendices:**

Appendix A – Summary of the proposed schemes for the Traffic Capital Programme 2024-2025.

Appendix B – Summary of the proposed schemes for the Active Travel Programme 2024-2025.

Appendix C – Any eligible property in the Individual Disabled Parking Places (IDPP) Programme 2024-2025.

Appendix D – Any speed limit revision required across the borough as a consequence of the Welsh Government 20 mph Default Speed Limit national rollout Programme 2024-2025

Appendix E – Summary of the proposed schemes for the Welsh Government Capital Road Safety Grant 2024-2025

Appendix F – Integrated Impact Assessment.

**List of Background Papers:**

None.

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## Appendix A

### Summary of the proposed schemes for the Traffic Capital programme 2024-2025.

- Neath Port Talbot Hospital jct. Aberavon Road – Parking Restrictions – Aberavon Ward
- Fenbrook Close - Parking Restrictions – Aberavon Ward
- Llangatwg School - Parking Restrictions – Aberdulais Ward
- Cilfrew Primary - Signage & TRO review – Aberdulais Ward
- Craig Gwladys, jct. to Car Park - Parking Restrictions – Aberdulais Ward
- Chapel Hill - Parking Restrictions – Alltwen Ward
- Alltwen Triangle jct. Gwyn Place - Parking Restrictions – Alltwen Ward
- Lodge Drive jct. School Entrance - Parking Restrictions – Baglan Ward
- Blaen Baglan School - Parking Restrictions – Baglan Ward
- Cefn Gelli, at bend - Parking Restrictions / TRO review – Blaengwrach & Glynneath West Ward
- Heol Wennallt – No Through Road – Blaengwrach & Glynneath West Ward
- Mansel Street / Hoo Street - Residents Parking – Briton Ferry East
- Wauanceirch Primary School Works – Associated Traffic Regulation Orders – Bryn-coch South
- London Row - Remove Speed Cushion – Bryn & Cwmavon Ward
- Cefn Coed Road – parking / one way system – Bryn & Cwmavon Ward
- Church Street / Jersey Terrace - One way, weight rest. & parking – Bryn & Cwmavon Ward
- Cadoxton School - Parking Restrictions – Cadoxton Ward
- Dan y Coed / Tonmawr Road - Junction Protection – Cimla & Pelenna Ward
- Efail fach - Removal of 7.5 ton weight restriction – Cimla & Pelenna Ward
- Station Road / High Street / Tabernacle Street - TRO Rationalisation – Coedffranc Central Ward
- Christopher Road - Bus cage – Coedffranc Central Ward
- Old Road / Wern Road - Residents parking – Coedffranc Central Ward
- Raised pedestrian crossing on Old Road – Coedffranc Central Ward
- Woodland Road / Brookfield Drive - Parking Restrictions – Coedffranc North Ward
- Crymlyn Road - New Footway to Bus Stop – Coedffranc West Ward
- Crymlyn Burrows – No Entry except for Access – Coedffranc West Ward
- M4 slip roads at Earlswood - 50mph speed limit – Coedffranc West Ward
- Llandarcy Institute - parking in village – Coedffranc West Ward
- Coed Darcy – guard railing Stats19 review – Coedffranc West Ward
- New Road, Jersey marine – pedestrian crossing – Coedffranc West Ward
- Pantyffordd - Dropped crossings – Crynant, Onllwyn & Seven Sisters Ward
- Tan Yr Allt / Pen Y Grug - Parking Restrictions – Cwmllynfell & Ystalyfera Ward
- Brynygrug / Alltygrug Farm Road - Parking Restrictions – Cwmllynfell & Ystalyfera Ward
- Tirbach Road – No Through Road – Cwmllynfell & Ystalyfera Ward
- Woodmans Terrace, Ystalyfera - No Through Road – Cwmllynfell & Ystalyfera Ward
- Railway Terrace - Parking Restrictions – Cwmllynfell & Ystalyfera Ward
- Afan Road - Residents parking – Cymmer & Glyncorrwg Ward
- School Road, Cymmer - Residents parking – Cymmer & Glyncorrwg Ward
- C250 Heol y Glyn - Traffic Calming – Cymmer & Glyncorrwg Ward
- Terminus Hill - Parking Restrictions – Dyffryn Ward
- Tregelles Road / Heol Esgyn - Parking Restrictions – Dyffryn Ward
- Longford road - Review existing speed humps – Dyffryn Ward

- Penyard / Dan Y Graig - Residents Parking Survey – Dyffryn Ward
- Lane rear of The Angel Inn, Pontneathvaughan - Parking Restrictions – Glynneath Central & East Ward
- A4109 Heol Y Glyn – Speed Survey / speed reduction measures – Glynneath Central & East Ward
- Graig Newydd traffic signals - Speed Camera Loops – Godre’rgrraig Ward
- Park Lane - One Way – Gwaun Cae Gurwen & Lower Brynamman Ward
- Neuadd Road - No Right Turn / Bus Stop Relocation – Gwaun Cae Gurwen & Lower Brynamman Ward
- New Road - Traffic Calming – Gwaun Cae Gurwen & Lower Brynamman Ward
- Lower Cimla Road - Parking Restrictions – Neath North Ward
- Alfred Street - Rationalisation of Parking Restrictions – Neath North Ward
- Dyfed Road - Parking Restrictions – Neath North Ward
- Gnoll Park Road - Parking Restrictions – Neath North Ward
- Wenham Place - Residents Parking Survey – Neath North Ward
- Cimla Road / Fire Station - Road Safety Measures – Neath South Ward
- Bwlch Road / Cwm Nant - Bollards / Parking Restrictions – Neath South Ward
- Cimla Crescent / Sycamore / Alder Road - Parking Restrictions – Neath South Ward
- Hillside - Residents parking – Neath South Ward
- Myrtle Road / Chestnut Road - Junction Improvements – Neath South Ward
- Heath Road / Brecon Road - Parking Restrictions – Pontardawe Ward
- James Street - Pedestrian Crossing Improvements – Pontardawe Ward
- Gelli Gron Road - Pedestrian Crossing Improvements – Pontardawe Ward
- George Street - Residents parking – Port Talbot Ward
- Velindre - Residents parking – Port Talbot Ward
- West End - Prohibition of motor vehicles except for access – Port Talbot Ward
- Tudor Street / Edward Street - Parking Restrictions – Port Talbot Ward
- Melyn Court - Parking Restrictions / Dropped Kerbs – Resolven & Tonna Ward
- Pentreclwydda – Speed reduction / review carriageway width – Resolven & Tonna Ward
- Commercial Road - Traffic Calming off A465 – Resolven & Tonna Ward
- Dalton Road - Zebra crossing at Community Centre – Sandfields East Ward
- Mozart Drive - Dropped Kerbs – Sandfields West Ward
- Fairway (shops) - Bollards / Parking Restrictions – Sandfields West Ward
- Purcell Avenue - Parking Restrictions – Sandfields West Ward
- Swansea Road - Parking Restrictions – Trebanos Ward
- Heol Y Llwynau - Parking Restrictions – Trebanos Ward
- Swansea Road - Speed Survey – Trebanos Ward
- Graig Road (school entrance) - Parking Restrictions – Trebanos Ward



## **Appendix B**

### **Summary of the proposed schemes for the Active Travel Programme 2024-2025.**

- B4434 Tonna Uchaf, Tonna
- Various Drop Crossings Locations – County Wide

## **Appendix C**

### **Any eligible property in the Individual Disabled Parking Places ( IDPP ) Programme 2024-2025.**

## **Appendix D**

### **Any speed limit revision required across the borough as a consequence of the Welsh Government 20 mph Default Speed Limit national rollout programme 2024-2025**

## **Appendix E**

### **Summary of the proposed schemes for the Welsh Government Capital Road Safety Grant Programme 2024-2025.**

- Church Road jct. A4067 Glan Yr Afon – Ystalyfera

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**1. Details of the initiative**

**Initiative description and summary: Advertisement of Various Traffic Regulation Orders associated with the Councils Capital Programme 2024-2025 and Welsh Governments Grant Funded Programme of Work 2024-2025.**

**Service Area:** Engineering and Transport

**Directorate:** Environment and Regeneration

**2. Does the initiative affect:**

	Yes	No
Service users	Y	
Staff	Y	
Wider community	Y	
Internal administrative process only	Y	

**3. Does the initiative impact on people because of their:**

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age	Y				M	There is a positive impact to the severely disabled applicant who will now be able to park directly outside their own home improving their quality of life and independence.  The dedicated individual disabled parking bay will allow the resident the security of a parking space directly outside their property giving easy access to their front door, This will enhance their independence and quality of life without the fear that they will not be able to park on returning home.
Disability	Y				H	
Gender Reassignment		N			L	
Marriage/Civil Partnership		N			L	
Pregnancy/Maternity		N			L	
Race		N			L	
Religion/Belief		N			L	
Sex		N			L	
Sexual orientation		N			L	

						There are no negative impacts with regard to Active Travel, the 20 mph Default national roll out and the Capital Road Safety Grant.
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**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language	Y				L	There will be a positive impact as we welcome all correspondence in Welsh and English when dealing with the wider community.
Treating the Welsh language no less favourably than English	Y				L	There will be a positive impact because all permanent highway approved signage and road markings used in the traffic regulation orders are Bilingual ( Welsh / English ) with Welsh placed above English.

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**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		N			L	There is no negative impact as the road markings are located on the carriageway, therefore the schemes do not impact the existing Flora, Fauna or Biodiversity. Any signage located in the verge will be on a pole which will have minimal impact.
To promote the resilience of ecosystems, i.e. supporting protection of		N			L	There is no negative impact as the road markings and signage are located away from the kerb allowing the carriageway and footway drainage to function as at present.

the wider environment, such as air quality, flood alleviation, etc.						The schemes are mainly located within the existing road surface and as such there is no opportunity to provide additional drainage systems such as swales, soakaways etc.
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**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	Y		<p>The proposed schemes will provide a dedicated disabled parking bay directly outside the property of the disabled person.</p> <p>The traffic regulation order is required to allow the successful applicant to park directly outside their property in order to maintain their independence and quality of life. The dedicated bay will be maintained over the duration of the need for the resident. If circumstances change and the resident no longer needs the bay or does no longer qualify then the bay is removed.</p> <p>The traffic regulation orders will help to promote Active travel, lower speed limits in residential areas, improve road safety therefore improving the well being of future generations.</p>
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	Y		<p>The schemes through the creation of an Individual Disabled Parking Place will help to improve the resident having greater integration within the local community and further afield. This also has a great impact on the resident's mental health as they no longer need to worry about getting home and not being able to exit their specially adapted vehicle in some cases to disembark the vehicle.</p>

			The traffic regulation orders will help to promote Active travel, lower speed limits in residential areas, improve road safety therefore improving the well being of future generations.
<b>Involvement</b> - how people have been involved in developing the initiative	Y		A statutory consultation exercise for the traffic regulation orders will be undertaken with letters and plans delivered to the adjacent properties detailing the proposals. The traffic regulation orders will be advertised in the South Wales Evening Post, on the Council's web site and Notices posted on site.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	Y		The various sections within the Council such as Highway Engineering, Legal Section and the Welsh Government have worked together on this initiative as well as the customer services department.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	Y		<p>The proposed schemes will provide a dedicated disabled parking bay directly outside the property of the disabled person.</p> <p>The traffic regulation order is required to allow the successful applicant to park directly outside their property in order to maintain their independence and quality of life. This will allow the resident to access health care and the local facilities on a daily basis removing the fear of being unable to park when returning home.</p> <p>The traffic regulation orders will help to promote Active travel, lower speed limits in residential areas, improve road safety therefore improving the well being of future generations.</p>

#### 7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) <b>is not</b> required	✓
Reasons for this conclusion	
After completing the assessment, it has been determined that this proposal does not require a full Impact Assessment (second stage). The traffic regulation orders will have a positive impact on service users, have no adverse impact on people who share protected characteristics or on people's ability to use the Welsh language.	

The traffic regulation orders will contribute to delivering the Council's Corporate Improvement Plan by improving the wellbeing of people within the community by providing safe passage for all highway users.

A full impact assessment (second stage) **is** required

Reasons for this conclusion

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	Hasan Hasan	Engineering Manager	HIH	28 <sup>th</sup> May 2024
Signed off by	D.W.Griffiths	Head of Engineering and Transport	DWG	28 <sup>th</sup> May 2024

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### CABINET

10<sup>th</sup> July 2024

**Report of the Head of Engineering & Transport – D.W.Griffiths**

**Matter for Decision**

**Wards Affected: Cymer and Glyncorrwg**

**C250 FROM CYMMER TO GLYNCORRWG AND CYMMER ROAD,  
GLYNCORRWG (REVOCATION) AND (40MPH SPEED LIMIT)  
ORDER 2024.**

**Purpose of the Report:**

To consider the objection received following the advertisement of the C250 from Cymmer to Glyncorrwg and Cymmer road, Glyncorrwg (revocation) and (40mph speed limit) order 2024, as indicated in Appendix A.

**Executive Summary:**

The report outlines the proposed 40mph Speed Limit Traffic Regulation Order which was formally advertised resulting in the objection being received.

## **Background:**

The Welsh Government have implemented a national roll out of a revision to the default speed limit of 30mph.

The new default speed limit in lit areas across Wales will be 20mph not 30mph as previously. This happened in September 2023 with the new default limits becoming operational.

Where roads have a new default speed limit of 20mph it has created a situation such as the C250 from Cymmer to Glyncoed and Cymmer road where you have a section of road that is national speed limit immediately dropping to a 20mph default speed limit. It is proposed to create a buffer speed limit of 40mph in advance of the existing 20mph default speed limit to deter heavy braking which could in turn lead to collisions.

## **Financial Impacts:**

The scheme is to be funded by the Welsh Government.

## **Integrated Impact Assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix B, has indicated that a more in-depth assessment is not required. A summary is included below: -

A full impact assessment is not required as the proposed traffic regulation order will provide a safe environment for all highway users.

**Valleys Communities Impacts:**

There are 'No Implications' associated with this report.

**Workforce Impacts:**

There are 'No Implications' associated with this report.

**Legal Impacts:**

The proposal was advertised for a 21-day period between the 14<sup>th</sup> February 2024 and the 6<sup>th</sup> March 2024.

**Risk Management Impacts:**

There are no risk management impacts associated with this report.

**Consultation:**

This item has been subject to external consultation.

A consultation exercise was undertaken for a period of 21 days between 14<sup>th</sup> February 2024 and the 6<sup>th</sup> March 2024.

There were 654 letters and plans hand delivered to the properties in the village of Glyncorrwg.

We received 1 objection to the scheme which is summarised below :-

Objections: - *Any officer observations/ comments are illustrated in italics in response to the points raised.*

- a) A resident states that people will not stick to the 20mph speed limit anyway regardless of what we do. The road has many give way junctions that encourage people to slow down and we are to leave well alone.

The local member has been consulted and fully supports over ruling the objection and implementing the scheme as advertised.

**Recommendations:**

Having had due regard to the integrated impact assessment it is recommended that the objection is overruled to the C250 from Cymmer to Glyncorrwg and Cymmer road, Glyncorrwg (revocation) and (40mph speed limit) order 2024, (as detailed in Appendix A to the circulated report) and that the scheme is implemented as advertised.

The objector will be notified of the decision accordingly.

**Reasons for Proposed Decision:**

The Order is necessary to provide a buffer speed limit of 40mph in advance to the 20mph default speed limit on small sections of the highway that were previously national speed limit in the interest of road safety.

**Implementation of Decision:**

The decision is proposed for implementation after the three-day call-in period.

**Appendices:**

Appendix A – Plan – C250 From Cymmer to Glyncorrwg and Cymmer road, Port-Talbot – Proposed 40mph Buffer speed limit – Preliminary Layout

Appendix B – Integrated Impact Assessment.

**List of Background Papers:**

None.

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NOTES

A1

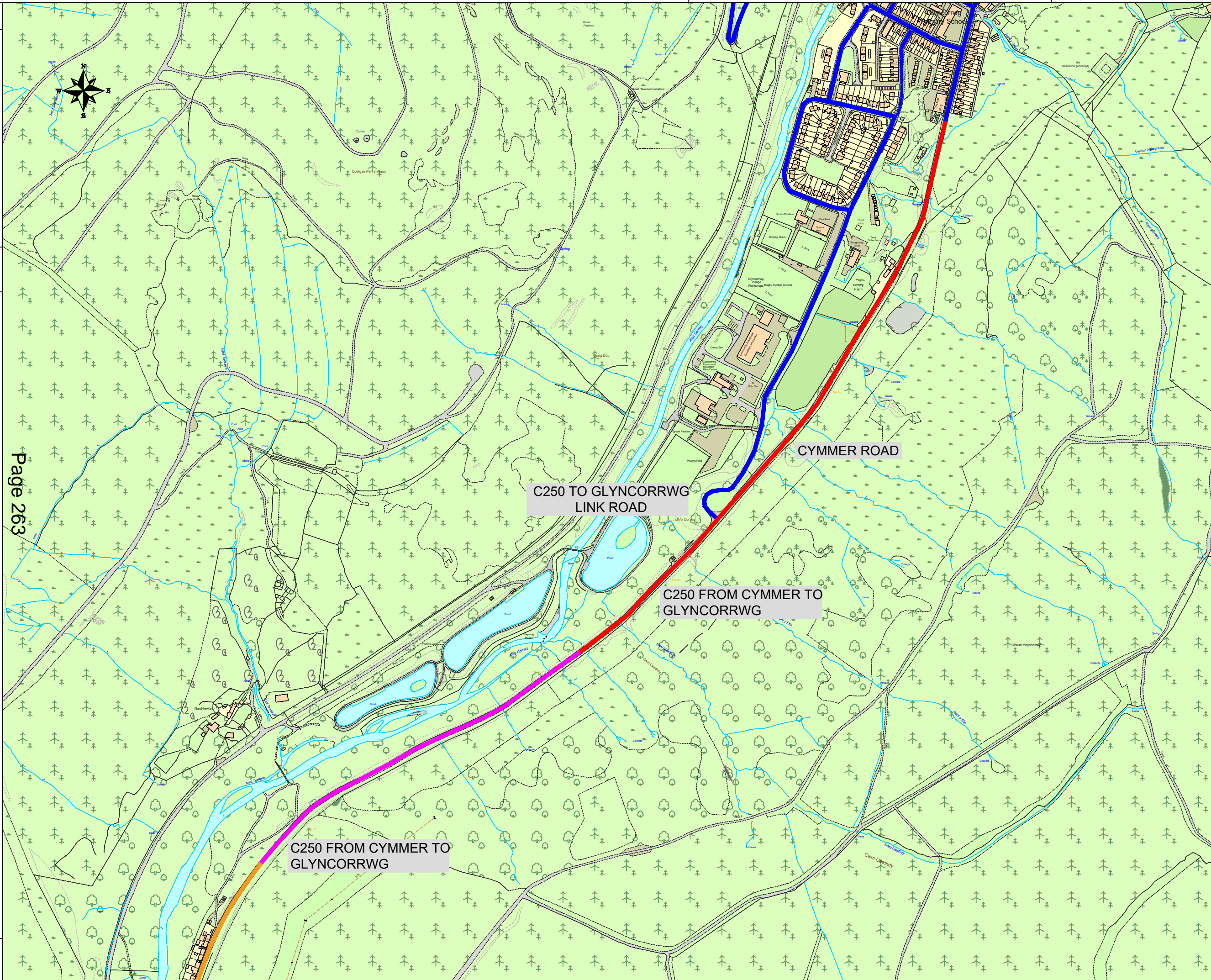
1. All dimensions are in millimetres unless otherwise stated.

- █ 20mph default speed limit
- █ Existing National speed limit to become proposed 40mph speed limit.
- █ Existing 30mph speed limit.
- █ Existing national speed limit to remain.

Dwg. No.

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Job Title



Rev	Details	Dr	Ch	Ap	Date

Client

# APPENDIX A


**Cyngor Castell-nedd Port Talbot**  
 Neath Port Talbot Council  
 ENGINEERING AND TRANSPORT  
 NICOLA PEARCE BSC (Hons), Dip TP, MRTPI  
 DIRECTOR OF ENVIRONMENT AND REGENERATION  
 THE QUAYS, BRUNEL WAY  
 BAGLAN ENERGY PARK  
 NEATH SA11 2GG

Job Title

C250 FROM CYMMER TO GLYNCORRWG AND CYMMER ROAD,  
PORT-TALBOT

PROPOSED 40MPH BUFFER SPEED LIMIT.  
PRELIMINARY LAYOUT.

File No.	Financial Code No.		
Drawn	JJD	Checked	Approved
Date	DEC'23	Date	Date
Scales	NTS	Status	PRELIM
Drawing No.	GLYNCORRWG-40BUFFER-PL1		

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**1. Details of the initiative**

<b>Initiative description and summary: C250 from Cymmer to Glyncorrwg and Cymmer road (Revocation) and (40mph Speed Limit) Order 2024</b>
<b>Service Area:</b> Engineering and Transport
<b>Directorate:</b> Environment and Regeneration

**2. Does the initiative affect:**

	Yes	No
Service users	Y	
Staff	Y	
Wider community	Y	
Internal administrative process only	Y	

**3. Does the initiative impact on people because of their:**

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		N			L	There is no negative impact as the proposed speed limit will benefit the whole community reducing traffic speed in advance of the new 20mph default speed limit.
Disability		N			L	
Gender Reassignment		N			L	
Marriage/Civil Partnership		N			L	
Pregnancy/Maternity		N			L	
Race		N			L	
Religion/Belief		N			L	
Sex		N			L	
Sexual orientation		N			L	

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language	Y				L	There will be a positive impact as we welcome all correspondence in Welsh and English when dealing with the wider community.
Treating the Welsh language no less favourably than English	Y				L	There will be a positive impact because all permanent highway approved signage and road markings used in the traffic regulation orders are Bilingual ( Welsh / English ) with Welsh placed above English.

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		N			L	There is no negative impact as the road markings are located on the carriageway, therefore the scheme does not impact the existing Flora, Fauna or Biodiversity.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		N			L	There is no negative impact as the road markings are located away from the kerb allowing the carriageway and footway drainage to function as at present. The scheme is located within the existing road surface and as such there is no opportunity to provide additional drainage systems such as swales, soakaways etc.

6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
<p><b>Long term</b> - how the initiative supports the long term well-being of people</p>	Y		<p>Within the Neath Port Talbot presently 59.6% of adults are obese or overweight (with 23.6% being obese) it is predicted that by 2025 the number will have risen to 66.5%. A quarter of children in Wales are overweight or obese (including 12.4% that are obese) Wales has a higher percentage of adolescents self-reporting to be overweight or obese compared to England, Scotland and Republic of Ireland, with rates being generally higher in boys than girls.</p> <p>Only 48.4% of adults in Neath Port Talbot are meeting the physical activity guidelines compared to 53.1% in Wales. For most people, the easiest form of physical activity are those that can be built into everyday life such as walking and commuting by active travel. By enabling active travel, the proposal will contribute to improved health benefits for users whilst reducing carbon emissions from vehicles.</p> <p>The Welsh Governments Llwybr Nweydd Wales transport strategy sets out the 20 year ambition and focuses on delivering an accessible, sustainable transport system that is good for people, communities, the environment the economy and Welsh language and culture.</p> <p>The 5 year priorities call for a transport system and infrastructure that plays its part in reducing greenhouse gas emissions whilst increasing active travel and public transport use by providing safe, accessible, sustainable transport systems that people will want to use.</p> <p>The sustainable transport hierarchy places active travel at the forefront of transport and sets out how the strategy will encourage people to change their travel behaviour to use low-carbon sustainable transport, cycling and walking as the preferred transport modes.</p>

			The scheme will help to encourage and maintain Active Travel through lowering the existing speed limit in advance of the new 20mph default speed limit, thereby benefiting the community.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	Y		The scheme through lowering the existing speed limit will improve community health through reduced air pollution and people walking to the local facilities, thereby contributing to other organisations goals on improving health for the population of Wales.
<b>Involvement</b> - how people have been involved in developing the initiative	Y		A statutory consultation exercise for the traffic regulation order was undertaken with letters and plans delivered to the whole community of Glyncoed detailing the proposals. The traffic regulation order was advertised in the South Wales Evening Post, on the Council's web site and Notices posted on site.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	Y		The various sections within the Council such as Highway Engineering and the Legal section have worked together on this initiative.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	Y		<p>In NPT 25.5% of homes do not have access to a car. Where car ownership levels are low, residents are more likely to be reliant on public transport and active travel for their day to day needs and to access key services and employment. Poor facilities can lead to difficulty in using active travel which can cause to social exclusion and isolation, which subsequently can lead to a range of health and social problems.</p> <p>Facilitating more journeys by Active Travel will reduce our consumption of natural resources and act to tackle the causes and consequences of congestion, climate change, traffic pollution and noise.</p> <p>Encouraging people to be more active by providing Active Travel routes will help people to be healthy, to achieve their potential.</p>

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	✓
Reasons for this conclusion	
<p>After completing the assessment, it has been determined that this proposal does not require a full Impact Assessment (second stage). The 40mph speed limit traffic regulation order will have a positive impact on service users, have no adverse impact on people who share protected characteristics or on people's ability to use the Welsh language.</p> <p>The 40mph speed limit traffic regulation order contributes to delivering the Council's Corporate Improvement Plan by improving the wellbeing of people within the community by providing safe passage for all highway users.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	Hasan I. Hasan	Engineering Manager	HIH	08/05/2024
Signed off by	D.W.Griffiths	Head of Engineering & Transport	DWG	08/05/2024

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **CABINET**

**10<sup>th</sup> July 2024**

**Report of the Head of Engineering & Transport – D.W.Griffiths**

**Matter for Decision**

**Wards Affected: Bryncoch North**

**GILFACH ROAD, BRYNCOCH, NEATH (REVOCATION) AND (30 MPH SPEED LIMIT) ORDER 2024**

**Purpose of the Report:**

To consider the objection received following the advertisement of the Gilfach road, Bryncoch, Neath (revocation) and (30 mph speed limit) order 2024, as indicated in Appendix A.

**Executive Summary:**

The report outlines the proposed 30mph Speed Limit Traffic Regulation Order which was formally advertised resulting in the objection being received.

## **Background:**

The Welsh Government have implemented a national roll out of a revision to the default speed limit of 30mph.

The new default speed limit in lit areas across Wales will be 20mph not 30mph as previously. This happened in September 2023 with the new default limits becoming operational.

Where roads have a new default speed limit of 20mph it has created a situation such as Gilfach road where you have a section of road that is national speed limit immediately dropping to a 20mph default speed limit. It is proposed to create a buffer speed limit of 30mph in advance of the existing 20mph default speed limit to deter heavy braking which could in turn lead to collisions.

## **Financial Impacts:**

The scheme is to be funded by the Welsh Government.

## **Integrated Impact Assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix B, has indicated that a more in-depth assessment is not required. A summary is included below: -

A full impact assessment is not required as the proposed traffic regulation order will provide a safe environment for all highway users.

## **Valleys Communities Impacts:**

There are 'No Implications' associated with this report.



**Workforce Impacts:**

There are 'No Implications' associated with this report.

**Legal Impacts:**

The proposal was advertised for a 21-day period between the 9<sup>th</sup> February 2024 and the 1<sup>st</sup> March 2024.

**Risk Management Impacts:**

There are no risk management impacts associated with this report.

**Consultation:**

This item has been subject to external consultation.  
A consultation exercise was undertaken for a period of 21 days between 9<sup>th</sup> February 2024 and the 1<sup>st</sup> March 2024.

A letter and plan was hand delivered to the properties in the surrounding areas near to the proposed 30mph buffer speed limit. We received one letter of objection to the scheme containing five individual points which are summarised below :-

Objection:- *Any officer observations/ comments are illustrated in italics in response to the points raised.*

- a) A resident states they cannot find anecdotal evidence that reducing your speed in a buffer zone before entering a 20mph area would help to reduce drivers speeding.

*The Council has undertaken traffic surveys at these locations post the implementation of the Welsh Government's 20mph default speed limit national rollout and has received evidence of traffic entering the 20mph speed limit in excess of the legal speed limit. This may or may not be related to the interface of 60/20 mph terminal locations, however a lower speed limit some distance prior to the 20mph terminals may well assist drivers in reducing their speed in the interest of road safety.*

- b) A resident has stated that the reduction of the speed limit will increase travel time throughout the area by 100%. The residents considers that poor decision making by NPTCBC in regards to the strategic highway network has led to longer journey times for drivers in particular allowing new developments along Neath abbey road.

*The roads under consideration in the statutory consultation are country lanes and it would be inappropriate and contrary to the Highway Code for drivers to travel these sections of highway at 60mph. If they did then they may be open to prosecution by the Police for careless or dangerous driving. Therefore, most of the traffic would travel below the legal speed limit subject to the above and journey times would not increase by 100% .*

- c) The resident states that industry wide standards for fuel efficiency require vehicles to travel at maintained speeds of around 55-56mph

*Speed limits are reduced in the interest of road safety not based on fuel efficiency of various vehicles. No Driver can*

*maintain a speed of 55 – 56 mph across all the highway network.*

- d) The resident states that most vehicles on the road are internal combustion engines that either have catalytic converters fitted on DPF's fitted (diesel particulate filter). In order for passive regeneration to take place a vehicle needs to supposedly maintain speeds in excess of 40mph for the process to begin. By reducing the speed limit to 30mph the resident believes that vehicles will not reach the optimum speeds in order for the regeneration process to be initiated and therefore lead to carbon build up on the catalytic converter or DPF filter which in turn causes damage to the vehicle and decreases fuel efficiency.

*The roads included in this statutory consultation are not suitable for safety reason to high speeds to be used as a method to clean or make engines more efficient.  
The cleaning of engines is recommended on Motorway and trunk roads where high speeds can be safely attained.*

- e) The resident feels that reducing the speed limit to 30mph will increase emissions due to the above points having a cumulative effect.

*The Council does not have any evidence that reducing a speed limit from 60mph to 30 mph will have a significant effect on vehicle pollution especially because most of the traffic will not be travelling at 60mph. If traffic chooses to by-pass the main routes due to congestion then this is not relevant to the proposal under consultation*

The local member has been consulted and supports overruling the objection and implementing the scheme as advertised.

### **Recommendations:**

Having had due regard to the integrated impact assessment it is recommended that the objection is overruled to the Gilfach road, Bryncoch, Neath (revocation) and (30 mph speed limit) order 2024, (as detailed in Appendix A to the circulated report) and that the scheme is implemented as advertised.

The objector will be informed of the decision accordingly.

### **Reasons for Proposed Decision:**

The Order is necessary to provide a buffer speed limit of 30mph in advance to the 20mph default speed limit on small sections of the highway that were previously national speed limit in the interest of road safety.

### **Implementation of Decision:**

The decision is proposed for implementation after the three-day call-in period.

### **Appendices:**

Appendix A – Plan – Buffer speed limits between 60mph and 20mph - Gilfach road, Bryncoch – Proposed 30mph speed limit extent.

Appendix B – Integrated Impact Assessment.

**List of Background Papers:**

None.

**Officer Contact:**

Mr Hasan Hasan  
Engineering & Transport  
Tel. No. 01639 636463  
Email [h.hasan@npt.gov.uk](mailto:h.hasan@npt.gov.uk)


Mr Martin Brumby,  
Engineering & Transport  
Tel. No. 01639 686013  
Email [m.brumby@npt.gov.uk](mailto:m.brumby@npt.gov.uk)

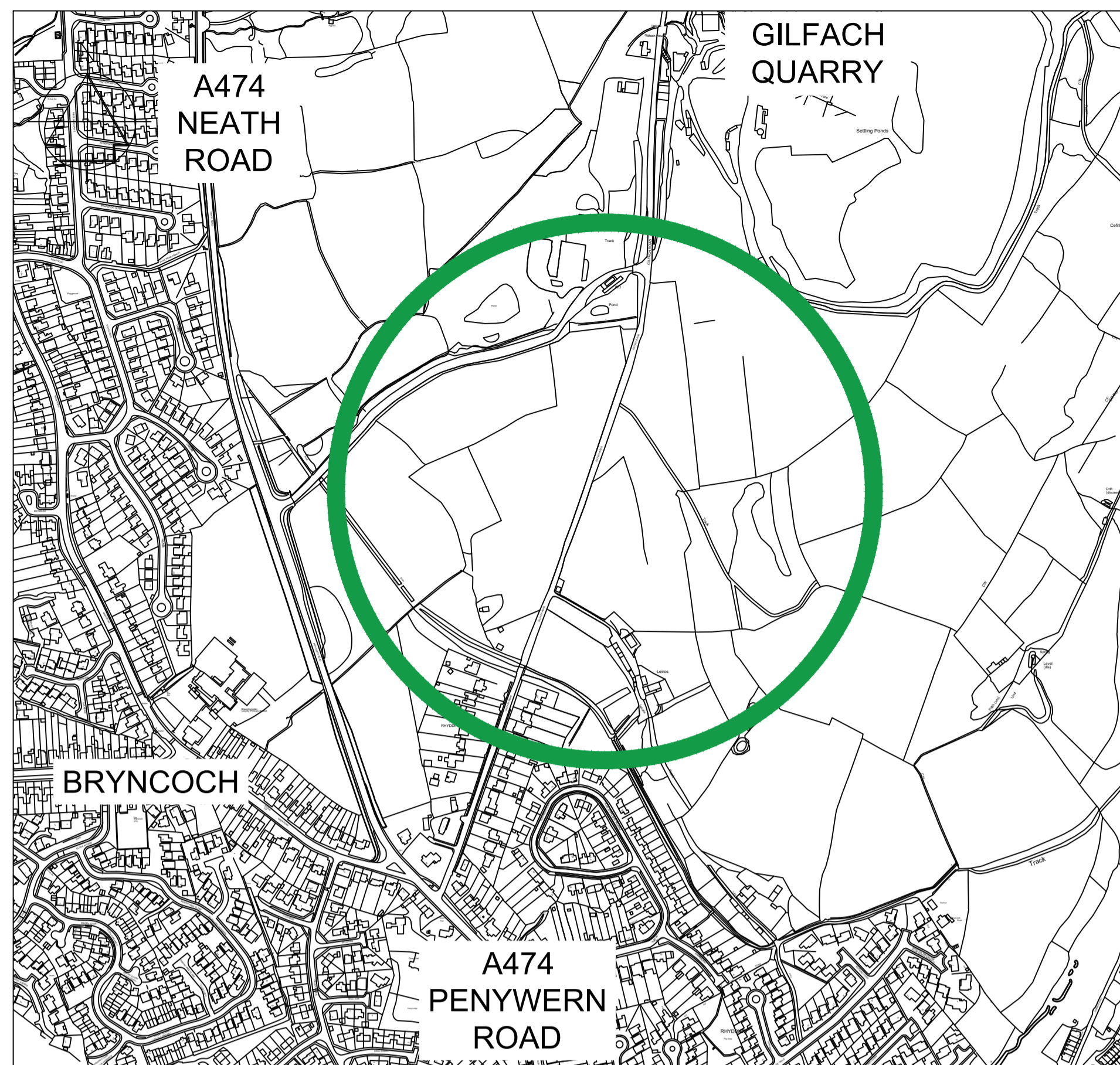
Mr Jonathan Davies,  
Engineering & Transport  
Tel. No. 01639 686494  
Email [j.davies11@npt.gov.uk](mailto:j.davies11@npt.gov.uk)

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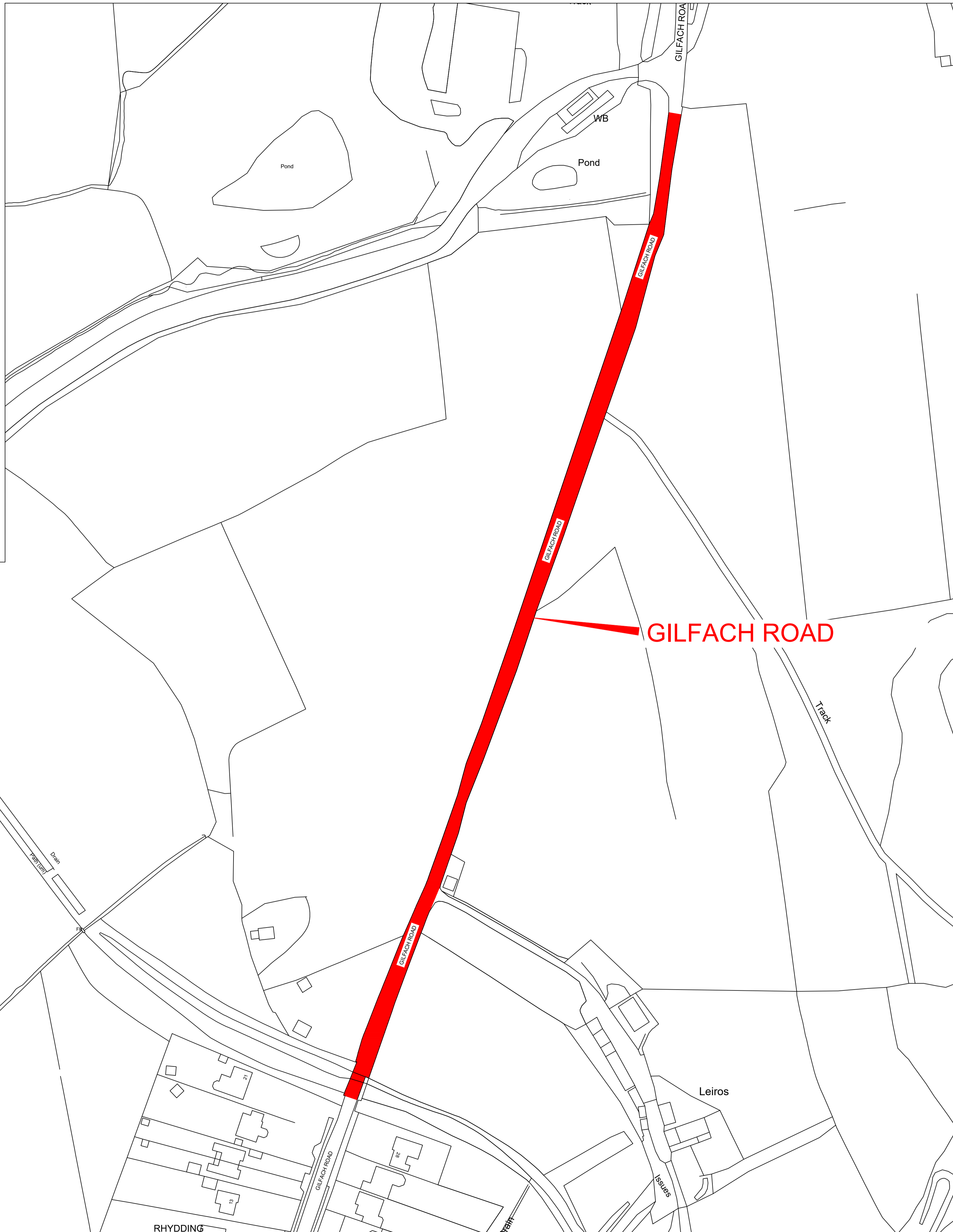
1. All dimensions are in millimetres unless otherwise stated.

KEY

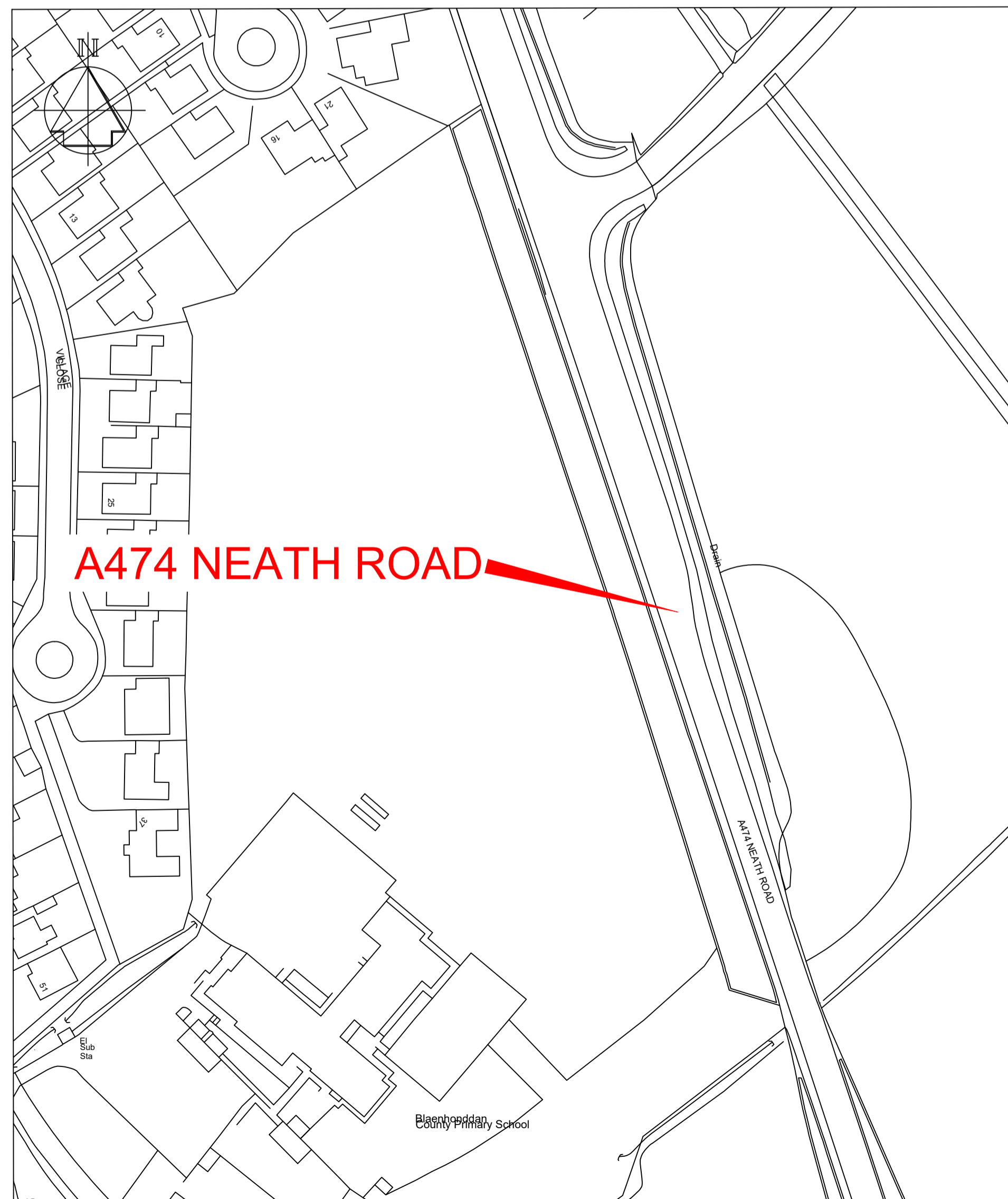
 Proposed 30mph speed limit



GILFACH ROAD, BRYNCOCH - LOCATION PLAN SCALE 1:5000



GILFACH ROAD, BRYNCOCH - LAYOUT PLAN SCALE 1:1000




A474 NEATH ROAD

GILFACH ROAD

Rev	Details	Dr	Ch	Ap	Date

Client

# APPENDIX A

 **Cyngor Castell-nedd Port Talbot**  
Neath Port Talbot Council

ENGINEERING AND TRANSPORT  
NICOLA PEARCE BSC (Hons), Dip TP, MRTPI  
DIRECTOR OF ENVIRONMENT AND REGENERATION  
THE QUAYS, BRUNEL WAY  
BAGLAN ENERGY PARK  
NEATH SA11 2GG

Job Title  
**BUFFER SPEED LIMITS BETWEEN 60MPH AND 20MPH**  
**GILFACH ROAD, BRYNCOCH**  
**PROPOSED 30MPH SPEED LIMIT EXTENT**

File No.	Financial Code No. 26/007500/B054/266387				
Drawn	CGD	Checked	MCB	Approved	HHH
Date	JAN 24	Date	JAN 24	Date	JAN 24
Scales	AS SHOWN	Status			
Drawing No.	C21336 / BSL / GR / TR01				

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**1. Details of the initiative**

<b>Initiative description and summary: Gilfach road, Brycoch, Neath (Revocation) and (30mph Speed Limit) Order 2024</b>
<b>Service Area:</b> Engineering and Transport
<b>Directorate:</b> Environment and Regeneration

**2. Does the initiative affect:**

	Yes	No
Service users	Y	
Staff	Y	
Wider community	Y	
Internal administrative process only	Y	

**3. Does the initiative impact on people because of their:**

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		N			L	There is no negative impact as the proposed speed limit will benefit the whole community reducing traffic speed in advance of the new 20mph default speed limit.
Disability		N			L	
Gender Reassignment		N			L	
Marriage/Civil Partnership		N			L	
Pregnancy/Maternity		N			L	
Race		N			L	
Religion/Belief		N			L	
Sex		N			L	
Sexual orientation		N			L	

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language	Y				L	There will be a positive impact as we welcome all correspondence in Welsh and English when dealing with the wider community.
Treating the Welsh language no less favourably than English	Y				L	There will be a positive impact because all permanent highway approved signage and road markings used in the traffic regulation orders are Bilingual ( Welsh / English ) with Welsh placed above English.

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		N			L	There is no negative impact as the road markings are located on the carriageway, therefore the scheme does not impact the existing Flora, Fauna or Biodiversity.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		N			L	There is no negative impact as the road markings are located away from the kerb allowing the carriageway and footway drainage to function as at present. The scheme is located within the existing road surface and as such there is no opportunity to provide additional drainage systems such as swales, soakaways etc.

6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
<p><b>Long term</b> - how the initiative supports the long term well-being of people</p>	Y		<p>Within the Neath Port Talbot presently 59.6% of adults are obese or overweight (with 23.6% being obese) it is predicted that by 2025 the number will have risen to 66.5%. A quarter of children in Wales are overweight or obese (including 12.4% that are obese) Wales has a higher percentage of adolescents self-reporting to be overweight or obese compared to England, Scotland and Republic of Ireland, with rates being generally higher in boys than girls.</p> <p>Only 48.4% of adults in Neath Port Talbot are meeting the physical activity guidelines compared to 53.1% in Wales. For most people, the easiest form of physical activity are those that can be built into everyday life such as walking and commuting by active travel. By enabling active travel, the proposal will contribute to improved health benefits for users whilst reducing carbon emissions from vehicles.</p> <p>The Welsh Governments Llwybr Nweydd Wales transport strategy sets out the 20 year ambition and focuses on delivering an accessible, sustainable transport system that is good for people, communities, the environment the economy and Welsh language and culture.</p> <p>The 5 year priorities call for a transport system and infrastructure that plays its part in reducing greenhouse gas emissions whilst increasing active travel and public transport use by providing safe, accessible, sustainable transport systems that people will want to use.</p> <p>The sustainable transport hierarchy places active travel at the forefront of transport and sets out how the strategy will encourage people to change their travel behaviour to use low-carbon sustainable transport, cycling and walking as the preferred transport modes.</p>

			The scheme will help to encourage and maintain Active Travel through lowering the existing speed limit in advance of the new 20mph default speed limit, thereby benefiting the community.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	Y		The scheme through lowering the existing speed limit will improve community health through reduced air pollution and people walking to the local facilities, thereby contributing to other organisations goals on improving health for the population of Wales.
<b>Involvement</b> - how people have been involved in developing the initiative	Y		A statutory consultation exercise for the traffic regulation order was undertaken with letters and plans delivered to the adjacent properties detailing the proposals. The traffic regulation order was advertised in the South Wales Evening Post, on the Council's web site and Notices posted on site.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	Y		The various sections within the Council such as Highway Engineering and the Legal section have worked together on this initiative.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	Y		<p>In NPT 25.5% of homes do not have access to a car. Where car ownership levels are low, residents are more likely to be reliant on public transport and active travel for their day to day needs and to access key services and employment. Poor facilities can lead to difficulty in using active travel which can cause to social exclusion and isolation, which subsequently can lead to a range of health and social problems.</p> <p>Facilitating more journeys by Active Travel will reduce our consumption of natural resources and act to tackle the causes and consequences of congestion, climate change, traffic pollution and noise.</p> <p>Encouraging people to be more active by providing Active Travel routes will help people to be healthy, to achieve their potential.</p>

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	✓
Reasons for this conclusion	
<p>After completing the assessment, it has been determined that this proposal does not require a full Impact Assessment (second stage). The 30mph speed limit traffic regulation order will have a positive impact on service users, have no adverse impact on people who share protected characteristics or on people's ability to use the Welsh language.</p> <p>The 30mph speed limit traffic regulation order contributes to delivering the Council's Corporate Improvement Plan by improving the wellbeing of people within the community by providing safe passage for all highway users.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	Hasan I. Hasan	Engineering Manager	HIH	08/05/2024
Signed off by	D.W.Griffiths	Head of Engineering & Transport	DWG	08/05/2024

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### CABINET

10<sup>th</sup> July 2024

**Report of the Head of Engineering & Transport – D.W.Griffiths**

#### **Matter for Decision**

**Wards Affected: Resolven and Tonna**

**B4242 NEATH ROAD, ABERGARWED  
(REVOCATION) AND (40MPH SPEED LIMIT) ORDER 2024**

#### **Purpose of the Report:**

To consider the objection received following the advertisement of the B4242 Neath Road, Abergarwed (revocation) and (40mph speed limit) order 2024, as indicated in Appendix A.

#### **Executive Summary:**

The report outlines the proposed 40mph Speed Limit Traffic Regulation Order which was formally advertised resulting in the objection being received.

## **Background:**

The Welsh Government have implemented a national roll out of a revision to the default speed limit of 30mph.

The new default speed limit in lit areas across Wales will be 20mph not 30mph as previously. This happened in September 2023 with the new default limits becoming operational.

Where roads have a new default speed limit of 20mph it has created a situation such as the B4242 Neath road, Abergarwed where you have a section of road that is national speed limit immediately dropping to a 20mph default speed limit. It is proposed to create a buffer speed limit of 40mph in advance of the existing 20mph default speed limit to deter heavy braking which could in turn lead to collisions.

## **Financial Impacts:**

The scheme is to be funded by the Welsh Government.

## **Integrated Impact Assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix B, has indicated that a more in-depth assessment is not required. A summary is included below: -

A full impact assessment is not required as the proposed traffic regulation order will provide a safe environment for all highway users.



### **Valleys Communities Impacts:**

There are 'No Implications' associated with this report.

### **Workforce Impacts:**

There are 'No Implications' associated with this report.

### **Legal Impacts:**

The proposal was advertised for a 21-day period between the 2<sup>nd</sup> February 2024 and the 23<sup>th</sup> February 2024.

### **Risk Management Impacts:**

There are no risk management impacts associated with this report.

### **Consultation:**

This item has been subject to external consultation.

A consultation exercise was undertaken for a period of 21 days between 2<sup>nd</sup> February 2024 and the 23<sup>rd</sup> February 2024.

A letter with a plan was hand delivered to the properties in the surrounding areas near to the proposed 40mph buffer speed limit.

We received 1 objection to the scheme which is summarised below :-

Objections:- *Any officer observations/ comments are illustrated in italics in response to the points raised.*

- a) A resident states that they strongly object to the 40mph buffer speed limit as they are already suffering due to the

20mph default speed limit being introduced in the area. They raise concerns around bus times and chemist deliveries suffering as a consequence. They also state that the road is wide enough for 60mph.

*Whilst the local highway authority appreciates the residents' concerns, the scheme is only proposing to introduce a short section of 40mph buffer speed limit in advance of the default 20mph speed limit located in the village of Abergarwed. By lowering the speed limit from 60mph to 40mph in advance of the 20mph speed limit, this allows a short section for deceleration rather than breaking harshly at the 20mph speed limit terminal signs which are located just before the first row of houses in Abergarwed.*

The local member's has been consulted and they support over ruling the objection and implementing the scheme as advertised.

### **Recommendations:**

Having had due regard to the integrated impact assessment it is recommended that the objection is overruled to the B4242 Neath road, Abergarwed (revocation) and (40mph speed limit) order 2024, as indicated in Appendix A to the circulated report) and that the scheme is implemented as advertised.

The objector will be notified of the decision accordingly.

### **Reasons for Proposed Decision:**

The Order is necessary to provide a buffer speed limit of 40mph in advance to the 20mph default speed limit on small sections of the highway that were previously national speed limit in the interest of road safety.

## **Implementation of Decision:**

The decision is proposed for implementation after the three-day call-in period.

## **Appendices:**

Appendix A – Plan – Proposed 40mph buffer speed limit, B4242 Neath road, Abergarwed.

Appendix B – Integrated Impact Assessment.

## **List of Background Papers:**

None.

## **Officer Contact:**

Mr Hasan Hasan  
Engineering & Transport  
Tel. No. 01639 636463  
Email [h.hasan@npt.gov.uk](mailto:h.hasan@npt.gov.uk)

Mr Martin Brumby,  
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Email [m.brumby@npt.gov.uk](mailto:m.brumby@npt.gov.uk)

Mr Jonathan Davies,  
Engineering & Transport  
Tel. No. 01639 686494  
Email [j.davies11@npt.gov.uk](mailto:j.davies11@npt.gov.uk)

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**1. Details of the initiative**

<b>Initiative description and summary: B4242 Neath road, Abergarwed (Revocation) and (40mph Speed Limit) Order 2024</b>
<b>Service Area:</b> Engineering and Transport
<b>Directorate:</b> Environment and Regeneration

**2. Does the initiative affect:**

	Yes	No
Service users	Y	
Staff	Y	
Wider community	Y	
Internal administrative process only	Y	

**3. Does the initiative impact on people because of their:**

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		N			L	There is no negative impact as the proposed speed limit will benefit the whole community reducing traffic speed in advance of the new 20mph default speed limit.
Disability		N			L	
Gender Reassignment		N			L	
Marriage/Civil Partnership		N			L	
Pregnancy/Maternity		N			L	
Race		N			L	
Religion/Belief		N			L	
Sex		N			L	
Sexual orientation		N			L	

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language	Y				L	There will be a positive impact as we welcome all correspondence in Welsh and English when dealing with the wider community.
Treating the Welsh language no less favourably than English	Y				L	There will be a positive impact because all permanent highway approved signage and road markings used in the traffic regulation orders are Bilingual ( Welsh / English ) with Welsh placed above English.

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		N			L	There is no negative impact as the road markings are located on the carriageway, therefore the scheme does not impact the existing Flora, Fauna or Biodiversity.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		N			L	There is no negative impact as the road markings are located away from the kerb allowing the carriageway and footway drainage to function as at present. The scheme is located within the existing road surface and as such there is no opportunity to provide additional drainage systems such as swales, soakaways etc.



6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
<p><b>Long term</b> - how the initiative supports the long term well-being of people</p>	Y		<p>Within the Neath Port Talbot presently 59.6% of adults are obese or overweight (with 23.6% being obese) it is predicted that by 2025 the number will have risen to 66.5%. A quarter of children in Wales are overweight or obese (including 12.4% that are obese) Wales has a higher percentage of adolescents self-reporting to be overweight or obese compared to England, Scotland and Republic of Ireland, with rates being generally higher in boys than girls.</p> <p>Only 48.4% of adults in Neath Port Talbot are meeting the physical activity guidelines compared to 53.1% in Wales. For most people, the easiest form of physical activity are those that can be built into everyday life such as walking and commuting by active travel. By enabling active travel, the proposal will contribute to improved health benefits for users whilst reducing carbon emissions from vehicles.</p> <p>The Welsh Governments Llwybr Nweydd Wales transport strategy sets out the 20 year ambition and focuses on delivering an accessible, sustainable transport system that is good for people, communities, the environment the economy and Welsh language and culture.</p> <p>The 5 year priorities call for a transport system and infrastructure that plays its part in reducing greenhouse gas emissions whilst increasing active travel and public transport use by providing safe, accessible, sustainable transport systems that people will want to use.</p> <p>The sustainable transport hierarchy places active travel at the forefront of transport and sets out how the strategy will encourage people to change their travel behaviour to use low-carbon sustainable transport, cycling and walking as the preferred transport modes.</p>

			The scheme will help to encourage and maintain Active Travel through lowering the existing speed limit in advance of the new 20mph default speed limit, thereby benefiting the community.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	Y		The scheme through lowering the existing speed limit will improve community health through reduced air pollution and people walking to the local facilities, thereby contributing to other organisations goals on improving health for the population of Wales.
<b>Involvement</b> - how people have been involved in developing the initiative	Y		A statutory consultation exercise for the traffic regulation order was undertaken with letters and plans delivered to the adjacent properties detailing the proposals. The traffic regulation order was advertised in the South Wales Evening Post, on the Council's web site and Notices posted on site.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	Y		The various sections within the Council such as Highway Engineering and the Legal section have worked together on this initiative.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	Y		<p>In NPT 25.5% of homes do not have access to a car. Where car ownership levels are low, residents are more likely to be reliant on public transport and active travel for their day to day needs and to access key services and employment. Poor facilities can lead to difficulty in using active travel which can cause to social exclusion and isolation, which subsequently can lead to a range of health and social problems.</p> <p>Facilitating more journeys by Active Travel will reduce our consumption of natural resources and act to tackle the causes and consequences of congestion, climate change, traffic pollution and noise.</p> <p>Encouraging people to be more active by providing Active Travel routes will help people to be healthy, to achieve their potential.</p>

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	✓
Reasons for this conclusion	
<p>After completing the assessment, it has been determined that this proposal does not require a full Impact Assessment (second stage). The 40mph speed limit traffic regulation order will have a positive impact on service users, have no adverse impact on people who share protected characteristics or on people's ability to use the Welsh language.</p> <p>The 40mph speed limit traffic regulation order contributes to delivering the Council's Corporate Improvement Plan by improving the wellbeing of people within the community by providing safe passage for all highway users.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	Hasan I. Hasan	Engineering Manager	HIH	08/05/2024
Signed off by	D.W.Griffiths	Head of Engineering & Transport	DWG	08/05/2024

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **CABINET**

**10<sup>th</sup> July 2024**

**Report of the Head of Engineering & Transport – D.W.Griffiths**

#### **Matter for Decision**

**Wards Affected: Dyffryn and Bryncoch North**

**LONGFORD ROAD, DYFFRYN ROAD AND LANE BETWEEN  
DYFFRYN ROAD AND FARMERS ROAD, NEATH (REVOCATION)  
AND (30 MPH SPEED LIMIT) ORDER 2024**

#### **Purpose of the Report:**

To consider the objection received following the advertisement of the Longford road, Dyffryn road and Lane between Dyffryn road and Farmers road, Neath (revocation) and (30 mph speed limit) Order 2024, as indicated in Appendix A.

#### **Executive Summary:**

The report outlines the proposed 30mph Speed Limit Traffic Regulation Order which was formally advertised resulting in the objection being received.

## **Background:**

The Welsh Government have implemented a national roll out of a revision to the default speed limit of 30mph.

The new default speed limit in lit areas across Wales will be 20mph not 30mph as previously. This happened in September 2023 with the new default limits becoming operational.

Where roads have a new default speed limit of 20mph it has created a situation such as Longford road where you have a section of road that is national speed limit immediately dropping to a 20mph default speed limit. It is proposed to create a buffer speed limit of 30mph in advance of the existing 20mph default speed limit to deter heavy braking which could in turn lead to collisions.

## **Financial Impacts:**

The scheme is to be funded by the Welsh Government.

## **Integrated Impact Assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix B, has indicated that a more in-depth assessment is not required. A summary is included below: -

A full impact assessment is not required as the proposed traffic regulation order will provide a safe environment for all highway users.

**Valleys Communities Impacts:**

There are 'No Implications' associated with this report.

**Workforce Impacts:**

There are 'No Implications' associated with this report.

**Legal Impacts:**

The proposal was advertised for a 21-day period between the 9<sup>th</sup> February 2024 and the 1<sup>st</sup> March 2024.

**Risk Management Impacts:**

There are no risk management impacts associated with this report.

**Consultation:**

This item has been subject to external consultation.

A consultation exercise was undertaken for a period of 21 days between 9<sup>th</sup> February 2024 and the 1<sup>st</sup> March 2024.

There were 45 letters and plans hand delivered to the properties in the surrounding areas near to the proposed 30mph buffer speed limit.

We received one letter of objection to the scheme containing five individual points which are summarised below :-

*Objection:- Any officer observations/ comments are illustrated in italics in response to the points raised.*

- a) A resident states they cannot find anecdotal evidence that reducing your speed in a buffer zone before entering a 20mph area would help to reduce drivers speeding.

*The Council has undertaken traffic surveys at these locations post the implementation of the Welsh Government's 20mph default speed limit national rollout and has received evidence of traffic entering the 20mph speed limit in excess of the legal speed limit. This may or may not be related to the interface of 60/20 mph terminal locations, however a lower speed limit some distance prior to the 20mph terminals may well assist drivers in reducing their speed in the interest of road safety.*

- b) A resident has stated that the reduction of the speed limit will increase travel time throughout the area by 100%. The residents considers that poor decision making by NPTCBC in regards to the strategic highway network has led to longer journey times for drivers in particular allowing new developments along Neath abbey road.

*The roads under consideration in the statutory consultation are country lanes and it would be inappropriate and contrary to the Highway Code for drivers to travel these sections of highway at 60mph. If they did then they may be open to prosecution by the Police for careless or dangerous driving. Therefore, most of the traffic would travel below the legal speed limit subject to the above and journey times would not increase by 100% .*

- c) The resident states that industry wide standards for fuel efficiency require vehicles to travel at maintained speeds of around 55-56mph



*Speed limits are reduced in the interest of road safety not based on fuel efficiency of various vehicles. No Driver can maintain a speed of 55 – 56 mph across all the highway network.*

- d) The resident states that most vehicles on the road are internal combustion engines that either have catalytic converters fitted on DPF's fitted (diesel particulate filter). In order for passive regeneration to take place a vehicle needs to supposedly maintain speeds in excess of 40mph for the process to begin. By reducing the speed limit to 30mph the resident believes that vehicles will not reach the optimum speeds in order for the regeneration process to be initiated and therefore lead to carbon build up on the catalytic converter or DPF filter which in turn causes damage to the vehicle and decreases fuel efficiency.

*The roads included in this statutory consultation are not suitable for safety reason to high speeds to be used as a method to clean or make engines more efficient. Furthermore, the maximum distance of the proposed speed limit change is 1,044 metres and includes 5 number bends and 3 junctions, therefore it would be unsafe to attempt such behaviour. The cleaning of engines is recommended on Motorway and trunk roads where high speeds can be safely attained.*

- e) The resident feels that reducing the speed limit to 30mph will increase emissions due to the above points having a cumulative effect.

*The Council does not have any evidence that reducing a speed limit from 60mph to 30 mph over a maximum of 1,044 metres will have a significant effect on vehicle pollution especially because most of the traffic will not be*

*travelling at 60mph. If traffic chooses to by-pass the main routes due to congestion then this is not relevant to the proposal under consultation*

The local members has been consulted and support overruling the objection and implementing the scheme as advertised.

**Recommendations:**

Having had due regard to the integrated impact assessment it is recommended that the objection are overruled to the Longford road, Dyffryn road and Lane between Dyffryn road and Farmers road, Neath (revocation) and (30 mph speed limit) Order 2024, (as detailed in Appendix A to the circulated report) and that the scheme is implemented as advertised.

The objector will be informed of the decision accordingly.

**Reasons for Proposed Decision:**

The Order is necessary to provide a buffer speed limit of 30mph in advance to the 20mph default speed limit on small sections of the highway that were previously national speed limit in the interest of road safety.

**Implementation of Decision:**

The decision is proposed for implementation after the three-day call-in period.

**Appendices:**

Appendix A – Plan – Longford road, Dyffryn road and Lane between Farmers road to Longford road, Neath – Proposed 30mph buffer speed limit – Preliminary layout.

Appendix B – Integrated Impact Assessment.

**List of Background Papers:**

None.

**Officer Contact:**

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Engineering & Transport  
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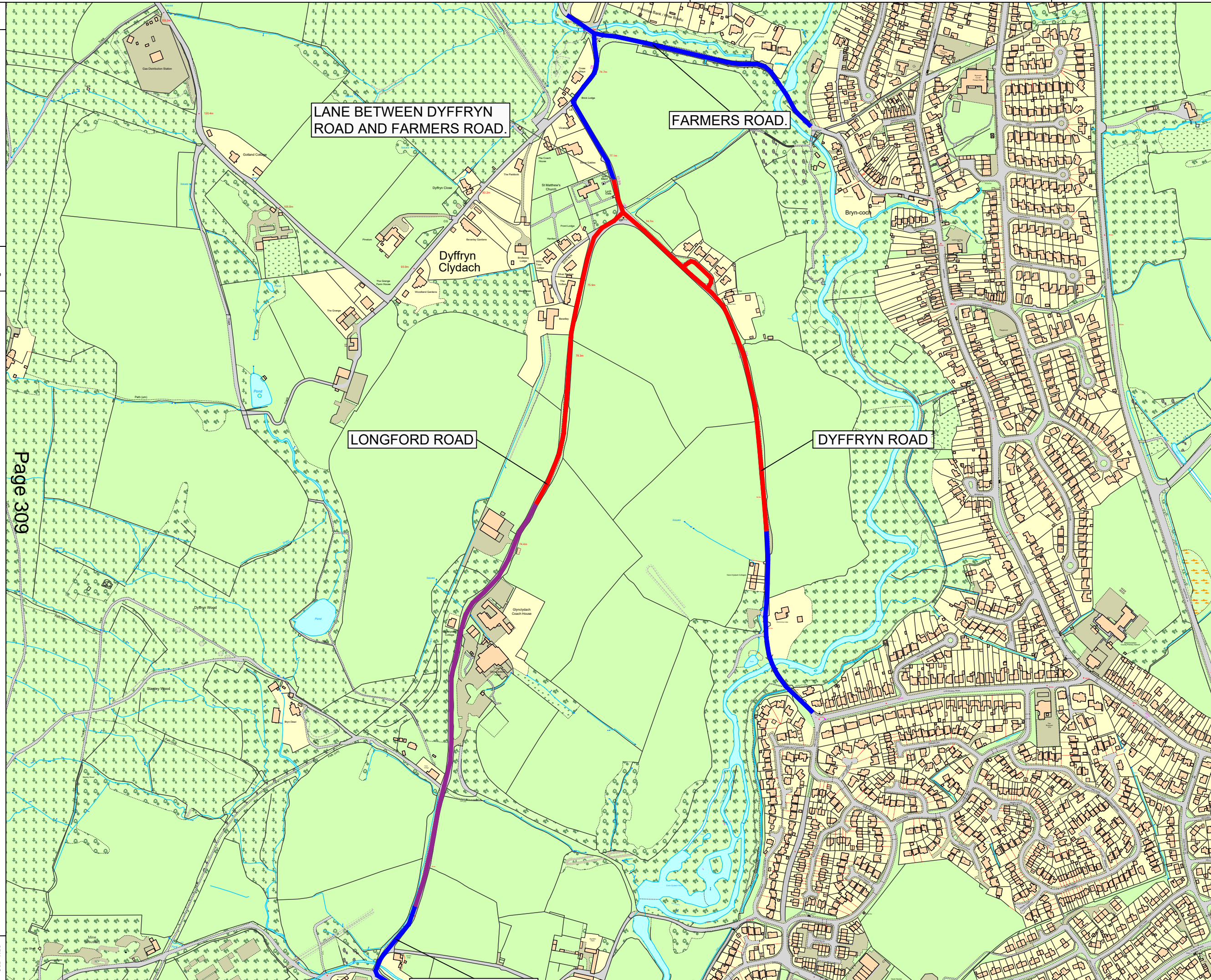
Mr Jonathan Davies,  
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Dwg. No.

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Job Title



NOTES

A1

1. All dimensions are in millimetres unless otherwise stated.

- █ 20mph default speed limit
- █ Existing National speed limit to become proposed 30mph speed limit.
- █ Existing 40mph speed limit

Rev	Details	Dr	Ch	Ap	Date

Client

# APPENDIX A


**Cyngor Castell-nedd Port Talbot**  
 Neath Port Talbot Council  
 ENGINEERING AND TRANSPORT  
 NICOLA PEARCE BSC (Hons), Dip TP, MRTPI  
 DIRECTOR OF ENVIRONMENT AND REGENERATION  
 THE QUAYS, BRUNEL WAY  
 BAGLAN ENERGY PARK  
 NEATH SA11 2GG

Job Title  
 LONGFORD ROAD, DYFFFRYN ROAD AND  
 LANE BETWEEN FARMERS ROAD TO LONGFORD ROAD,  
 NEATH  
 PROPOSED 30MPH BUFFER SPEED LIMIT.  
 PRELIMINARY LAYOUT.

File No.	Financial Code No.		
Drawn	JJD	Checked	Approved
Date	DEC'23	Date	Date
Scales	NTS	Status	PRELIM
Drawing No.	LONGFORD-BUFFER-PL1		

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**1. Details of the initiative**

<b>Initiative description and summary:</b> Longford road, Dyffryn road and Lane between Dyffryn road and Farmers road, Neath (revocation) and (30 mph speed limit) Order 2024
<b>Service Area:</b> Engineering and Transport
<b>Directorate:</b> Environment and Regeneration

**2. Does the initiative affect:**

	Yes	No
Service users	Y	
Staff	Y	
Wider community	Y	
Internal administrative process only	Y	

**3. Does the initiative impact on people because of their:**

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		N			L	There is no negative impact as the proposed speed limit will benefit the whole community reducing traffic speed in advance of the new 20mph default speed limit.
Disability		N			L	
Gender Reassignment		N			L	
Marriage/Civil Partnership		N			L	
Pregnancy/Maternity		N			L	
Race		N			L	
Religion/Belief		N			L	
Sex		N			L	
Sexual orientation		N			L	

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language	Y				L	There will be a positive impact as we welcome all correspondence in Welsh and English when dealing with the wider community.
Treating the Welsh language no less favourably than English	Y				L	There will be a positive impact because all permanent highway approved signage and road markings used in the traffic regulation orders are Bilingual ( Welsh / English ) with Welsh placed above English.

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		N			L	There is no negative impact as the road markings are located on the carriageway, therefore the scheme does not impact the existing Flora, Fauna or Biodiversity.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		N			L	There is no negative impact as the road markings are located away from the kerb allowing the carriageway and footway drainage to function as at present. The scheme is located within the existing road surface and as such there is no opportunity to provide additional drainage systems such as swales, soakaways etc.



6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
<p><b>Long term</b> - how the initiative supports the long term well-being of people</p>	Y		<p>Within the Neath Port Talbot presently 59.6% of adults are obese or overweight (with 23.6% being obese) it is predicted that by 2025 the number will have risen to 66.5%. A quarter of children in Wales are overweight or obese (including 12.4% that are obese) Wales has a higher percentage of adolescents self-reporting to be overweight or obese compared to England, Scotland and Republic of Ireland, with rates being generally higher in boys than girls.</p> <p>Only 48.4% of adults in Neath Port Talbot are meeting the physical activity guidelines compared to 53.1% in Wales. For most people, the easiest form of physical activity are those that can be built into everyday life such as walking and commuting by active travel. By enabling active travel, the proposal will contribute to improved health benefits for users whilst reducing carbon emissions from vehicles.</p> <p>The Welsh Governments Llwybr Nweydd Wales transport strategy sets out the 20 year ambition and focuses on delivering an accessible, sustainable transport system that is good for people, communities, the environment the economy and Welsh language and culture.</p> <p>The 5 year priorities call for a transport system and infrastructure that plays its part in reducing greenhouse gas emissions whilst increasing active travel and public transport use by providing safe, accessible, sustainable transport systems that people will want to use.</p> <p>The sustainable transport hierarchy places active travel at the forefront of transport and sets out how the strategy will encourage people to change their travel behaviour to use low-carbon sustainable transport, cycling and walking as the preferred transport modes.</p>

			The scheme will help to encourage and maintain Active Travel through lowering the existing speed limit in advance of the new 20mph default speed limit, thereby benefiting the community.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	Y		The scheme through lowering the existing speed limit will improve community health through reduced air pollution and people walking to the local facilities, thereby contributing to other organisations goals on improving health for the population of Wales.
<b>Involvement</b> - how people have been involved in developing the initiative	Y		A statutory consultation exercise for the traffic regulation order was undertaken with letters and plans delivered to the adjacent properties detailing the proposals. The traffic regulation order was advertised in the South Wales Evening Post, on the Council's web site and Notices posted on site.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	Y		The various sections within the Council such as Highway Engineering and the Legal section have worked together on this initiative.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	Y		<p>In NPT 25.5% of homes do not have access to a car. Where car ownership levels are low, residents are more likely to be reliant on public transport and active travel for their day to day needs and to access key services and employment. Poor facilities can lead to difficulty in using active travel which can cause to social exclusion and isolation, which subsequently can lead to a range of health and social problems.</p> <p>Facilitating more journeys by Active Travel will reduce our consumption of natural resources and act to tackle the causes and consequences of congestion, climate change, traffic pollution and noise.</p> <p>Encouraging people to be more active by providing Active Travel routes will help people to be healthy, to achieve their potential.</p>

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	✓
Reasons for this conclusion	
<p>After completing the assessment, it has been determined that this proposal does not require a full Impact Assessment (second stage). The 30mph speed limit traffic regulation order will have a positive impact on service users, have no adverse impact on people who share protected characteristics or on people's ability to use the Welsh language.</p> <p>The 30mph speed limit traffic regulation order contributes to delivering the Council's Corporate Improvement Plan by improving the wellbeing of people within the community by providing safe passage for all highway users.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	Hasan I. Hasan	Engineering Manager	HIH	08/05/2024
Signed off by	D.W.Griffiths	Head of Engineering & Transport	DWG	08/05/2024

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNCIL NEATH PORT TALBOT CABINET BOARD**

**10<sup>th</sup> July 2024**

**Report of the Head of Housing and Communities -  
Chelé Zandra Howard**

### **Matter for Decision**

### **Wards Affected:**

All Wards

### **Procurement of a Regional Alliancing Agreement for Substance Use Services**

### **Purpose of the Report:**

To obtain Member approval for the:

- Undertaking of a procurement exercise on behalf of the Area Planning Board (“APB”) for Substance Use Services to be delivered across the Swansea and Neath Port Talbot Area;
- Head of Housing & Communities to receive delegated authority to enter into a contract with the winning bidder(s).

## **Executive Summary:**

This report sets out a proposal to undertake a procurement exercise in order to appoint an alliance of Providers to deliver substance use services on behalf of the APB within the West Glamorgan area.

## **Background:**

On 16<sup>th</sup> November 2023 the Social Services, Housing and Community Safety Cabinet Board approved the Alliance Outline Business Case (Background Paper 1). This report set out the case for establishing an alliance of services that work together in order to holistically support people with harmful substance use.

Since then, Officers have undertaken significant work with APB partner organisations, providers of services and those that have lived experience of substance use treatment services, to develop the service model for the alliance.

In order to progress the alliance, Officers request permission to undertake a procurement process to establish an alliance and to enter into a contract with the successful bidder(s). The contract length is a maximum of 10 years consisting of an initial period of 3 years (with an option to extend for a further period(s) of up to 3+3+1 years) subject to the terms and conditions of the Agreement and funding terms & cycles.

The procurement route that will be utilised is 'Competitive dialogue'. Any bidder may submit a request to participate through completing a pre-qualification questionnaire. Following evaluation of the information provided in the questionnaire, bidders will be invited to participate in dialogue with Neah Port Talbot County Borough Council ("the Council") and commissioning partners. The dialogue process involves the bidding groups and the contracting authority and allows all the opportunity to continue in dialogue until they find a solution that meets their needs. The bidding groups will then submit their final tenders to be evaluated in accordance with the award criteria in the 'Invite To Tender'. Often used for complex solutions, the Competitive Dialogue process focusses on development of solutions and is more collaborative in nature, which is why this has been considered as the most effective approach in this case.

As the APB is not a legal entity, the Council acts as the lead authority for all financial and contractual arrangements relating to services funded by the Substance Misuse Action Fund (SMAF) and there is a risk sharing agreement executed by members of the APB that protect the Councils exposure in this regard.

## **Financial Impacts:**

Services will be funded from the various substance use grants made available to the region by Welsh government (“WG”), alongside a small amount of additional funding from APB partners. The Council contribution is £69,806 from its base budget, with no current plan to change this contribution in future years, as such entering into an alliance contract will not result in any new financial impacts for the Council.

The total amount of funding available to the region in 2024/25 is £9,693,990.00 (excluding Criminal Justice services allocations), however it is anticipated that this funding will reduce to £8,864,726 in 2025/26 as a result of certain grant funding streams coming to an end within this financial year. As such, the maximum financial envelope for this contract is in the region of £9,000,000 per annum.

It should be noted that the total financial envelope for the contract is dependent on WG grant allocation in future years, which may change throughout the lifetime of the contract. To minimise any financial risk, the alliance contract will be based around the annual funding available and will include the ability to terminate the contract or terminate elements of the contract by giving 3 months’ notice mirroring the exposure to the Council in the WG grant award terms and conditions. This will ensure that the contract value does not exceed the total amount of grant funding made available to the APB. It will be made clear in the procurement documentation that funding streams may fluctuate over the course of the contract due to the nature of grant funding.

Based on the anticipated level of grant funding for 2025/26, the maximum contract value will be approximately £90 million.

## **Integrated Impact Assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage impact assessment has indicated that a more in-depth assessment was required.

An overview of the Integrated Impact Assessment has been included below in summary form only and it is essential that Members read the Integrated Impact Assessment, which is attached to the report at Appendix 1.

The Integrated Impact Assessment identified that the procurement of an alliance contract will have a positive impact on people that are at risk of/or are experiencing drug and alcohol use issues, many of which will have other protected characteristics. This is because the alliance service model intends to proactively address the challenges facing individuals, families and communities experiencing the harm associated with drug and alcohol use.

### **Valleys Communities Impacts:**

It is recognised that there can be challenges for people in Valley communities accessing certain services in a timely way (timescales in receiving prescribing for example) and due to location (having to commute long distances to access support). The access to and quality of provision of substance treatment support services needs to improve across all areas of Neath Port Talbot. The new contract will require that services are accessible to all eligible people in Neath Port Talbot and Swansea including the Valley areas.

### **Workforce Impacts:**

There will be no impact on the Council workforce.

### **Legal Impacts:**

It is anticipated that the contract value will exceed the threshold of £663,540 inclusive of VAT, for the Light Touch Regime set out in the Public Contract Regulations 2015. In addition, the Council must comply with its own Contract Procedure Rules which apply to the letting of contracts.

Under the Public Contract Regulations 2015, the Council is obliged to act in an open fair and transparent manner, ensuring that contract opportunities for such social care services are advertised to reach a wide market in order to encourage competition and to ensure equal treatment of all bidders. As such, the Council is required to undertake a competitive procurement exercise for the service in accordance with the Light Touch Regime under Public Contract Regulations 2015 and its Contract Procedure Rules. The tender process to be undertaken will comply with relevant legislative and procedural requirements.

The APB is not a legal entity and is therefore unable to enter into contractual arrangements with Service Providers, to overcome this the Council acts as banker and contract holder for the APB. The Commissioning partners to the proposed alliance have already in place a risk sharing agreement as between the APB partners. The risk sharing



agreement creates obligations on NPT, Swansea and the Health Board currently insofar as making additional financial contributions. Where other commissioning partners (i.e. Police and Crime Commissioner) will also be making additional contributions, it would be advisable to update the risk sharing agreement to reflect this obligation.

Alliance contracting is focussed on all parties form an alliance to work collaboratively. This approach prioritises shared goals, open communication, and risk-sharing among all parties. In contrast to traditional procurement and contracting methods, most risks are shared between alliance members.

### **Risk Management Impacts:**

The main risk of not undertaking a procurement exercise to establish a new model of substance use service is that the region will not be able to provide a more optimised service to meet current and future population needs.

The most notable risk of undertaking the procurement exercise is that these services are mainly funded through grants, the value of which has not been confirmed for future years. This risk will be mitigated through the ability to terminate the whole or elements of the contract and by entering into a partnership agreement with the APB partners.

### **Crime and Disorder Impacts:**

The access to timely and quality substance use treatment is a key feature in reducing the harm associated with the misuse of drugs and alcohol. There is a substantial evidence base which indicates that substance treatment services and interventions are effective for reducing reoffending rates and treating substance use needs. These include opioid substitution treatment, psychosocial interventions, brief interventions, trauma informed approaches and digital online interventions.

The procurement of an alliance will ensure that the current criminal justice substance treatment services are commissioned together as a whole system approach with community substance treatment services. It is considered that the outcomes are likely to have a positive effect in providing more effective and timely treatment and therefore will make a positive contribution to the Councils duty to reasonably prevent crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); and

- a) The misuse of drugs, alcohol and other substances in its area;  
and
- b) Re-offending in the area

### **Counter Terrorism Impacts:**

Commissioning in an Alliance Contract is unlikely to have a specific impact on the duty to prevent people from being drawn into terrorism. There will however be a requirement for staff to receive Prevent training and understand the process for referring people into Prevent.

### **Violence Against Women, Domestic Abuse and Sexual Violence Impacts:**

It is recognised by many studies that have been conducted, how harmful consumption of alcohol or drugs and intimate partner violence are intertwined. Evidence indicates that being under the influence of any substance greatly increases the risk of abusive and violent behaviour.

It is vital that there is a cohesive approach to the needs of women who have experienced co-occurring substance use and domestic abuse which will need to be considered within any new service development.

The contracts should have a positive effect on the below Violence against Women, Domestic Abuse and Sexual Violence Impacts:

Section 2(1) of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 introduced a general duty where a person exercising relevant functions must have regard (along with all other relevant matters) to the need to remove or minimise any factors which — increase the risk of violence against women and girls, or exacerbate the impact of such violence on victims.

The new contract will incorporate the duty for providers in relation to their provision of support for people with substance use need alongside their experience of domestic abuse.

### **Consultation:**

There is no requirement for external consultation on this item at this time, however significant engagement has taken place to develop the service model for the alliance. Since January 2024, there have been six workshops facilitated independently by alliance commissioning experts, in

which all organisations including commissioners of substance use services, service providers and people with lived experience have been brought together to co-design the future service model. Cross organisational participants included the mental health services, primary care, probation, housing, policing and children services for example. Five out of the six workshops were face to face events, with the last session online to ensure as many key stakeholders as possible had the opportunity to be involved. The workshops were advertised Nationally so as to ensure all providers were included.

This approach has enabled providers, practitioners and people who access services the opportunity to play an integral part in creating the new service model that will be commissioned. This has provided a firm basis for the process of collaborating and building strong, trusting relationships in our future service model, so when procurement opens, they are in a good position to create an alliance.

### **Recommendations:**

Having had due regard to the integrated impact assessment, it is recommended that Members approve:

- The undertaking of a procurement exercise to commission an alliance of providers to deliver substance use services across the Swansea and Neath Port Talbot region.
- Following the procurement process, the Head Housing and Communities to be granted delegated authority to enter into a contract with the winning bidders.
- The Head Housing and Communities to enter into a partnership agreement with the APB partner organisations.

### **Reasons for Proposed Decision:**

To ensure substance use services across the Swansea and Neath Port Talbot region are of high quality, financially sustainable and able to meet the current and future needs of the population.

### **Implementation of Decision:**

The decision is proposed for implementation after the three-day call-in period.

## **Appendices:**

Appendix 1: Integrated Impact Assessment for the procurement of an Alliance

## **List of Background Papers:**

Background Paper 1: The Transformation Programme - The Alliance Outline Business Case

<https://democracy.npt.gov.uk/documents/s93652/20231004CabinetMemberBriefingTheTransformationProgrammeTheAllianceBusinesscase.pdf>

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## Appendix 1:

### Integrated Impact Assessment (IIA)

This Integrated Impact Assessment considers the duties and requirements of the following legislation in order to inform and ensure effective decision making and compliance:

- Equality Act 2010
- Welsh Language Standards (No.1) Regulations 2015
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016

#### Version Control

Version	Author	Job title	Date
Version 2	Angharad Metcalfe	Transformation Programme Manager	23.05.2024

#### 1. Details of the initiative

	<b>Title of the Initiative: Procurement of a Regional Alliance Contract for Substance Use Services</b>
<b>1a</b>	<b>Service Area:</b> Social Services, Health & Housing
<b>1b</b>	<b>Directorate:</b> Housing & Communities
<b>1c</b>	<p><b>Summary of the initiative:</b> To request permission from Cabinet members to go out to tender into an alliancing agreement for substance use services across Swansea and Neath Port Talbot.</p> <p>The aim will be to replace the current range of contracts, and service level agreements through commissioning an integrated highly visible, accessible and effective substance misuse service that delivers integrated treatment and support to meet the needs of the diverse population of Swansea and Neath Port Talbot. This will ensure that people in the community using drugs and alcohol will receive a comprehensive and seamless service to reduce the harm to the individual, families, friends, carers and communities.</p>
<b>1d</b>	<b>Is this a 'strategic decision'?</b> Yes

<b>1e</b>	<p><b>Who will be directly affected by this initiative?</b></p> <p>People that need support with drug and alcohol use needs, their friends, families and the wider community in Neath Port Talbot and Swansea areas are provided with effective services.</p>
<b>1f</b>	<p><b>When and how were people consulted?</b></p> <p>An Outline Business Case has been utilised consultations including the Health and Social Review (HSR) of Tier 2 and Tier 3 services conducted in 2019, The Health Inspectorate Wales Joint Thematic Inspection (2017-18), the Strategic Evaluation of Prescribing Services (2022) and the Children and Young people review of services (2023).</p> <p>The HSR involved a total of 196 questionnaires which were completed by stakeholders (young people, adult service users, concerned others, the third sector, members of staff, GPs and the public). Focus groups and one-to-one interviews were facilitated by team members who met with 39 adult service users or concerned others, 17 young people affected by substance use and over 110 individuals from the APB or working in substance use services and partner organisations.</p> <p>The StEPS Survey was launched on the 20th of May and ran for 6 weeks, to the 1st of July. The survey was on-line, although people who use services were also provided with hard copies to complete, which were uploaded to the on-line survey. The StEPS Survey was launched on the 20th of May and ran for 6 weeks, to the 1st of July. The survey was on-line, but people who use services were also provided with hard copies to complete, which were uploaded to the on-line survey by the Service User Involvement Officer.</p> <ol style="list-style-type: none"> <li>1. The majority of respondents were from Swansea (32 responses (80%)) with a smaller number from NPT (8, 20%).</li> <li>2. The majority were professionals (26 responses, 65%) with a good response from people with lived experience (14 responses, 35%). No concerned others completed the survey.</li> </ol> <p>The Western Bay Independent Drug Commission has been set up to act as a 'critical friend' to the Transformation Programme and during the spring and summer of 2023 the Commission has established a programme of public evidence sessions, following an initial call for evidence. All drug and alcohol services have been connected with and visited by commission facilitators and have now been followed up with more formal visits by Commission members in Swansea during August. The Commission is now transitioning to its next phase of work which will include five sub-groups conducting a 'deeper dive' of the key themes that have arisen out of the early evidence gathering. The outcomes of the Western Bay Independent Drug Commission will be provided in a formal report in January, although interim findings will be reported verbally into the Area Planning Board. The draft report will be received by the APB on the 21<sup>st</sup> of June and will be used to inform the future approach.</p>

	<p>The 'Ideas Alliance' are our delivery partners, and experts in alliance contracting, who have supported us in ensuring we take the right steps to develop an effective alliance. We have brought together a wide range of stakeholders across all of the statutory organisations, (Policing, Health Board, Probation, Police and Crime Commissioner and Local Authorities) alongside providers of services and people with lived and living experience of substance use. Ideas Alliance has facilitated 6 workshops which has enabled a diverse range of stakeholders to play an integral part in creating the services that will be commissioned.</p>
1g	<p><b>What were the outcomes of the consultation?</b></p> <p>There are many findings of the consultations which provides some overarching thematic areas of consideration. key issues in the current system include access, demand, capacity, quality of care, integration, criminal justice links, outcome measures, co-production, data and evaluation, communication and workforce planning.</p> <p>The Ideas Alliance Workshops included over 74 Core invitees which doesn't include the people with lived and living experience, who have been included in each workshop. Invitees included homelessness and housing, mental health, police, probation, prisons, community safety partnerships, pharmacy and primary care, social workers, providers of services across substance use and mental health and many other third sector providers. Frontline staff, commissioners and people with lived and living experience all worked together to define what the new whole system approach should include.</p> <p>The outcome from the workshops is that we have been able to work collaboratively across sectors to draw together and co- produce the new delivery model, the ways of working and the outcomes that people want to be delivered.</p>

## 2. Evidence

### What evidence was used in assessing the initiative?

The evidence used to assess the initiative included the evidence outlined in 1f and 1g above, but also includes data provided from the currently commissioned substance use services operating in Swansea and Neath Port Talbot.

In 2021/2022 across all services commissioned by the APB, 4,062 people were supported, in 2022/2023 this figure rose to 4,548. For criminal justice commissioned services, in 2021/22 there were 2,605 referrals with 764 people on caseload March 2022. In 2022/23 there were 2,828 referral and 833 people on caseload March 2023.

<b>Demographics</b> (% split) (does not include CJS)		
Local Authority	Swansea: 67%	NPT: 33%

Gender	Females: 35%	Males: 65%
Ethnicity 23% had none recorded	White: 75%	Other: 3%

The percentage split with Local Authority Areas reflects there are more people accessing services as a percentage of the general population in Swansea compared to Neath Port Talbot (population split: Swansea: 63; NPT 37).

#### Key statistics at a glance:

There are almost twice as many males accessing services than females.

There are much fewer ethnic minorities accessing services compared to white people.

70% of people accessing services were aged between 30 and 55.

There are limitations in the recording on Welsh Community Care Information System (WCCIS) and there have been issues with providers routinely entering data, linked to the general functionality of WCCIS itself. Protected characteristics appear to be one of the areas where recording is poor, but this is not the only concern and as part of the transformation plan going forward this will be an area for development. It should be noted that there are plans to move over to a new system in the next 18 months to 2 years. We do not yet know what that system will be, or what the capability will be to extract data from one system and upload to another.

Public Health Wales compiles a summary of routinely reported substance misuse related data, drawn from a number of sources including Digital Health and Care Wales, Harm Reduction Database (HRD) Wales, Welsh National Database for Substance Misuse (WNDSM), Office for National Statistics (ONS), Local Authority Education services and home Office data. The report is titled 'Data Mining Wales: The annual profile for Substance Misuse 2021-22 and can be accessed using the following link: [phw.nhs.wales/publications/publications1/data-mining-wales-the-annual-profile-for-substance-misuse-2021-22/](http://phw.nhs.wales/publications/publications1/data-mining-wales-the-annual-profile-for-substance-misuse-2021-22/)

### 3. Equalities

a) How does the initiative impact on people who share a **protected characteristic**?

Protected Characteristic	+	-	+/-	Why will it have this impact?
Age	x			<p>The current substance treatment services are provided to children, young people and adults across all age groups, however the age range most represented according to our data is between 30-55 in 2023.</p> <p>The new services will provide drug and alcohol services across the region, to</p>



			<p>encourage development of harm reduction education in schools, colleges and universities, alongside ensuring access to and services designed for children, young people and adults across all ages. The services will be developed to meet population needs and trends within all age groups.</p> <p>The providers will be required to have in place processes and policies for all the services to ensure that there is equality of access and that the individuals substance use need are supported.</p> <p>Services will be commissioned to develop an individual support plan, and this should take into account any specific requirements resulting from a persons protected characteristic to ensure that there is equality of outcomes.</p> <p>Findings from a commissioned review of children and young people’s services will also be included.</p> <p>The proposal brings resources to support vulnerable people and there is no reduction in services already provided.</p>
Disability	x		<p>There is currently limited information regarding the disability status of people presenting to substance treatment services.</p> <p>The new providers will be required to have in place processes and policies to ensure that there is equality of access, and that the individuals substance treatment needs and requirements are supported.</p> <p>The new service will be commissioned to support individuals who may be experiencing challenges experienced by groups referenced within equality legislation.</p> <p>There is a requirement for providers of longer-term services to develop an individual support plan and this should take into account any specific requirements resulting from a persons protected characteristic to ensure that there is equality of outcomes.</p> <p>Providers will be expected to record and analyse data in respect of disability more effectively.</p>

Gender reassignment	x			<p>We do not have any data in relation to people with this protected characteristic in relation to the current substance treatment services.</p> <p>Research in both Scotland and across the United Kingdom (UK) suggests that Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) people are more likely to use alcohol and other drugs and develop problematic or dependant use than the general population (Emslie, Lennox &amp; Ireland, 2015; Valentine &amp; Maund, 2016; Bachmann &amp; Gooch, 2018). Similar to disproportionate rates of mental ill-health experienced by LGBTQ+ people, disproportionate use of alcohol and other drugs and associated harms represent one of many health inequalities facing LGBTQ+ people (Bachmann &amp; Gooch, 2018).</p> <p><a href="https://www.sfad.org.uk/what-the-research-says-about-lgbtq-people-and-substance-use">https://www.sfad.org.uk/what-the-research-says-about-lgbtq-people-and-substance-use</a></p> <p>Although there is no dedicated funding to specifically fund a service solely for people that have a protected characteristic by way of gender reassignment, processes and polices will be in place for all the services to ensure that there is equality of access and that the substance use needs and requirements of the person are supported.</p>
Marriage & civil partnership	x			<p>We have limited data in relation to how many people with this protected characteristic are presenting to substance use services.</p> <p>The new services are designed to support individuals to address many of the challenges experienced by groups referred to within the equality legislation.</p> <p>The proposal brings additional resources to support vulnerable people and there is no reduction in services already provided.</p> <p>Although there is no dedicated funding to specifically fund a service solely for people that have a protected characteristic by way of marriage/civil partnership, processes and polices will be in place for all the services to</p>

			<p>ensure that there is equality of access and that the individual substance use support needs and requirements of the person are met.</p> <p>In addition, there is a requirement for providers of longer-term services to develop an individual support plan and this should take into account any specific requirements resulting from a persons protected characteristic to ensure that there is equality of outcomes.</p>
Pregnancy and maternity	x		<p>It is really important that pregnant women who use alcohol and/or drugs have the support they need to reduce harm, and according to NICE guidance are recommended to have access to continuity of midwifery care through provision of a named midwife but will also have the opportunity to be supported through their care by a specialist midwife, and/or community drug/alcohol treatment service.</p> <p>The new drug and alcohol services, will include provision for women who may be pregnant and therefore will be developed with professionals who are routinely involved in the care of pregnant women, including midwives, GPs and primary care professional who may encounter pregnant women with complex social factors. Services will be developed in line with NICE guidelines for antenatal care.</p> <p>Through commissioning a more effective service for alcohol and drug treatment that is integrated we would expect to see improvements in the services for people with this protected characteristic</p>
Race	x		<p>These services will be designed to support individuals to address many of the challenges experienced by groups referred to within the equality legislation.</p> <p>The proposal brings additional resources to support vulnerable people and there is no reduction in services already provided.</p>

			<p>Although there is no dedicated funding too specifically fund services solely for people that have a protected characteristic by way of race, processes and polices will be in place for all the services to ensure that there is equality of access and that the individual substance use support needs and requirements of the person are supported.</p> <p>In addition, there is a requirement for providers of longer-term services to develop an individual support plan and this should take into account any specific requirements resulting from a persons protected characteristic to ensure that there is equality of outcomes.</p> <p>Data in relation to those that are entering into drugs and alcohol services, indicate that the percentage of ethnic minority groups accessing services is less than the overall percentage in the population.</p> <p>Developing and designing our services with ethnic minority communities will enable us to improve the access and quality of services for people with this protected characteristic.</p>
<p>Religion or belief</p>	<p>x</p>		<p>These services will be designed to support individuals to address many of the challenges experienced by groups referred to within the equality legislation.</p> <p>The proposal brings additional resources to support vulnerable people and there is no reduction in services already provided.</p> <p>Although there is no dedicated funding to specifically fund a service solely for people that have a protected characteristic by way of religion/belief, processes and polices will be in place for all the services to ensure that there is equality of access and that the individual substance use needs and requirements of the person are supported.</p> <p>In addition, there is a requirement for providers of longer-term services to develop an individual support plan and this should take into account any specific requirements resulting from a persons protected characteristic to ensure that there is equality of outcomes.</p>

<p>Sex</p>	<p>x</p>		<p>The percentage of women accessing drug and alcohol treatment services is far less than men. By commissioning and developing substance use services that take into consideration sex, and considers specific responses to address these differences, there will be a benefit to all people based on their particular characteristic.</p> <p>Developing and designing our services with all genders, will enable us to improve the access and quality of services for people with this protected characteristic</p>
<p>Sexual orientation</p>	<p>x</p>		<p>Services are designed to support individuals to address many of the challenges experienced by groups referred to within the equality legislation.</p> <p>The proposal brings additional resources to support vulnerable people and there is no reduction in services already provided.</p> <p>Research in both Scotland and across the United Kingdom (UK) suggests that Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) people are more likely to use alcohol and other drugs and develop problematic or dependant use than the general population (Emslie, Lennox &amp; Ireland, 2015; Valentine &amp; Maund, 2016; Bachmann &amp; Gooch, 2018). Similar to disproportionate rates of mental ill-health experienced by LGBTQ+ people, disproportionate use of alcohol and other drugs and associated harms represent one of many health inequalities facing LGBTQ+ people (Bachmann &amp; Gooch, 2018).</p> <p><a href="https://www.sfad.org.uk/what-the-research-says-about-lgbtq-people-and-substance-use">https://www.sfad.org.uk/what-the-research-says-about-lgbtq-people-and-substance-use</a></p> <p>Although there is no dedicated funding to specifically fund a service solely for people that have a protected characteristic by way of sexual orientation, processes and policies will be in place for all the services to ensure that there is equality of access and that the substance use needs and requirements of the person are supported.</p>

				In addition, there is a requirement for providers of longer-term services to develop an individual support plan and this should take into account any specific requirements resulting from a persons protected characteristic to ensure that there is equality of outcomes.
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**What action will be taken to improve positive or mitigate negative impacts?**

The contracts will have clauses ensuring the providers compliance with the relevant equalities legislation.

The services will be monitored by the Area Planning Board Support Team (which includes receiving service user feedback). The APB support Team will also analyse any complaints and safeguarding referrals regarding the service to identify if there are any concerns regarding the service having a negative impact on people with a protected characteristic.

The APB support team have an independent panel which review all drug deaths within service and DRD coroner findings, alongside reviews conducted by Public Health Wales to consider local data in context and in comparison, to other areas in Wales.

The provider will also be required to implement their own monitoring systems, which will help to identify if any aspect of the service has led to unintended/unidentified negative impacts.

b) How will the initiative assist or inhibit the ability to meet the **Public Sector Equality Duty**?

Public Sector Equality Duty (PSED)	+	-	+/-	Why will it have this impact?
To eliminate discrimination, harassment and victimisation	X			<p>It will support people that use services to help develop and implement robust responses for those experiencing drug and alcohol related harm. This includes children, young people and adults and includes people on Probation and in Prisons and those with mental health issues and other complex needs. The new system will aim to increase the recording ability of the data systems to ensure protected characteristics are effectively recorded and monitored to ensure improvements in access. Key to the programme is that the services that people need to address their substance use related harm remove any barriers to that access, which may be related to discrimination, harassment or victimisation.</p> <p>The following examples from the Outline Business outline at a high level how:</p> <p><i>“A clear engagement strategy for services will be required to improve access and encourage and increase the take-up of</i></p>

			<p><i>treatment to all people, and specifically for people who are currently underrepresented in services”.</i></p> <p><i>“To deliver substance services that focus on promotion of early intervention, resilience and self-care to improve people’s health and well-being and reduce health inequalities.”</i></p>
To advance equality of opportunity between different groups	x		<p>One of its key outcomes is to ensure there is equality in access to services that meet the needs of all people, recognising their diverse range of needs. It will also aim to support people to overcome challenges in accessing the most effective treatment and reducing the harm caused to them and others through their use of illicit substances.</p> <p>This ensures that there is equality of opportunity for people to have secure and safe access to treatment and support.</p>
To foster good relations between different groups	x		<p>It will help support those that have found it difficult to attend drug and alcohol treatment services and remain in treatment.</p> <p>It aims to increase the range and type of substance treatment services for people who may have multiple needs, for example they may have social care needs, mental health needs or homelessness. Through developing cohesive services, where there is no wrong door, we will help to reduce social exclusion and isolation. It will also help to support cohesive communities and support implementation of the place making charter commitments. The approach will support people with multiple and complex needs and will aim to ‘<i>Keep people at the centre and be informed by lived and living experience</i>’ and ‘<i>build effective pathways and joint working with specialist systems-mental health, housing, social care.</i>’</p> <p>The commissioning in an Alliance will require strong partnership working between the statutory organisations working together and commissioning the right models of support for people in our communities.</p>

### What action will be taken to improve positive or mitigate negative impacts?

- There will be effective monitoring and scrutiny of performance of commissioned services (including service user feedback), and this includes collecting information on the outcomes for people that receive a service. This will help identify where there may be opportunities for service improvement in order to further enhance how the services can positively impact.

#### 4. Socio Economic Duty

Impact	Details of the impact/advantage/disadvantage
Positive/Advantage	<p>Local partnerships are involved in collaboration on needs assessment and this commissioning is joined. Our plan for the required service will be produced and published jointly, in collaboration between all those agencies responsible for providing services for in the local authority area. Through pooling budgets and taking a holistic approach we are better placed to consider the socio-economic makeup of our areas and respond to the needs of our communities on that basis.</p> <p>At the individual level there is often a financial impact related to a person's use of drugs or alcohol, which places great financial strain to fund illicit/ extensive use of substances. Through the provision of effective substance use services we will be better placed to reduce the financial burden of use through effective reduction of drug/alcohol consumption.</p>
Negative/Disadvantage	
Neutral	

#### What action will be taken to reduce inequality of outcome

- Undertake individual impact assessments and consultation for specific projects within the programme of work.
- Develop Monitoring and scrutiny of performance of commissioned services.
- Independent Western Bay drugs commission public consultation outcomes

#### 5. Community Cohesion/Social Exclusion/Poverty

	+	-	+/-	Why will it have this impact?
Community Cohesion	x			Will help people that use the service to reduce their drug and alcohol use, and support connection with their local community.



Social Exclusion	x			Will help people that use the service to access social opportunities and become involved in their local communities. A key outcome area for the new commissioned services will involve reducing social exclusion and reducing isolation.
Poverty	x			It is recognised that problem drug use is derived from intertwined and complex issues, which includes poverty, with people living in more deprived areas and with lower socio-economic capital are at greater risk of harm. Support offered by the services in the contract contracts relate to supporting people with accessing benefit and money advice, helping people to manage their finances, helping people to budget and prevent homelessness, helping people to gain employment, education or volunteering and accessing homelessness support.

### What action will be taken to improve positive or mitigate negative impacts?

There will be effective monitoring and scrutiny of performance of commissioned services. (including service user feedback) and this includes collecting information on the outcomes for people that receive a service. This will help identify where there may be opportunities for service improvement in order to further enhance how the services can positively impact

## 6. Welsh

	+	-	+/-	Why will it have this effect?
What effect does the initiative have on: – people's opportunities to use the Welsh language			x	The contract will require the service be delivered in the persons first choice of language.
– treating the Welsh and English languages equally			x	The contract will require the service to be delivered in the person choice of first language.

### What action will be taken to improve positive or mitigate negative impacts?

- Develop Monitoring and scrutiny of performance of commissioned services in relation to Welsh Language provision.

## 7. Biodiversity

How will the initiative assist or inhibit the ability to meet the **Biodiversity Duty**?

Biodiversity Duty	+	-	+/-	Why will it have this impact?
To maintain and enhance biodiversity	x			The contract will outline the need for providers to support the delivery of decarbonisation objectives where applicable. There will be consideration as we develop the programme on how we can support the environment. We will ensure that the Councils wider environmental objectives are supported through the planning work, both in terms of ensuring environmental considerations are embedded within our planning and by putting in place measures to encourage energy efficient estates and services. These measures will include requesting evidence of how developments support the lowering of carbon emissions and reduction of energy consumption.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.	x			

What action will be taken to improve positive or mitigate negative impacts?
Develop Monitoring and scrutiny of performance of commissioned services in relation to their biodiversity impact.

## 8. Well-being of Future Generations

How have the five ways of working been applied in the development of the initiative?

Ways of Working	Details
i. <b>Long term</b> – looking at least 10 years (and up to 25 years) ahead	Through commissioning services that provides longer contracts, will enable embedding of effective services, rather than the continuous commissioning cycles for short term contracts. The longer term contracting enables providers to develop their services, focus on delivery rather than competing for funding and supports long term partnerships

	<p>to be built. Providers will be better placed to offer assurances to their staffing group of the long-term funding which enables them to keep their expert, committed staff (as they have longer term contracts).</p>
<p>ii. <b>Prevention</b> – preventing problems occurring or getting worse</p>	<p>The services will focus on early intervention and prevention attempting to help people from becoming involved in substance use and reducing the harm of future use. Actions to prevent this include the communications in schools, colleges and universities, alongside the general population level public health communication work to reduce harm and increase access to services. As well as:</p> <ul style="list-style-type: none"> <li>• Tackling Poverty</li> <li>• Reducing Social Exclusion and Isolation</li> <li>• Preventing Institutionalisation, and</li> <li>• Reducing Crime and Disorder</li> </ul> <p>Developing quality services that provide effective clinical and psychosocial support to people with substance use issues aims to prevent those who have existing problems from getting work, and achieving sustained control of their use and achieving better outcomes they want through receiving the right support at the right time.</p>
<p>iii. <b>Collaboration</b> – working with other services internal or external</p>	<p>Working collaboratively underpins commissioning in an alliance and is a requirement for all statutory organisations to work together. It is an ambitious service delivery model which will require building on the Council's strategic partnerships to implement robust responses for those using drugs and alcohol.</p>
<p>iv. <b>Involvement</b> – involving people, ensuring they reflect the diversity of the population</p>	<p>Key stakeholders have been consulted when developing the business case and proceeding commissioning plan. All Organisations across the partnership (Health Board, criminal justice, Swansea Council etc) have been involved in discussion around proposed budget.</p> <p>Service provides, staff working in organisations that currently deliver substance treatment services and wider partners (Housing Options, Children Services etc have also been involved).</p> <p>Providers are required to undertake engagement with those that use their services to also help inform service improvement as part of the contract moving forward. Co production will be a key element in the future provision of services.</p>

<p><b>v. Integration – making connections to maximise contribution to:</b></p>	<p>Substance use services on a South Wales basis are currently commissioned by the Health Board, Police and Crime Commissioner, HMPPS and Local Authorities. Services work to separate service specifications and are monitored for impact based on the service delivered. While this structure has functioned well, it remains underpinned by traditional, bilateral contracting arrangements that do not specifically encourage collaborative working and have limited the level of integration achieved. With each organisation working to different outcomes and performance judged individually, there is little incentive to take a best-for-system, outcome-based decisions.</p> <p>In order to address the issues identified in our current substance misuse system, services that are commissioned and provided jointly, which are driven by the individual's needs have the greatest potential to bring about positive health outcomes and contribute to a much wider social dividend.</p>
<p><b>Council's well-being objectives</b></p>	<p>Well-being Objective 1: All children have the best start in life – by preventing families from becoming involved in substance use and supporting those who are involved by providing them with the clinical, psychosocial and holistic support they need.</p> <p>Well-being Objective 2: All our communities will be thriving and sustainable – by providing access to effective and timely substance use services, those who are at risk of harm from substance use will be supported to improve their health and well-being and achieving the outcomes they want in the long term.</p> <p>Well-being Objective 3: Our local environment, culture and heritage can be enjoyed by future generations – by implementing place making principles in our strategic planning and by supporting decarbonisation.</p> <p>Well-being Objective 4: There are more green, secure and well-paid jobs and skills across the area are improved – by commissioning services in a longer-term sustainable manner, providers will be able to offer longer term contracts. Through developing our long-term estates strategy services and commissioners will be better placed to encourage environmentally friendly developments that meet the needs of diverse communities in Neath and Port Talbot.</p>
<p><b>Other public bodies objectives</b></p>	

## 9. Monitoring Arrangements

Provide information on the monitoring arrangements to:  
Monitor the impact of the initiative on Equalities, Community Cohesion, the Welsh Measure, Biodiversity Duty and the Wellbeing Objectives.

Annual contract monitoring reviews of these services will be undertaken, alongside collection of outcomes data in line with the development of an outcomes framework and in line with Welsh Government KPI requirements.

Analysis of complaints and safeguarding referrals will identify concerns that the service may be having a negative impact on people with a protected characteristic.

Providers to implement their own monitoring and quality assurance systems.

## 10. Assessment Conclusions

Please provide details of the conclusions reached in relation to each element of the assessment:

	<b>Conclusion</b>
<b>Equalities</b>	It is intended that Commissioning in an Alliance Contract will have a positive impact on people that have a protected characteristic.
<b>Socio Economic Disadvantage</b>	It is intended that Commissioning in an Alliance Contract will have a positive socio-economic impact on people and communities.
<b>Community Cohesion/ Social Exclusion/Poverty</b>	It is intended that Commissioning in an Alliance Contract will have a positive PSED impact on people and communities.
<b>Welsh</b>	It is intended that Commissioning in an Alliance Contract Outline Business Case will have a positive impact on Welsh Language.
<b>Biodiversity</b>	It is intended that Commissioning in an Alliance Contract will have a positive impact on biodiversity.
<b>Well-being of Future Generations</b>	It is intended that Commissioning in an Alliance Contract will support the Council in achieving the five ways of working.

### Overall Conclusion

Please indicate the conclusion reached:

- **Continue** - as planned as no problems and all opportunities have been maximised



Please provide details of the overall conclusion reached in relation to the initiative.

Commissioning in an Alliance Contract will have a positive impact on people that are experiencing drug and alcohol use related harm alongside their children, friends and families. It aims to proactively address the additional related harm from anti-social behaviour, drug litter, Night- time economy and offending behaviour which is impacting our communities.


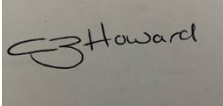
## 11. Actions

What actions are required in relation to obtaining further data/information, to reduce or remove negative impacts or improve positive impacts?

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?
Ensure contract has clauses relating to compliance with relevant equalities legislation	<ul style="list-style-type: none"> <li>NPT Legal</li> <li>Transformation Programme Manager</li> </ul>	Before any decision is made	Contract
Monitor Services	<ul style="list-style-type: none"> <li>Transformation Programme Manager</li> <li>APB support Team</li> </ul>	Quarterly/Annually	Monitoring Reports
Analyse any complaints and safeguarding referrals regarding the service.	<ul style="list-style-type: none"> <li>Transformation Programme Manager</li> <li>APB Support Team</li> </ul>	When required	Investigation reports and corrective action plans
Service outcomes reported.	<ul style="list-style-type: none"> <li>Transformation Programme Manager</li> </ul>	In line with agreed performance framework outcomes and Welsh Government KPI requirements	Outcome reports
Providers to implement their own internal monitoring systems	Provider	Contract commencement	Monitoring visits
Providers to have in place processes and policies to ensure that there is equality of access and requirements of the person are supported.	Provider	On commencement of contract	Monitoring visits
Providers to take into account any specific requirements resulting from a persons protected	Provider	Before service commences	Monitoring visits

characteristic when supporting the person to ensure that there is equality of outcomes			
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**12. Sign off**

	Name	Position	Signature	Date
<b>Completed by</b>	Angharad Metcalfe	Transformation Programme Manager		24/05/2024
<b>Signed off by</b>	Chelé Zandra Howard	Interim Head of Housing & Communities		24/05/24

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## NEATH PORT TALBOT COUNCIL

### CABINET

10<sup>th</sup> JULY 2024

## REPORT OF THE HEAD OF CHILDREN AND YOUNG PEOPLE SERVICES – K. WARREN

-

### Matter for Decision

Wards Affected All Wards

### SUPPORTING PARENTS IN AND LEAVING CARE

#### 1. Purpose of Report

To inform Cabinet of the Charter developed to support parents in and leaving care and to ask Cabinet to adopt the Charter.

#### 2. Background

To strengthen corporate parenting support for parents in and leaving care, a good-practice Charter has been developed. This has been largely based on the work of Dr Louise Roberts who has been working on an ESRC funded Impact project to challenge stigma, discrimination and poor outcomes for young parents in and leaving care. The Charter was co-produced with care-experienced parents and benefitted from extensive consultations with professionals in both the statutory and third sector.

The Charter considers the range of support that should be available to young people before and after they become parents. The Charter sets out what we will do to help parents in and leaving care to help them plan for parenting a parent, how we will support when they become a parent and what we will do to challenge the stigma and disadvantage. The Charter is to support parents up to the age of 25, with a commitment to continuing to review how we are doing to ensure that parents continue to be well supported and treated fairly.

#### 3. Financial Impacts

There are no financial impacts arising from this report.

#### 4. Integrated Impact assessment

'A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010,

the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in-depth assessment is not required. A summary is included below.'

- Positive impact on people with a protected characteristic of age and disability.
- No impact on people with other protected characteristics.
- No impact on Welsh Language opportunities.
- Neutral impact on biodiversity.
- Supports the five ways of working.

## **5. Valleys Communities Impact**

There are no implications.

## **6. Workforce Impacts**

The workforce will have relevant training and information in respect of the Charter

## **7. Legal impacts**

There are no legal impacts arising from this report.

## **8. Risk Assessment Impacts**

There are no risk management requirements arising from this report.

## **9. Crime and Disorder Impacts**

Section 17 of the Crime and Disorder Act 1998 places a duty on the Council in the exercise of its functions to have “due regard to the likely effect of the exercise of those functions on and the need to do all that it reasonably can to prevent:

- a) Crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment);
- b) The misuse of drugs, alcohol and other substances in its area; and
- c) Re-offending the area”.

There is no impact under the Section 17 of the Crime and Disorder Act 1998.

## **10. Counter Terrorism Impacts**

The proposals are likely to have no impact on the duty to prevent people from being drawn into terrorism.

## **11. Violence Against Women, Domestic Abuse and Sexual Violence Impacts:**

Section 2(1) of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 introduced a general duty where a person exercising relevant functions must have regard (along with all other relevant matters) to the need to remove or minimise any factors which:

- (a) increase the risk of violence against women and girls, or
- (b) exacerbate the impact of such violence on victims.

The proposals contained in this report are likely to compliment and work alongside the impact on the above duty. VAWDA SV is included in the priorities of the Board under exploitation.

## **12. Consultation**

There is no requirement for external consultation on this item; a consultation has already been undertaken with young people in the development of this Charter. This Charter has already been presented to and considered by Corporate Parenting Panel.

## **13. Recommendations**

Having due regard to the Integrated Impact Assessment it is recommended that Members approve the Charter.

## **14. Reasons for Proposed Decision**

To ensure that the Council has signed up to the Charter as a good Corporate Parent.

## **15. Implementation of Decision**

The decision is proposed for implementation after the three day call in period.

## **16. Appendices**

Appendix 1: Supporting Parents in and leaving care Charter

Appendix 2: Integrated Impact Assessment

## **17. Background Papers**

[www.exchangewales.org](http://www.exchangewales.org)

## **18. Officer Contact**

Victoria Smith, Principal Officer, Care Experienced Children and Young People and Complex Care

[v.smith@npt.gov.uk](mailto:v.smith@npt.gov.uk)

Keri Warren, Head of Children and Young People Services  
[k.warren@npt.gov.uk](mailto:k.warren@npt.gov.uk)

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# Supporting parents in and leaving care

As corporate parents we are committed to supporting mothers and fathers who are in care, or in the process of leaving care.

This charter was developed with care-experienced parents and professionals who work for charities and local authorities. The charter sets out what we will do to help you plan for being a parent, how we will support when you become a parent and what we will do to challenge stigma and disadvantage.

## Before you become a parent

We will discuss sex and healthy relationships with you, and make sure you have access to family planning advice and contraception.

We would like you to start a family at a time that is right for you. We can help you prepare for being a parent. This could involve opportunities to learn about caring for babies and children, mentoring and advice from parenting role models (such as foster carers) and providing support to help you work through your thoughts and feelings about the parenting that you experienced.

## When you are expecting a child or become a parent:

During pregnancy, the health and well-being of expectant mothers and babies is our priority. We are also committed to supporting the well-being and inclusion of fathers.

Individual needs and circumstances are different. Some parents will need little support, while others will need more help. We promise to listen to you, to be honest with you and to work with you to make sure:

- You have the things you need – including a place to live, money and essential items.
- You know your rights and entitlements – including benefits, grants and resources in your local authority.
- You know what to do – this could include how to change a nappy or bath a baby, when you need to seek medical advice or how to register for a school place, a dentist or optician. This support will be on-going, as what you will need to know will change as your child gets older.

Parenting can be rewarding but also challenging. We promise to work with you so that you know:

- Who is available to support you - we will make sure you know who you can contact if you need advice and support, even in the middle of the night or on weekends.
- What services and support are available in your local authority or local area – we will discuss these options with you and help you to attend if you would like to. This will include services available to all parents as well as those specifically available for care-experienced parents.

We will make sure you can have a break (if you want a break). This could be time for a rest, or time to pursue hobbies and interests, and we will make sure you can access our leisure centres and gyms.

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We can help you plan for your future. We will support you to continue your education, access training or employment. This could include providing careers advice and guidance, and practical help with childcare, transport, and other things you need.

## Challenging stigma and discrimination

We know that you and other parents in and leaving care, can experience stigma and disadvantage. This is unacceptable. We will:

- Make available resources that challenge unhelpful assumptions about parents in and leaving care.
- Make clear that referrals to Children's Services based only on care status or history are unacceptable. This is discrimination. Concerns about parenting should only be made when there is evidence of risk.

If concerns are raised about parenting, we will make sure:

- You have access to advocacy and legal advice.
- Your care history and records are not used against you. If a parenting assessment is needed, we promise to support you and make sure you are assessed as you are now and not how you were in the past.
- You are treated fairly and your rights are respected. Where you and your family are worried about being given a fair assessment, we will discuss options with you such as recording discussions with social workers or being assessed by an independent social worker.

We will support you to respond to concerns about parenting. This will involve making sure:

- You understand what is happening and what plans are in place.
- Your opinions are heard and included.
- You have access to support to address concerns and demonstrate change. This could include support with housing, mental health or counselling, relationship or parenting courses and drug / alcohol services.

## If you are living apart from children

Parents may be separated from children for a range of reasons. This could include situations where there are no concerns about parenting (such as when children are living with another parent), as well as when children have been removed on a temporary or permanent basis.

Whatever the circumstances, we will support you in building and maintaining a relationship with your child. Depending on the situation, this support may be practical (e.g. assisting you to see and spend time with your child), financial (e.g. travel costs), emotional (e.g. discussing your thoughts and feelings) and ensuring you have access to advocacy or legal advice (e.g. to make sure your rights to see your child are respected).

If your child has been removed, we will not abandon you and will never give up on you. We will take time to support you and help you deal with the practical, financial, and emotional implications. This could include supporting you through the legal proceedings, attending

meetings, dealing with housing issues, managing benefit changes, as well as coping with grief and loss. We will support you to build and maintain a relationship with your child, even if this is through letter-box contact. The commitments laid out in this charter still apply to you and when you are ready, we will support you in planning your future.

## Finally

We are your corporate parents, doing our best to support parents in and leaving care is really important to us.

We promise to make this support available to parents up to the age of 25 and we expect to be challenged if we fail in our responsibilities.

We also promise to keep reviewing how we are doing and will continue to work with parents, services and charities to make sure parents in and leaving care are well supported and treated fairly.



Development of this charter was supported by funding from Cardiff University's ESRC Impact Acceleration Account and carried out by CASCADE in partnership with VFCC, NYAS Cymru and TGP Cymru.

We are proud to be partnering with the Care Leaver Local Offer website.

The research which prompted the developed of this charter was funded by Health and Care Research Wales.

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## Signatories

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Name of Council  
Position (Officer)

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Name  
Name of Council  
Position (Politician)

-----  
Name  
Name of Council  
Care Leaver Champion / Care Leaver



## Impact Assessment - First Stage

### 1. Details of the initiative

**Initiative description and summary:**

**SUPPORTING PARENTS IN AND LEAVING CARE #MESSAGESTOCORPORATEPARENTS**

To strengthen corporate parenting support for parents in and leaving, a good-practice Charter has been developed. This has been largely based on the work of Dr Louise Roberts who has been working on an ESRC funded Impact project to challenge stigma, discrimination and poor outcomes for young parents in and leaving care. The Charter was co-produced with care-experienced parents and benefitted from extensive consultations with professionals in both the statutory and third sector.

The Charter considers the range of support that should be available to young people before and after they become parents. The Charter sets out what we will do to help parents in and leaving care to help them plan for parenting a parent, how we will support when they become a parent and what we will do to challenge the stigma and disadvantage.

**Service Area:** Children and Young People Services

**Directorate:** Social Services, Housing and Community Safety

### 2. Does the initiative affect:

	Yes	No
Service users	x	
Staff		X
Wider community		x
Internal administrative process only		x

### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age	x				L	This charter supports care experienced children and young people and care leavers in Neath Port Talbot.

						<p>Children and young people receiving care and support do so as a result of their age and circumstances.</p> <p>The Corporate Parenting Charter should have a positive impact as the aim is to promote collective responsibility of local authorities to safeguard and promote the rights and life chances of children and young people.</p> <p>Currently there are 228 care experienced children and young people aged 0-18 in Neath Port Talbot. We are also supporting 22 UASC.</p> <p>There are also 133 care leavers being supported between the age of 18-25, there are 10 UASC care leavers</p>
Disability	x				L	<p>Children and young people receiving care and support can do so as a result of their disability</p> <p>The Corporate Parenting Charter should have a positive impact as the aim is to promote collective responsibility of local authorities to safeguard and promote the rights and life chances of children and young people.</p> <p>Out of the 228 care experienced children and young people, 37 are noted to have a diagnosed disability and are open to the children with disability team.</p>
Gender Reassignment	x				L	<p>We currently support children and young people across all genders and gender identities.</p> <p>All children and young people who are care experienced or who are care leavers, have a plan in place that is child centred and will take into account any specific</p>

						<p>requirements resulting from a child’s protected characteristic to ensure that there is equality of outcomes. The plans are reviewed by an Independent Reviewing officer in a LAC review or a Pathway Plan review.</p> <p>Contracts with commissioned providers have clauses relating to ensuring compliance with the relevant equalities legislation.</p> <p>We have a dedicated participation and engagement team to ensure that we hear the voice of our care experience children and young people and also our care leavers.</p> <p>The Service will analyse any complaints and safeguarding referrals relating to the services. This will ensure that the Council can identify if there are any concerns about the service, including any unintended/unidentified negative impacts on people with a protected characteristic.</p> <p>Commissioned providers are contractually required to implement monitoring systems, which will also help to identify if any aspect of the service has led to unintended/unidentified negative impacts on children with a protected characteristic.</p>
Marriage/Civil Partnership	x				L	<p>Our leaving care young people could be married or in a civil partnership – this would not impact on the support that they receive.</p>

Pregnancy/Maternity	x				L	<p>It is possible that children and young people being supported could be pregnant; it is important that they are not discriminated against because of their status of being in care.</p>
Race	x				L	<p>The children and young people supported include those from a variety of races. Which includes 22 Unaccompanied Asylum Seeking Young people.</p> <p>Children’s services develops a looked after plan or a pathway plan in conjunction with the child/young person. This plan is child centred and will take into account any specific requirements resulting from a child’s protected characteristic to ensure that there is equality of outcomes.</p> <p>Contracts with commissioned providers have clauses relating to ensuring compliance with the relevant equalities legislation.</p> <p>There is a dedicated participation and engagement officer to ensure that the voice of care experienced children and young people is heard. Consultation events are held to obtain the views of young people.</p> <p>In developing this charter, Welsh Government has collaborated with care experienced young people.</p>

						<p>Commissioned providers are contractually required to implement monitoring systems, which will also help to identify if any aspect of the service has led to unintended/unidentified negative impacts on children with a protected characteristic.</p> <p>Training has been provided to staff working with children and young people who are UASC</p>
Religion/Belief	x				L	<p>Care experienced children and young people open to Neath Port Talbot have differing regions/beliefs . Provisions are made to ensure that young people are able to follow the religion of their choice.</p> <p>The child / young person has a care plan that is child centred and will take into account any specific requirements resulting from a child's protected characteristic to ensure that there is equality of outcomes.</p> <p>Contracts with commissioned providers have clauses relating to ensuring compliance with the relevant equalities legislation.</p> <p>There is a dedicated participation and engagement officer to obtain the voice of children and young people and to consult with them in respect of what is important to them.</p>

						<p>The Service will analyse any complaints and safeguarding referrals relating to the services. This will ensure that the Council can identify if there are any concerns about the service, including any unintended/unidentified negative impacts on people with a protected characteristic.</p> <p>Commissioned providers are contractually required to implement monitoring systems, which will also help to identify if any aspect of the service has led to unintended/unidentified negative impacts on children with a protected characteristic.</p> <p>Specific training has been provided to staff who support UASC</p>
Sex	x				L	<p>Care experienced children and young people and care leavers will be from across all spectrums of sex.</p> <p>Children and young people have a care plan that is completed in conjunction with them. This plan is child centred and will take into account any specific requirements resulting from a child's protected characteristic to ensure that there is equality of outcomes.</p> <p>Contracts with commissioned providers have clauses relating to ensuring compliance with the relevant equalities legislation.</p>

						<p>There is a participation and engagement officer to obtain the views of young people. There is a dedicated HOPE group made up of young females. This group work on issues that matter them as care experienced young females.</p> <p>The Service will analyse any complaints and safeguarding referrals relating to the services. This will ensure that the Council can identify if there are any concerns about the service, including any unintended/unidentified negative impacts on people with a protected characteristic.</p> <p>Commissioned providers are contractually required to implement monitoring systems, which will also help to identify if any aspect of the service has led to unintended/unidentified negative impacts on children with a protected characteristic</p>
Sexual orientation	x				L	<p>Care experienced children and young people and care leavers will be from across the spectrum of sexual orientation.</p> <p>All care experienced children and young people will have a care plan that is child centred and will take into account any specific requirements resulting from a child's protected characteristic to ensure that there is equality of outcomes.</p> <p>Contracts with commissioned providers have clauses relating to ensuring compliance with the relevant equalities legislation.</p>

						<p>There is a dedicated participation and engagement officer to ensure that the voice of children and young people is heard.</p> <p>The Service will analyse any complaints and safeguarding referrals relating to the services. This will ensure that the Council can identify if there are any concerns about the service, including any unintended/unidentified negative impacts on people with a protected characteristic.</p> <p>Commissioned providers are contractually required to implement monitoring systems, which will also help to identify if any aspect of the service has led to unintended/unidentified negative impacts on children with a protected characteristic.</p>
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**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		x				Care experienced children and young people have the right to request a Social Worker to support them who is Welsh speaking. There are Social Workers and support workers in the service who are able to support via the use of the Welsh



						<p>Language. There are reviewing officers who are able to also provide a service in the Welsh language. All written work i.e. plans/minutes can also be written in the Welsh language.</p> <p>There are training opportunities for staff to learn the Welsh language.</p>
Treating the Welsh language no less favourably than English		x				<p>There are opportunities to use the Welsh language within the service, either by staff members or Welsh speaking children and their families. Where documents are required in the Welsh Language this would be made available if requested.</p> <p>There are a number of staff in the service who are able to use the Welsh language fluently.</p> <p>There are training opportunities for staff to learn the Welsh language.</p>

#### 5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		x				<p>At this stage, signing up to the Charter does not have an impact pathway for maintaining and enhancing biodiversity. Engaging with biodiversity could be a potential mechanism for delivering for care experienced children in the county and opportunities to do so could be investigated in conjunction with the Countryside and Wildlife team as part of this in the future.</p>

To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		x				At this stage, signing up to the Charter does not have an impact pathway for promoting the resilience of ecosystems.
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**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	x		The initiative is good practice and supports care experienced young people and those leaving care to have the same life chances as any other young person / parent in Wales. It is to ensure that the Local authority is a good corporate parent and follows a set of principles based on the United Nations Convention of the Rights of the Child.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	x		Supports the wellbeing objective of <i>All children get the best start in life</i> , this is to ensure that children and young people have the same opportunities as other young people in Wales and that they are not treated any differently as a result of their care experienced status.

<b>Involvement</b> - how people have been involved in developing the initiative	x		Cardiff University have liaised with young people to develop this charter NPT Corporate Parenting Panel have considered this charter and support the implementation of it.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	x		This charter will provide a consistent approach across Wales. The charter ensures that care experienced young people are supported when they become parents.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	x		The charter reminds Local Authorities of what it is to be a good corporate parent.

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	x
Reasons for this conclusion	
<ul style="list-style-type: none"> <li>• Positive impact on people with a protected characteristic of age and disability.</li> <li>• No impact on people with other protected characteristics.</li> <li>• No impact on Welsh Language opportunities.</li> <li>• Neutral impact on biodiversity.</li> <li>• Supports the five ways of working.</li> </ul>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Victoria Smith</b>	<b>Principal Officer</b>		<b>17/06/24</b>
Signed off by	Keri Warren	Head of Service	<i>Keri Warren</i>	17/06/24



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNCIL CABINET**

**10<sup>th</sup> July 2024**

**Report of the Director of Social Services, Health & Housing –  
Mr Andrew Jarrett**

**Matter for Information**

**Wards Affected** All wards

### **WESTERN BAY ADOPTION SERVICE (WBAS) QUALITY OF SERVICE REPORT - MARCH 2024**

#### **Purpose of the Report**

The purpose of this report is to provide information to Cabinet about the performance and progress of the Western Bay Regional Adoption Service, in the form of the Quality of Service Report for Q3 & Q4 2023-34 (**Appendix A**).

#### **Executive Summary**

The report is to update the Cabinet of the work of the Regional Adoption Service. The Regional Service is based on the old Western Bay footprint (Bridgend, Neath Port Talbot and Swansea), and this is set out in legislation. In terms of operational work the service functions well and offers the adoptive families across the region an effective service. The report and its attachments highlight the breadth of work the region now covers and highlights key performance information over the last 12 months.

#### **Background**

Adoption has, and continues to receive, high levels of attention from both the UK and the Welsh Government. Members will be aware that

the creation of a National Adoption Service (NAS) is one of the key policy strands of the Welsh Government, as enacted in the Social Services and Well-Being (Wales) Act 2014. This Act provides powers, under Part 9, for Ministers to direct local authorities to collaborate in relation to adoption services and to prevent any local authority from withdrawing from these collaborations in the future.

The Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 came into force on 13th March 2015. The primary purpose of these Directions is to ensure effective joint arrangements are in place between local authorities in Wales for the delivery of adoption services

Schedule 1 of the Directions sets out which local authorities must collaborate with each other. For the Western Bay region the local authorities are Swansea, Bridgend and Neath Port Talbot. Swansea host and manage the regional service on behalf of the partner agencies, this having been approved by Cabinets in all three local authorities in April 2014. The Western Bay Adoption Service (WBAS) is integrated into the National Adoption Service (NAS) as one of the five identified regional collaborative. The National Service is underpinned by the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015.

The Regional Service is overseen by a quarterly Management Board chaired by a Director (currently the Director from Neath Port Talbot Council). The Board is comprised of the Heads of Children's Services from the three local authorities, a representative from health (currently the Medical Advisor from Swansea Bay University Health Board), education (currently the Team Manager for Pupil Support in Swansea), the National Adoption Service Central team and also a representative from the Voluntary sector (currently the Director of Adoption UK). Twice yearly joint committees are also held which are attended by the three Heads of Service and the three lead cabinet members for children.

### **Financial Impacts**

There are no financial impacts arising from this report.

### **Integrated Impact Assessment**

There is no requirement for an integrated impact assessment.

### **Valleys Communities Impacts**

There are no implications.

### **Workforce Impacts**

There are no workforce impacts arising from this report.

### **Legal Impacts**

There are no legal impacts arising from this report.

### **Risk Management Impacts**

There are no risk management requirements arising from this report.

### **Crime and Disorder Impacts**

Section 17 of the Crime and Disorder Act 1998 places a duty on the Council in the exercise of its functions to have “due regard to the likely effect of the exercise of those functions on and the need to do all that it reasonably can to prevent:

- a) Crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment);
- b) The misuse of drugs, alcohol and other substances in its area; and
- c) Re-offending the area”.

There is no impact under the Section 17 of the Crime and Disorder Act 1998.

### **Counter Terrorism Impacts**

The report has no impact on the duty to prevent people from being drawn into terrorism.

### **Violence Against Women, Domestic Abuse and Sexual Violence Impacts:**

Section 2(1) of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 introduced a general duty where a

person exercising relevant functions must have regard (along with all other relevant matters) to the need to remove or minimise any factors which:

- (a) increase the risk of violence against women and girls, or
- (b) exacerbate the impact of such violence on victims.

The report has no impact on the above duty.

### **Consultation**

There is no requirement for external consultation on this item.

### **Recommendations**

Not applicable.

### **Reasons for Proposed Decision**

No decision required; for information only.

### **Implementation of Decision**

No decision required; for information only.

### **Appendices**

Appendix 1 - Quality of Service Report, 1<sup>st</sup> October – 31<sup>st</sup> March 2024.

### **List of Background Papers**

Not applicable.

### **Officer Contact**

Andrew Jarrett, Director of Social Services, Health & Housing,  
Email: [a.jarrett@npt.gov.uk](mailto:a.jarrett@npt.gov.uk)

Nichola Rogers, Regional Adoption Manager, Western Bay Adoption  
Service Email: [N.rogers@westernbayadoption.org](mailto:N.rogers@westernbayadoption.org)





GWASANAETH MABWYSIADU  
Bae'r Gorllewin  
Western Bay  
ADOPTION SERVICE



# Quality of Service Review

1 October 2023 - 31 March 2024





**GWASANAETH MABWYSIADU**  
**Bae'r Gorllewin**  
**Western Bay**  
**ADOPTION SERVICE**



# Quality of Service Review

1 October 2023 - 31 March 2024



National  
**Adoption**  
 Service



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## 1. Introduction

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The requirement to provide six monthly reviews of the Adoption Service is set out in Regulation 39 of The Local Authority Adoption Services (Wales) Regulations 2019. The aim of this report is to bring into one document a presentation and analysis of the activity of each of the local authority adoption agencies, operating as a regional service. In addition, Section 15 (c) of The Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 sets out the responsibilities of regional collaborative to report to the Director of Operations for the National Adoption Service on a quarterly and annual basis.

The report and information within it will be used for:

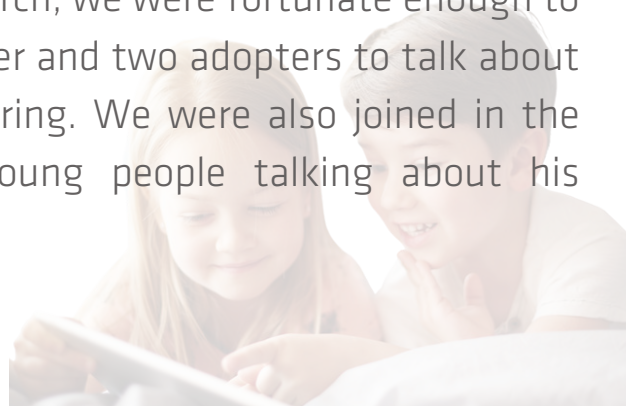
- The Review of Service (Regulation 39 report).
- Given the broad content of this report it will be used for informing senior managers, cabinets, scrutiny committees and corporate parenting Boards.
- Quarterly and annual reports to NAS.

This report is in respect of the period is 1st October 2023 to 31st March 2024. Every effort has been made to ensure that the information presented is an accurate record of the activity and quality of the Adoption Service and consider targets for the forthcoming year.

## 2. Current Position

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The service has continued to develop its practise in relation to contact and birth parent support facilitating a second regional conference in March, we were fortunate enough to be able to be joined by three birth parents, a birth sister and two adopters to talk about their experiences of contact, the workshop was inspiring. We were also joined in the morning's presentation by one of our adopted young people talking about his experiences of the youth group and one to one work.





Performance in relation to family finding activity and placements continues to be lower than historically which is likely due to the Local Authorities Born in to care projects and in the development of preventative/edge of care support services, although performance over the last three year appears fairly consistent perhaps representing a new norm. Enquires and adopter approvals is in line with the national position although a huge presence in the community over the last few months has seen an increased interest being made.

Adoption support continues to see a consistent number of referrals in the number of families needing to access support services and an increase in the complexity of older young people. There is also an increase in the number of Birth Records Counselling referrals and access to adoption information requests. The additional staff employed as a result of using the income generated from external placements has been hugely beneficial in being able to expand the support available to birth families and adoptive families in the area of contact and the check-ins continue to hugely beneficial.

### **3. Staffing**



Staffing has remained fairly stable throughout the last two quarters with low absence rates, two members of staff have been on long term sickness during this period. One business support member of staff is on maternity leave. This post is being backfilled with a temporary arrangement. The additional temporary support workers are contracted until the end of July 2024.





## 4. Adoption Panel

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### Membership

The support of both Medical Advisors Dr Peter Barnes and Dr Emily Payne continues with both joining the service in regular interface meetings aimed at improving quality and timeliness of documentation used for panel. This has been an effective venture, utilising the expertise of the Medical Advisors to shape practice in the service. WBAS recognises that the support and service both provide to the service is considerable and the service is fortunate in the flexibility that the MA's provide.

### Panel Training and Development

All Panel members have had an appraisal and the themes from these appraisals were shared at one of the quarterly Business meetings held with panel members. Panel members have been offered training on safeguarding.

### Adoption Panel Activity

Panel continues to have a central list of members. Panel has continued on a virtual basis although two face to face panels have taken place, these coincide with the Panel business meetings. Work will now start on recruiting Councillors to panel to ensure that panel has representation that can change and shape the future of adoption.



## 5. Children

### Performance in relation to Twin-tracking/matching and Placement

#### Referrals and Placement Orders

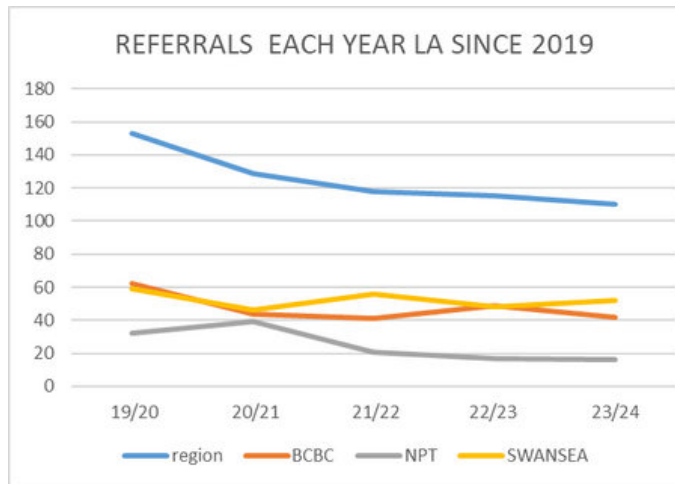
Downward trend for twin-tracking referrals and Parental Order Granted comparing Q1 over the three previous years.

	2019-20	2020-21 COVID	2021-22	2022-23	2023-24
Number of Referrals	153 BCBC 62 NPT 32 SC 59	129 BCBC 44 NPT 39 SC 46	118 BCBC 41 NPT 21 SC 56	115 BCBC 49 NPT 17 SC 48	110 BCBC 42 NPT 16 SC 52
Number of POG	63 BCBC 18 NPT 16 SC 29	69 BCBC 26 NPT 18 SC 25	34 BCBC 9 NPT 11 SC 14	51 BCBC 18 NPT 7 SC 26	45 BCBC 15 NPT 5 SC 25

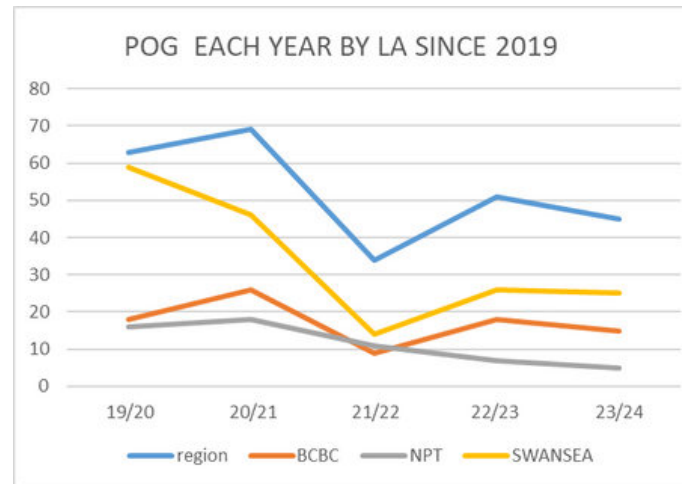




## Referral Trend



## Parental Orders Granted Trend



The reduction in referrals and Parental Orders Granted has had a follow on effect in relation to the number of children placed for adoption during this period. The children being referred are increasingly presenting with more complex health, genetic and developmental issues.

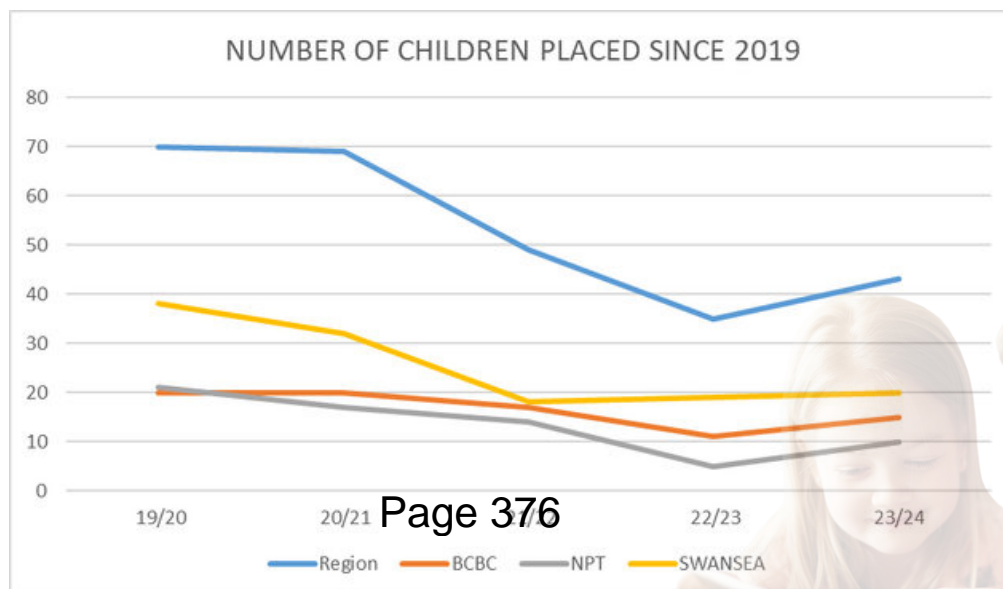
Number of children matched	80 BCBC 22 NPT 22 SC 36	79 BCBC 23 NPT 19 SC 37	51 BCBC 15 NPT 14 SC 18	38 BCBC 8 NPT 7 SC 23	43 BCBC 15 NPT 9 SC 19
No of children placed	79 BCBC 20 NPT 21 SC 38	69 BCBC 20 NPT 17 SC 32	49 BCBC 17 NPT 14 SC 18	35 BCBC 11 NPT 5 SC 19	43 BCBC 15 NPT 10 SC 18





Of these children number of children placed with WBAS adopters	44	55	32	21	37
Of these children number placed via the Market Share Project			3	3	2
Of these children number of children placed with non regional adopters	35	14	14	11	4
Number of AOG	62 BCBC 17 NPT 14 SC 31	63 BCBC 20 NPT 13 SC 29	61 BCBC 16 NPT 15 SC 30	46 BCBC 17 NPT 10 SC 19	36 BCBC 10 NPT 7 SC 19

## Children Placed Trend







## **Average Length of Time from Placement Order to Placed for Adoption - Q1/Q2 comparison with 2022-23.**

The average length of time to place children from point of Placement order granted in 2023/24 is 11 months an increase on last years time scale, 9.6 months. This year we have successfully placed 5 children who had been subject to a Placement Order for over 12 months which is hugely positive but impacts on the average length of time figure. The longest time to place a child was 18 months an improvement on the timeframe last year which was 24 months.

## **Marketshare Project**

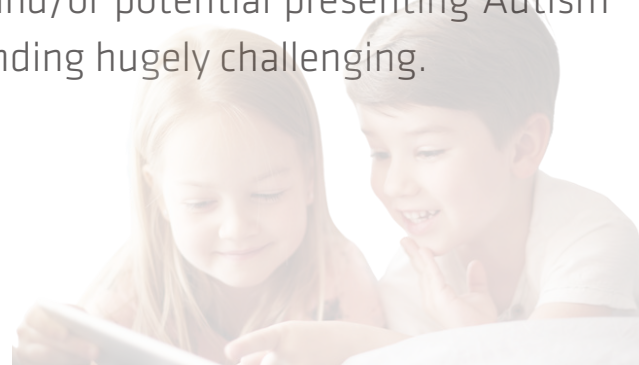
2 children has been placed via the Marketshare arrangements. A third match is booked into panel for Q1 2024-25. Regular quarterly meetings are held to discuss the projects progress and there has been positive outcomes noted to the early alert system.

## **Children Waiting**

At the end of the year 23 children were in the active family finding process without a strong link or matching panel booked.

For 9 of these children the Placement Order was only granted in March. The Average length of time for the other children have been waiting is 5 months, the longest time is 20 months.

13 of the children have complex medical conditions and/or potential presenting Autism Spectrum Disorder behaviours which makes family finding hugely challenging.





## **Disruptions & Breakdowns of Placement**

Within Western Bay in the reporting period there has been one placement disruption post formal placement of a sibling group of two children. The independent review report was commissioned and the report is available and had been shared with professionals involved with the case, adoption panel members and was shared with regional staff in October.

## **Name change**

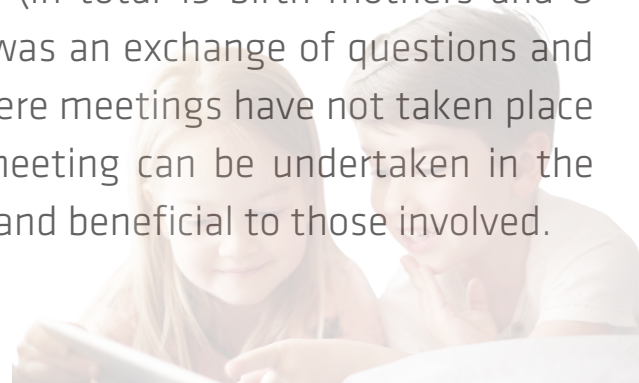
In the last year a name change policy was implemented to try and address the number of children whose first name was changed at point of Adoption Order Granted. Of the children placed in 2022-23 only 60% retained their first name.

This year of the 34 children made subject of an Adoption order 28 retained their first name at the point of Adoption Order Granted (80%). In addition another 4 children were given another first name and their first name moved to become their middle name. Only two children did not retain any of their birth names.

## **Birth parent adopter meetings**

Of the 42 children placed this year, 35 birth parents were offered meetings with the adopters. 7 children have plans for direct contact a for a further 4 children the adopters met the siblings and direct contact is planned for the future.

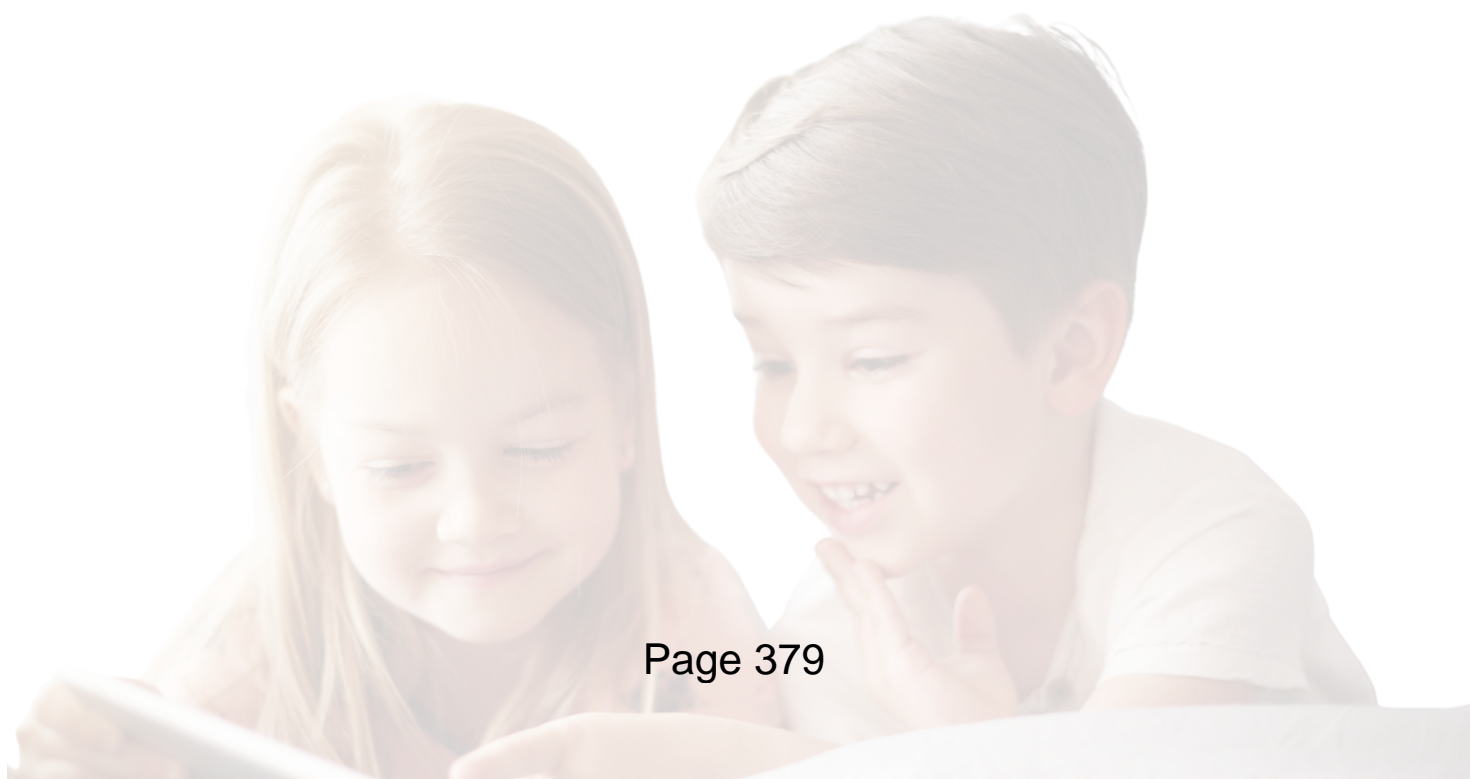
The parents of 21 children attended these meetings (in total 19 birth mothers and 8 birth family attended), for a further 2 children there was an exchange of questions and information between Birth parents and Adopters. Where meetings have not taken place some exploration is still ongoing as to whether a meeting can be undertaken in the future. All the meetings were seen as hugely positive and beneficial to those involved.





In addition there have been meetings in respect of three further children who were placed in previous years. For two of the children (siblings) a second birth parent adopter meeting was held and there are plans that this will now happen on an annual basis.

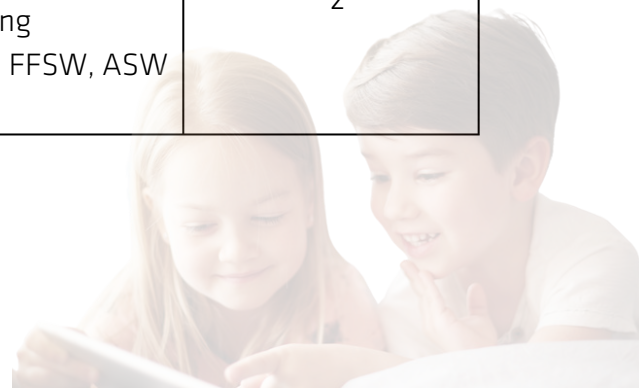
Of significance for 13 children of the 42 children placed adopters met extended family members, grandparents. Aunts and most importantly siblings and their carers. It is hoped that the forming of these initial relationships will serve to strengthen the opportunity for siblings to maintain a more significant level of contact. A number of children have plans for direct sibling contact.





## Understanding the Child Day Process

Title	Description	Number Completed
Understanding the Child Day consultations	FF brings every case to consultation to discuss our understanding of the child and to plan what needs to take place as next steps	32
Number of families discussed at UtC consultation	Some children have been discussed at UtC consultation more than once	28
Number of sibling groups		6
Trauma Nurture timeline/Circle of Understanding meeting	Map out trauma/nurture timeline and CoU with CSW, SSW, FFSW. Consider what would be looking for in adopters	5
Understanding the Child Day	Prospective adopters attend along with those that know the child and birth family, including foster parent, school, CSW, SSW, FFSW, ASW	2





## Evaluation of Trauma Nurture Timeline/Circle of Understanding Meetings

Evaluations continue to be overwhelmingly positive with all participants scoring 10 on a 10 point Likert scales for how useful has the session been. Participants report having a better understanding about how the child, or children's early experiences could impact on their presentation after the morning's session.

Comments from children's social workers have included:

“*This was really useful mapping everything out and understanding their basic needs now as a result of the trauma*

*I found this amazing and really useful in understanding why the children behave in their certain ways*

*I was confident that I understood how the children's early experiences could impact on their presentation, however, this presentation deepened my understanding and how to look at the children's early experiences in different ways*

*I am confident now that I understand the children's early experiences and how this is useful to be able to match them with adopters who will meet their needs*

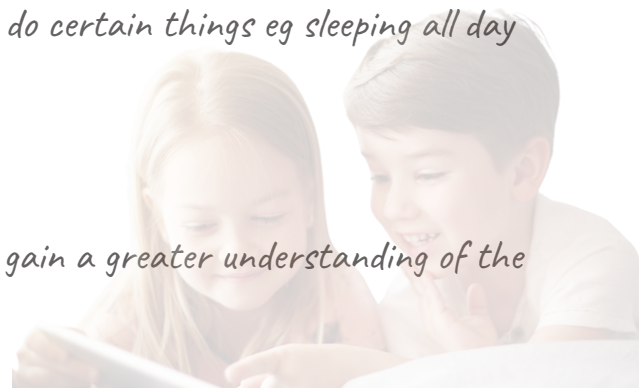
Support workers:

“*Really useful to roadmap their life in understanding how things shape their lived experience/ways of surviving now*

*Mapping things out has really helped me to understand why they do certain things eg sleeping all day*

Supervising Social Worker:

“*Especially useful putting all the separate information together to gain a greater understanding of the children's presentation and why*





In March the Understanding the Child Team met with the Family Finding team for a Trauma Nurture Timeline/Circle of Understanding workshop, bringing together all of our ideas and expertise. The Family Finder Social workers could see the benefit of completing a Trauma Nurture Timeline/Circle of Understanding when reading all the documents about the children they are family finding for. They are incorporating this in to their working practice so all of our WBAS children will have a Trauma Nurture Timeline.

## **Understanding the Child Days**

There have been two understanding the child days within the last 6 months. The days were both well attended with prospective adopters, foster carers, school representative along with social workers, support workers and supervising social workers. Both days were evaluated very positively. One match is proceeding following the day. Prospective adopters from the other match decided that they were not the right parents for the children. They contributed well during the day and went away and thought about what they had heard and spent some time reflecting on the information shared as we asked of them.

We have also facilitated an Understanding the Child day for a young person who has been with his adopters for about 10 years. The Day was prioritised as the parents did not have the same level of understanding of their son's needs which was leading to conflict. The evaluation of this day was also positive with comments such as:

*Excellent! So good to all sit together and talk in a really powerful way about H*

*Very useful and feeling much better after the meeting*



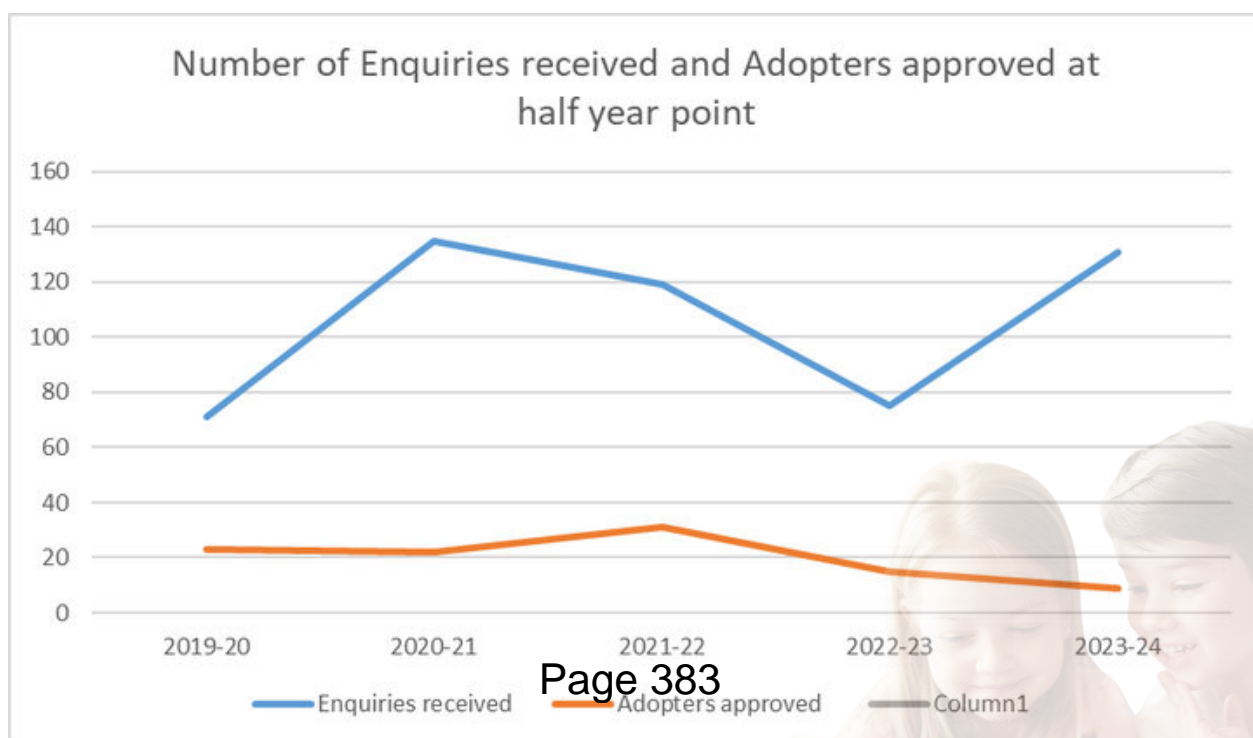


## 6. Adopters

### Enquiries and Adopter Approval

Enquiries are higher than the last two years but conversion of these enquiries to approval remain low, a piece of work is being undertaken nationally to look at this area in 2024/25.

	2019/20	2020/21 Lockdown	2021/22	2022/23	2023/24
Number of Enquiries	166	260	224	174	223
Number of adopters approved	54	53	52	31	27





## Profile of Adopters

An audit of the 27 approved adopters at end of year March 2024 has been undertaken and the following identified:

	Number of families approved 2020-21 (53)	Number of adoptive families approved 2021-22 (52)	Number of adoptive families Approved 2022-23 (31)	Number of adoptive families approved 2023-24 (27)
Bridgend	9	10	14	8
Swansea	25	22	7	9
Neath Port Talbot	8	11	4	7
Cardiff Area	7	5	2	1
Carmarthenshire and Tenby	3	5	3	2
England	1	1	1	0







Of the 27 approved adopters this year, they can further be broken down into approvals of 2 single adopters, 8 adopters from same sex relationships and 17 heterosexual couples. Currently there are 10 adopters waiting without a link or match.

## **Placement Sufficiency**

The average number of placement orders over the last 3 years is 42

The region purchases 11 placements via the Marketshare project and has a placement target of 30 placements each year. The LA budget also enables the purchase of additional placements.

## **Information in respect of the Adoption Assessment process**

### **In Q3 October to December 2023**

- We received 44 enquiries
- 11 attended our introduction to adoption event
- This led to 5 initial visits
- We received 5 ROI's (Registration of Interests)
- All of the assessments proceeded (1 assessment did not proceed to approval panel due to dishonesty following receipt of checks and references)
- 6 adopters were approved in this quarter from previous quarters
- We received 41 enquiries in Q3 last year 2022
- We have undertaken 5 initial visits in comparison to 7 last year
- All initial visits undertaken progressed to an assessment proceeding
- Introduction to adoption training has saved social work hours due to initial visits only progressing with potential applications that have been well considered and meet regulations. However, feedback from adopters at their stage one review was the information provided at the introduction to adoption training sessions were hard hitting. There was a theme that information needed to be drip fed throughout the process, not to deter applicants at such an early stage, as many aspects of adoption and its challenges were incredibly new to people.



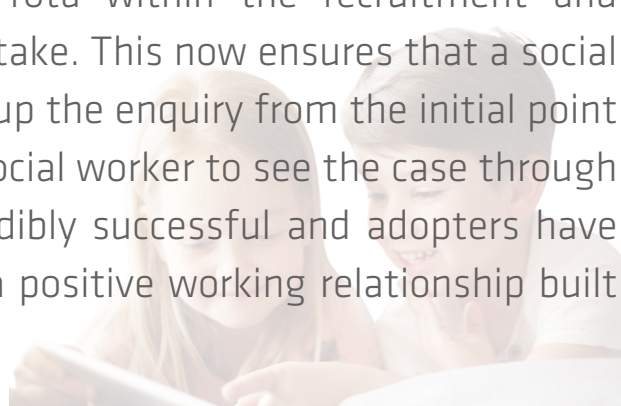


- We have 'softened' the training and started to develop new homework books and workshops in stage one to grow knowledge and understanding of pertinent adoption matters in a more graduated format. This allows more time for self-learning and self-reflection.

### **In Q4 January to March 2024**

- We received 39 enquiries (up to the 19th March 2024 – writing this report)
- 19 attended our introduction to adoption event
- This led to 18 initial visits
- We received 9 ROI's (Registration of Interests)
- We are awaiting at least another 6 ROIs following positive initial visits being undertaken, some initial visits have just been scheduled having only just received enquiry forms following the most recent introduction to adoption training
- All of the assessments proceeded
- 13 adopters were approved in this quarter from previous quarters
- We received 39 enquiries this quarter in comparison to 56 enquiries in Q4 2023
- 19 attended our introduction event, this mirrors Q4 in 2023
- This led to only 10 initial visits last year in comparison to 18 this year!
- We only received 6 ROIs in Q4 2023 in comparison to potentially 15 this year! This is a remarkable difference!

Further changes to our process, given the feedback received from our adopters is how we manage enquiries. Up until November 2023, all enquiries were managed by our marketing manager. In November 2023, we created a duty rota within the recruitment and assessment team for all social work colleagues to partake. This now ensures that a social worker, experienced in the field of assessment, picks up the enquiry from the initial point of contact with the service. The aim is for the same social worker to see the case through from initial visit to assessment. This has been incredibly successful and adopters have shared how this helps to secure the foundations of a positive working relationship built on longevity.

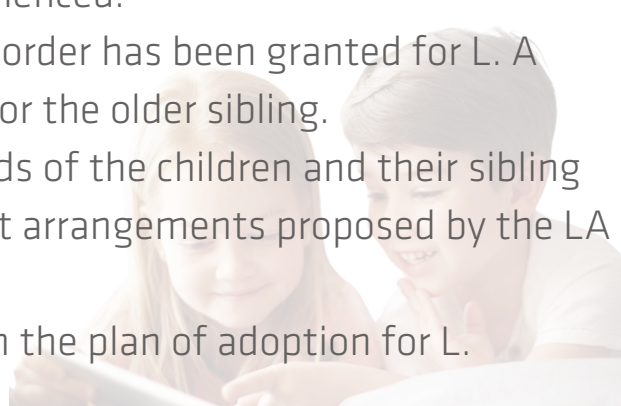




Enquiries are responded to on the same day. They are sent the enquiry form, information pack and provided with the details of the next introduction to adoption event. They are provided the link to enrol on the training should the applicants still not wish to speak with anyone at this stage. The sessions are held on a rotating basis, during the week and on weekends. They are scheduled within a lunchbreak and also of an evening to ensure we are targeting as many prospective adopters as possible.

## **Wales Early Permanence (WEP)**

- We currently have two approved WEP carers within the service
- We have successfully matched both approved WEP carers with their prospective children.
- A child from Bridgend was placed with Swansea WEP carers on Wednesday the 6th March. The carers are supporting direct contact with birth family. This is a traditional WEP placement. The baby was removed from birth mothers care following a negative assessment whilst residing in a mother and baby placement. The baby was moved to the WEP placement and is thriving in the applicants care. Court, on the 22nd March 2024, will determine if an assessment of grandfather will be agreed, in order for the child to be returned to his care. The LA and guardian are not in support of this plan. Should court conclude, in favour or a Placement Order being granted, the carers would wish to proceed with the adoption of the child.
- Our Bridgend WEP carer has been matched with a Swansea child. The child is three years of age and currently in a foster placement with her older brother. The siblings are currently undergoing direct work to be separated and they cannot remain in their current foster placement.
- A planned and gradual to the WEP carer has commenced.
- Court, in this case has concluded and a placement order has been granted for L. A longer term foster care arrangement is proposed for the older sibling.
- The WEP carer is incredibly insightful into the needs of the children and their sibling relationship and will support the necessary contact arrangements proposed by the LA and deemed to be in the child's best interests.
- Once settled, the WEP carer hopes to proceed with the plan of adoption for L.





- We have no other adopters considering WEP at this time. Nor have we had adopters express an interest. VVC, WBAS and the WEP lead, Laura Betts (NAS) plan to meet in early April to look at targeted recruitment for WEP. It has not been streamlined across the other adoption collaboratives, as it is felt, VVC and WBAS are further along in the implementation of WEP.

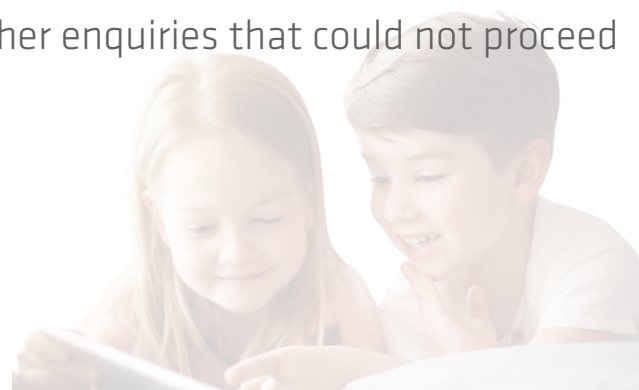
A monthly WEP meeting is held with Swansea fostering as well as monthly meetings with a legal representative from each Local Authority. The meetings with legal have tapered off, given there are no recent WEP enquirers, however it is hoped these will pick back up by next quarter.

### **Non Agency – Step Parent/ Non Relative Applications**

	2022 Q1/Q2	2022/23 Q3/Q4	2023 Q1/Q2	2023/24 Q3/Q4
Number of Referrals	25 BCBC 2 NPT 8 SWN 11	27 BCBC 11 NPT 9 SWN 7	15 BCBC 3 NPT 7 SWN 5	11 BCBC 6 NPT 4 SWN 1

From April 2021 – March 2022

- We had a backlog of 92 enquiries and assessments waiting to be processed
- We progressed 40 assessments and closed the other enquiries that could not proceed





From April 2022 – March 2023

- We had 52 enquiries
- We progressed 19 assessments
- We had no waiting list for enquiry or assessment

From April 2023 – March 2024

- We had 26 enquiries
- We progressed 5 assessments
- We continue to have no waiting list for enquiry or assessment

These referrals are dealt with immediately and passed through a triage type system which has been effective in considering early on whether they are appropriate referrals. There are no non agency cases awaiting allocation.

As the teams knowledge and understanding grow in these cases, we are more confident in the advice and guidance we offer. We have updated our information pack and screening tool as the years have past. The R&A team manager has also worked closely with the other adoption regions and local judges, for WBAS to embed a robust process which appears to be lessening the number of non-agency applications that are made.

We are redirecting applicants to lesser orders, such as parental responsibility orders and child arrangement orders, through support of their own legal advice.





## 6. Advertising and Marketing



We kicked off the autumn season by helping Bridgend College Rugby unveil their new season kit with special appearances by regional rugby Ospreys stars and some Welsh rugby legends. Our sponsorship of the Rugby Pathway and college team resulting in our logo being prominently displayed on the new jerseys and on new signage pitch side. This activity builds on and develops from our ongoing partnerships with the Bridgend Ravens RFC and Pen y Bont FC – keeping adoption front of mind throughout the county.



Next up we supported National Adoption Week 2023 as enthusiastically as ever, launching the week with a cross-county walk across the WBAS region with the help of Councillors, Heads of Services and Principal Officers.



A major success of the walk was engaging our birth mums to take part and support.



During the week we had a number of other successes including generating our own PR story about a staff member and adopter which was published in local press, to creating lots of digital engagement on not only our social media but also our local authorities' and partner organisations.



Moving into November we teamed up with our friends in Foster NPT at the Richard Burton 10k and Children's Mini Miler in Cwmavon.



We then attended the LGBT+ South Wales Police Staff Network Conference at the Bridgend HQ which resulted in further working with the Forces' HR department on adoption policies.





Still in November to help celebrate the 1 year anniversary of WBAS Youth Club we asked the children to come up with designs for t shirts which we then had printed and presented to the young people. The children love the t shirts and the sense of belonging they help to embody.



We then started Christmas early at Margam Park by taking part in the Annual Christmas Tree Festival in the castle with our friends again from Foster NPT. WBAS Youth Club was involved again by designing handmade baubles for the tree. Still in November we 'dipped deep' for Children in Need and raised a few hundred pounds for the charity with a cold water team dip down Caswell Bay.



Deep into December and we saw the return of our much loved Christmas Party for adopters at Wiggley's Fun Farm in Bridgend. We packed the very large venue with families with lots of activities on offer and a special visit from Santa (and of course festive Teulu the Bear) for the children



Sticking with the festivities in December Teulu the Bear helped to make WBAS Christmas Play Group a special occasion for some little ones. In the New Year we visited leisure centres across the region to raise awareness of adoption amongst the increased footfall that this time of year brings.



The start of February we then attended the Swansea Council Additional Learning Needs (ALN) Marketplace Event at the Village Hotel - making some great connections and leads for adoption awareness sessions in schools.



Building on this theme we supported Children's Mental Health Week 2024 online with social media series of guidance and wellness tips from our Therapists.



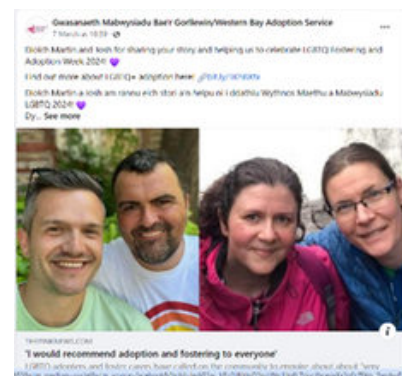


Building on this theme we supported Children's Mental Health Week 2024 online with social media series of guidance and wellness tips from our Therapists. Offline we then finished the week at the National Waterfront Museum at the NHS CAHMS Event networking and offering guidance and activities.



Finally into March we supported Fostering and Adoption Week 2024 with lots of social media activity and blogs featuring our adopters. We were also present again at the National Waterfront Museum, this time at Swansea Council's One Stop Shop offering adoption

March also saw the return of the WBAS Conference for Professionals at the Towers Hotel in Neath. The conference featured impactful videos from adopters and birth families in addition to hard-hitting workshops on subjects such as Contact. Feedback has been excellent with delegates reporting on how they've been deeply impacted by the videos and the powerful talks given by birth parents.



Continuing a busy month our community work in Bridgend returned at the 'WBAS local derby' at the Brewery Field with the Ravens facing Neath RFC. We also ran for WBAS and the NPT County Mayors Charity at the Margam Park 10k in a tough but beautiful course!



Digitally our channels have performed well over the last 6 months with some strong increases across the range on Facebook and Instagram compared to the previous 6 month period as can be seen below:



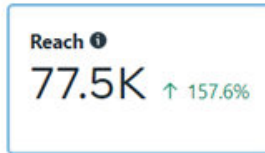




**GWASANAETH MABWYSIADU**  
**Bae'r Gorllewin**  
**Western Bay**  
**ADOPTION SERVICE**

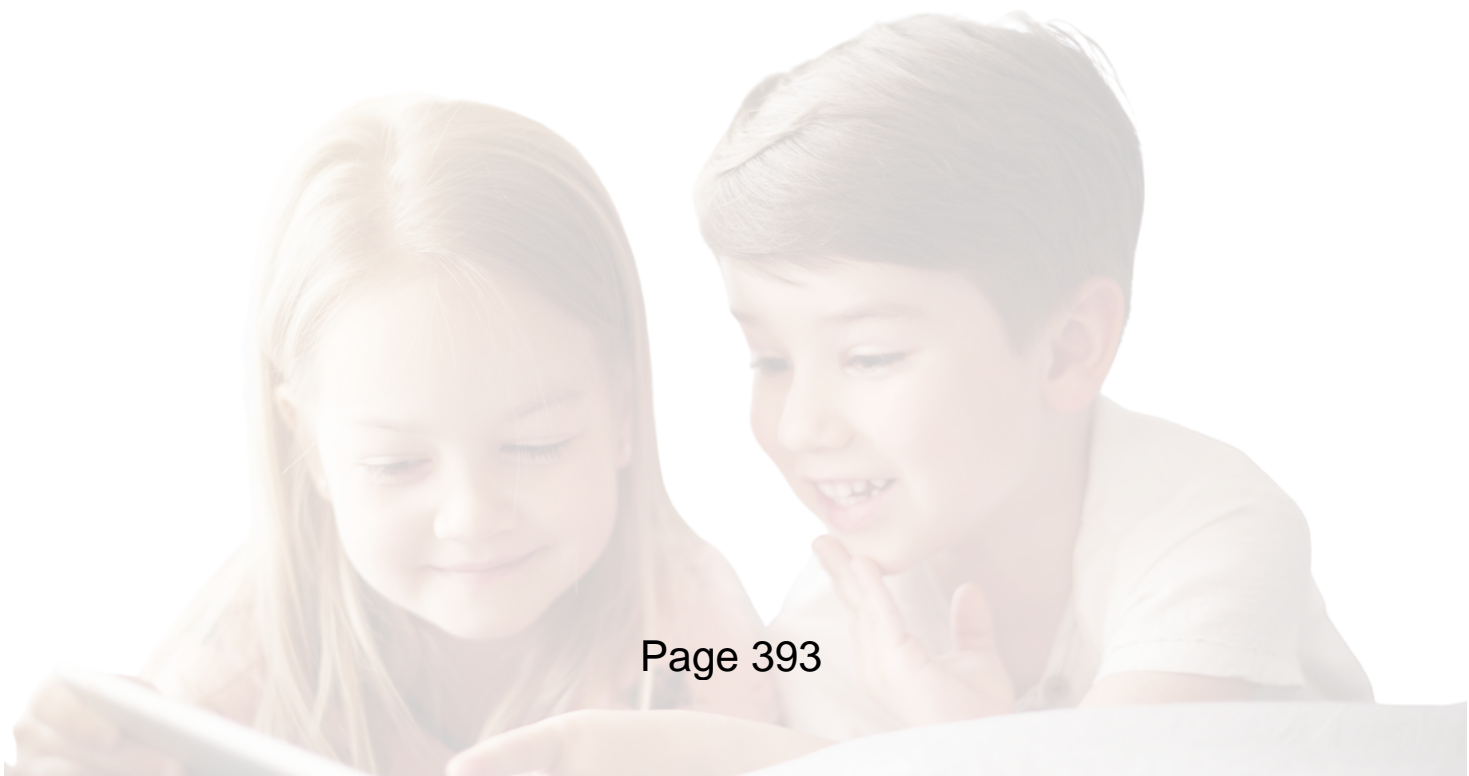


#### Performance



A main driver in such big increases was the reactivation of our paid for adverts in late August on the platforms.

Looking ahead to the next 6 month period we have a new marketing plan in place which highlights our commitment to our communities and determination to utilise every aspect of the marketing mix in an integrated way from print and PR to events and radio.





## 7. Adoption Support Performance and Development work

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### Virtual Hub Summary

36 Virtual Hubs consultations were provided during the year with feedback being very positive:



I'm feeling better. It's helpful saying it out loud.

'It's nice to be able to 'blah' and get it all out

It has really helped to talk things through, we feel reassured and feel that we have made a start' in terms of getting support

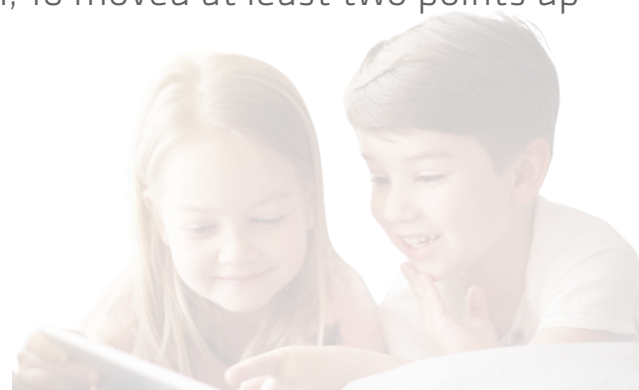
Just from today, we've got a different way of dealing with things

I feel more reassured that what we are doing is the right approach

We have valued talking things through and felt reassured and more confident in managing

Talking through his early experiences again really made me think about how much he has had to overcome and the challenges he faces

20 of the 35 families scored prior and after the session, 16 moved at least two points up on the confidence scale following their consultation



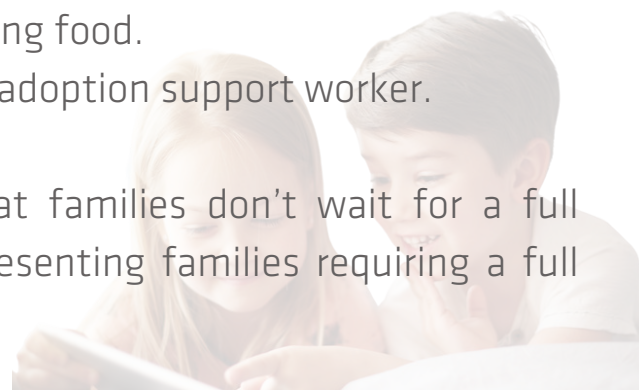


## Signposting from Virtual Hub

Provision	Families Referred
PATHways	14
Buss Group	7 plus 1 for 1:1 work from April
Schools awareness work	8
Therapeutic parenting programme	8
Life journey work	5
Therapy	6
NVR	2

8 families identified ADHD/ASD presenting behaviours and assessments commencing  
3 families identified issues with their children controlling food.  
Seven of the 36 families had required allocation to an adoption support worker.

We are finding it an effective way of ensuring that families don't wait for a full adoption support assessment, with only 7 of the presenting families requiring a full assessment.





## Check-ins

### Annual Check in Reviews 2023-24

Using the additional staff resource the service was able to undertake Check- in Reviews for adopters and birth parents whose child had an AOG 12 months ago (children who had an Adoption Order Granted during the year of 2022-23) and 3 years ago (children who has an AOG during the year 2020-21).

#### 12 months Check-in Review – adopters

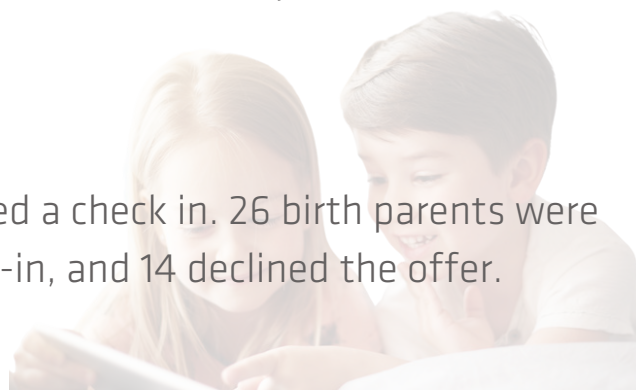
45 children had an AOG during this period of these 34 families were engaged with in some form, 14 were open as adoption support cases already and 18 agreed to participate and 4 declined the offer.

From the reviews undertaken the following was identified:

- Significant increase in the number of families who were open within the service for a virtual hub consultation or for a Pathway referral.
- All families were engaging in letterbox contact and one adopter reported that her child has begun to write her own letter.
- All families who had engaged confirmed their child had at the very least a basic understanding that they were adopted. Many discussed that their child regularly looked at their memory box.
- Five children were having direct contact with their siblings.
- One adopter had asked about a birth parent meeting that wasn't possible at the time of placement
- One adopter stated that her child got a lot from attending the annual support events as her child loved seeing other children who had been adopted like him.

#### 12 month Check-in Review – Birth Parents

The birth parents of the same 45 children were offered a check in. 26 birth parents were engaged with in some form, 12 took part in check-in, and 14 declined the offer.





### **From the reviews undertaken the following was identified:**

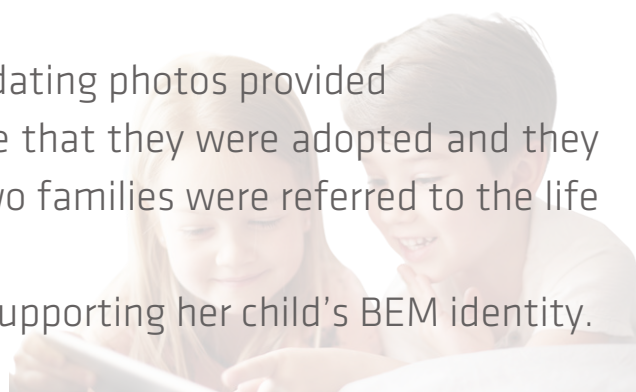
- Harder to engage birth parents in this cohort, for many there was no up to date contact details.
- 1 birth mother wanted to share that she had made positive changes and had a baby of 7 months living with her.
- 1 birth father was able to reflect on how he wasn't in a good place at the time his son was born and he knew that he could look after him. He is now on a college course and regularly goes to the gym.
- More birth parents were now receiving support from the post adoption contact team in respect of engaging in letterbox contact.
- Birth parents still talked about still feeling unable to talk about the adoption and although receiving the annual letter feel unable to reply, even when support is offered.
- 2 birth fathers were interested in finding out more about and attending the birth parent support group.
- 14 birth parents were actively engaged in letterbox.

### **3 year Check-in Review – adopters**

63 children had an Adoption Order Granted during this period of these 35 families were engaged with in some form, 6 were already open in adoption support, 19 successfully engaged and 10 didn't wish to take the offer up.

### **From the reviews undertaken the following was identified:**

- Two adopters were refusing to provide annual reports for birth parents- birth parents seeking legal advice.
- Some lovely examples of annual letters with up dating photos provided
- All 19 families advised that their child was aware that they were adopted and they had begun to use their life-journey materials. Two families were referred to the life journey workshop for additional support.
- One adopter requested additional support with supporting her child's BEM identity.





- One child had significant additional needs and was open within the LA CDT team.
- Two families had been offered Pathway provision.
- Four adopters were being reassessed for a second time.

### **3 year Check-in Review – Birth Parents**

The birth parents of the same 63 children were offered a check in. 21 birth parents were engaged with in some form, 8 successfully engaged, 8 were offered but declined and the service didn't have contact details for 5.

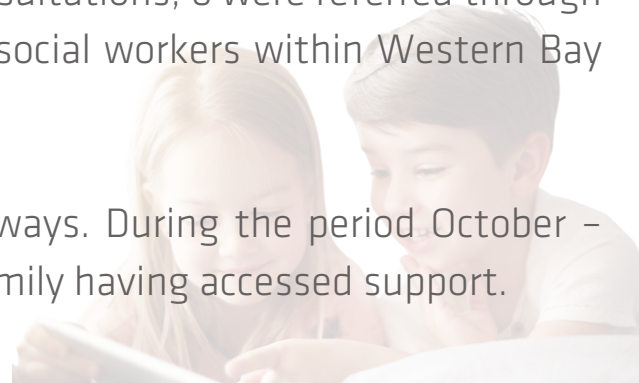
#### **From the reviews undertaken the following was identified:**

- Some Birth parents had some really positive feedback and stories to share.
- 2 birth parents were now receiving external therapeutic provision
- 1 birth mother was now married in a supportive relationship and was safely caring for her two year old child.
- 3 birth mothers were attending the BP support group on a regular basis.
- 4 birth fathers and 4 birth mothers were interested in finding out more about and attending the birth parent support group.
- A number of parents were seeking support each year from the service to respond to their annual letter.

### **PATHways October 2023 – March 2024**

There are currently 45 AUK PATHways cases open to WBAS. Between October 2023 and March 2024 there were 17 new referrals made to Pathways. Of the new referrals, 8 were referred to Pathways following Virtual Hub Consultations, 6 were referred through the duty system, 3 were known to and referred by social workers within Western Bay Adoption Service.

Of the 17 new referrals, 1 was a re-referral to Pathways. During the period October – March, no cases were closed by PATH without the family having accessed support.





All referred adopters accessed the consultation with the psychologist/therapist, however engagement with Parents Support Partners and the Pathways Reflective Group is more variable. It has been identified that those who take up all three aspects of Pathways (psychological consultation, parents support partner and reflective group) appear to achieve the most benefit and adopters being referred to Pathways are encouraged to access all three areas. Many parents are attracted to Pathways by the prospect of having a consultation with a psychologist, however attending the Reflective Group and meeting with the Parent Support Partners provides the opportunity for adopters to consolidate and extend the learning and insight they develop during the Psychological Consultation.

As previously reported, feedback from adopters who access the PATHways programme remains positive. Many adoptive parents report that the Pathways programme has helped them to understand their child's difficulties in the context of early developmental trauma. It continues to be a common theme that adoptive parents are concerned that their child may also have a Neurodevelopmental disorder and they are often seeking diagnosis via the school, GP or CAMHS with limited success. Frequently parents report frustration that other agencies (such as health or education) do not fully appreciate the impact of developmental trauma as their children do not have a recognised diagnosis of their difficulties and having the Pathways Psychological report has helped them to discuss their child's needs with the schools or health.

## **Children and Young Person's Work**

During the period October 2023 – March 2024 we have delivered 22 youth clwb sessions with our Western Bay youth group. Our young people are aged between 10-16 years old and are from all across the Western Bay Region. Our members are steadily increasing and on average around 13 young people now regularly attend youth club each week with 4 regular members of staff.



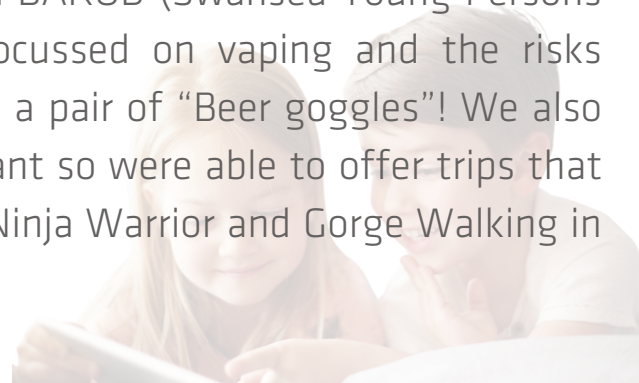


We have 10 young people on our waiting list (we can only invite new members to join us each term as we have found this to be a big change for the group which needs to be managed very carefully). For some of the WBAS young people on our waiting list, youth clwb is too far away for them to travel to each week but if we are holding trips we try and give them the opportunity to attend.

Our youth group continues to keep to the same structure each week which includes activities such as cooking, arts and crafts and games. Over the last 6 months and thanks to the COAST grant, our young people designed their own youth clwb t-shirts which they all continue to wear with pride. They also made Christmas baubles to hang on a WBAS Christmas tree at Margam park. Recently the group have been involved in Wales Air Ambulance "Castle in the Sky" project.

They have graffitied and stencilled their own mini castle – please look out for it in a public space in Swansea this summer as well as our WBAS larger Castle at Black Pill!! All of these activities provide the perfect opportunity for the group to learn new skills, make new friends and build trusting relationships with the youth workers. Lots of our discussions with our young people have been around relationships with their family, friends and school. We have also discussed managing conflict, racism, homophobia, being adopted, birth family, letterbox, transitions, anger, suicide, self-harm, therapy, alcohol, drugs, vaping, aerosol use, keeping safe, respect for each other, personal space and triggers.

Through December 2023 we had more visits from Circus Eruption which was great fun. We could really see how the group have bonded and how they will support each other with new experiences. We also invited in Beth from BAROD (Swansea Young Persons substance misuse worker) to deliver a session focussed on vaping and the risks associated with vapes. The group also got to try on a pair of "Beer goggles"! We also benefitted from funding from the winter COAST grant so were able to offer trips that the young people chose, to BUZZ trampoline park, Ninja Warrior and Gorge Walking in Glynneath.







A particular big achievement for one young person from Youth Clwb was when he recently spoke at our WBAS conference about himself and youth clwb. He was supported by his youth worker Gareth and his social worker Claire in preparing what he wanted to tell the conference about how youth clwb had helped him. Needless to say he was brilliant and we were so proud of him! His dad was also spotted shedding a tear or two!! The message that he really conveyed was “Youth Clwb is one place where we can all be ourselves”

The majority of our youth group also access therapy and support from Adoption Support Social workers due to their childhood trauma and current complex needs. Therefore, Youth Clwb has also created an opportunity for the parents and siblings of our young people to have a much needed weekly break. A single adoptive parent told me last night “this is the only thing Z will go to! I don’t know what I’d do without it!”





## **Birth Parent Support**

October – the month we made pumpkins out of jumpers, scarves, dresses that were donated by staff – NPT group we had a birth mum attend after 10 months of offering her to attend (we supported her to attend the food bank and access her GP for her prescription (hugely vulnerable and staying in a hotel)

November – we made stunning winter wreaths using winter foliage and material from our summer event – new member attended the Bridgend group.

December – our winter wellbeing event – we made candles, personalised keyrings engraving loved ones/children`s initials, decorated star biscuits. We held a raffle this year with all the donations we received throughout the year and made goody bags so they felt more like a gift rather than hand me downs. Everyone enjoyed a buffet lunch and everyone received a snack hamper to take home. We also hand delivered some hampers for those who could not attend. A few new mums attended the event. Around 23 attended.

January – we made the personalised keyrings as many wanted to do more than one at the winter wellbeing event. We found everyone was feeling fragile and in need of our nurture after a difficult Christmas this month. One mum returned after months.

February – we made heart shaped soaps and heart shaped chocolate wrapped up like gifts for valentines.

March – we made Easter cheesecake pots – we supported a birth mum with her mental health during one group and managed to successfully bring her mental health appointment forward.

Since October we have supported at least 7 birth mums who attend our group with letterbox.





We have had around 5 birth mums over the last few months querying if they can bring toddlers in their care

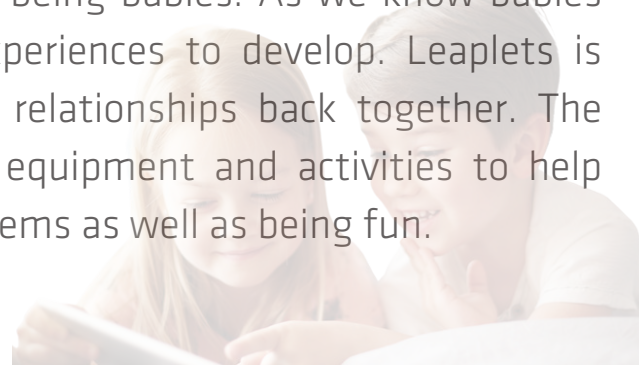
## **BUSS model of sensory processing**

In April 2023 we launched our very first LEAPlets play group in Neath Afan Gymnastics centre. LEAPlets is a 10 week programme based on the Building Underdeveloped Sensorimotor System (Model developed by Sarah Lloyd, Specialist Occupational Therapist and Play Therapist). The first group was a great success, it was amazing to see the progress the children made within a relatively short space of time.

Following the success of our very first Leaplets group last April 2023, we started with 2 groups on a Tuesday morning from September 2023. Since then, 16 families have attended the programme (some repeatedly) and we have another 10 new referrals for our next group starting in April 2024. Our group runs from Neath Afon gymnastics centre which is a perfect central location for our families who travel in from across the Western Bay region.

LEAPlets is a 10 week programme based on the Building Underdeveloped Sensorimotor System Model. This was developed by Sarah Lloyd, Specialist Occupational Therapist and Play therapist. Sarah continues to provide supervisory input into each of our groups to ensure we are absolutely meeting all the sensorimotor needs of the children and their families as best we can.

The Leaplets programme is for children aged 2-5 years old. It is a specific intervention for children who we know have experienced some disruption in their development from in utero. Our Leaplets group takes children back to being babies. As we know babies need consistent nurture, touch and movement experiences to develop. Leaplets is about bringing the importance of movement and relationships back together. The group runs using specific songs, movement, gym equipment and activities to help children develop their Foundation Sensorimotor Systems as well as being fun.





At Leaplets, the parents and carers of the children are of paramount importance to the intervention being successful. The adults are strongly encouraged to continue the activities at home or whenever they can with the children, to help continue their sensory development as well as strengthening the bond between them.

**Here are some of the comments made by parents and carers who have attended Leaplets ....**

*[My child] is noticeably more confident, family and friends have been commenting on the confidence she has in her own ability to do tasks such as walking, running, climbing and jumping*

*I think the team did an amazing job of meeting everyone's needs, keeping everyone safe and making it an enjoyable experience for the children.*

*I'm very pleased at how he's adapted to strengthening core muscles ie crawling and pulling himself by arms*

*By week 5 of the LEAPlets group, I could see a massive improvement in [my child's] ability to regulate her own emotions. She was looking really confident in her body and was less likely to erupt over small things. She was using her words to express how she felt.*

Thirteen members of staff across the service attended Level 2 BUSS training in September, which enables them to assess and identify underdeveloped sensorimotor systems in our children. Three members of staff are currently working towards Level 3 and beginning individual programmes with children and families. This allows us to carry out detailed BUSS assessments and interventions with older children and teenagers with underdeveloped sensorimotor systems. We are working towards becoming self-sufficient in BUSS programmes within the service.





## Therapy team

The Psychology and Therapy team continue to integrate their practice throughout the Service. Our therapy offer to families includes music, play, filial therapy, psychology and systemic family therapy. Our interventions with children, young people and families are always complex, are often very lengthy and are reported to be life changing for the families involved. A parent of a child who recently finished play therapy wrote:

*It would not be an exaggeration to say that it [play therapy] was a lifeline, and I don't think we would have made it through as a family without it. We believe that play therapy should be regarded (and guarded) for what it is: a lifeline and a vital means of support to children and families like ours who are navigating the complexities of emotional and psychological struggles beyond their comprehension*

The therapists often co work cases with the therapeutic social workers or support workers within the Adoption support team, this multidisciplinary approach is an essential part of our service, drawing on each other's specialist strengths to benefit the family.

In addition to direct therapy, our therapists are also involved in the following;

- Virtual Hub- working alongside therapeutic adoption support social workers to support parents, widening parents' access to the therapy team.
- Setting up and facilitating a group for parents of teenage children. One parent fed back 'I love coming to this group, I've met some lovely people. Everyone gets on so well. There's a mixture of serious discussion and advice but there's also a lot of laughter. I feel I have somewhere to come to about anything. A very supportive group.'
- Assisting with differential diagnosis- it can be difficult to tease out symptoms that are associated with developmental trauma from those that could be suggestive of an underlying neurodevelopmental difficulty. Our psychologist has supported parents and schools to think about potential roots of behaviour and has acted as a 'professional friend' to schools when diagnostic assessment is needed.



- Implementation of BUSS throughout the service- our psychology and therapy team have joined forces across the service in their commitment to BUSS being involved in the LEAPlets group and with one therapist embarking on her Level 3 assessment/intervention training along with two adoption support social workers

The team will continue to develop their skills and be responsive to the needs of the service and the families WBAS support. For example, there are plans to offer a summer workshop for adopted teens with the focus on identity. Consideration is also being given to therapists embarking on EMDR training as there is a strong evidence base for this intervention for children, young people and adults who have experienced trauma.

## Western Bay Regional Conference

83 professionals from across the region and other areas such as CAFCASS, Health, Education and other Regional services attended the second conference that the service held. Feedback has been hugely positive:

*I found all aspects of the morning very relevant to my role. I work with YP who have been adopted and also who have children in adoption/fostering, so found all the information helpful.*

*Hearing the real life stories from birth parents, siblings and adopters was particularly powerful*

*I would like every team to hear these powerful stories about contact*

*By far the best conference I have ever attended. Congratulations all!*

*Really well managed and hosted by Nichola and the team, lots of visibility and knowledge and people genuinely seemed to be enjoying themselves*



## 8. Policies and Procedures

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The Service is pleased to report that the NAS have published the National Adoption Policies and Procedures which have been a collaborative piece of work involving all the regions and VAA's. These were formally launched in National Adoption Week on the 18th October 2023.

## 9. CSSIW

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The service was last inspected during 2018-19 and an appropriate subsequent plan drawn up which has been reviewed at the Management Board with actions completed. WBAS were the only region to be inspected. CSSIW have confirmed that all Regional services will face an inspection of their service in the next 24 months.

## 10. Local Monitoring and Governance

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Monitoring and governance of the service is the responsibility of the Management Board, which now meets on a quarterly basis. The Board members interrogate data provided on a quarterly and annual basis. Strategic decisions are shared with the board for approval whereas, in the main, operational decisions are overseen by the Regional Manager who is supervised by the 'Host' authority Head of Service.

The service is measured on both the service plan and the national performance indicators through regular reports, presenting the achievements of the service compared to previous years and where data is available, with other regions across Wales. The formation of a Regional Joint committee has now happened and these meetings take place twice a year.





A six monthly report is available to Scrutiny Committees in all three local authorities. Periodically, reports are submitted and shared with Cabinet, Scrutiny Panels and Corporate Parenting Cabinets/Committees. Performance indicators are reported to the National Adoption Central team on a quarterly basis, this information is provided to the Advisory Group and the Governance Board of the National Adoption Service.

During this reporting period the Regional manager has presented information to two of the LA's corporate parenting forums.

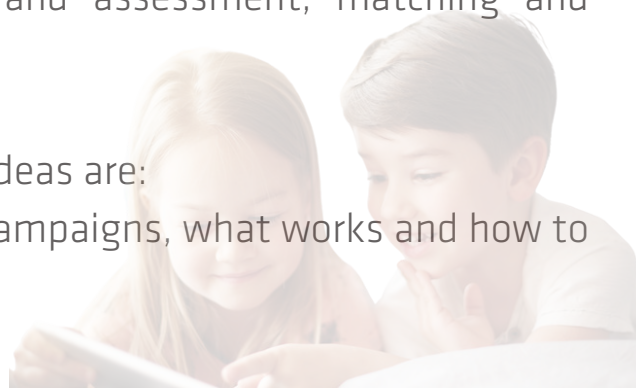
## **11. Consultations and engagement of those who use the Service**

The use of survey's and qualitative data continues to be used to receive feedback from families and professionals that have experienced the service. We are in regular contact with our adopters through our closed Facebook page where they are able to also provide feedback about their experience of the service and the events that are run. A working group attended by adopters from various stages of the adoption journey started in October and is held quarterly in order that they can feed into all areas of service developments. There are 14 members, all who are approved adopters from those waiting to be matched to adopters who have had their children/siblings for some years, they include second time adopters of related and non-related children, adopters with children with complex needs, LGBTQ+ adopters, solo adopters and foster carers who have adopted and continue to foster.

The aim of the group is to listen to adopters views and thoughts on WBAS service development plans, from marketing, recruitment and assessment, matching and support post placement of children and siblings.

Key areas that the group have discussed and shared ideas are:

- Gained feedback on marketing and recruitment campaigns, what works and how to strengthen





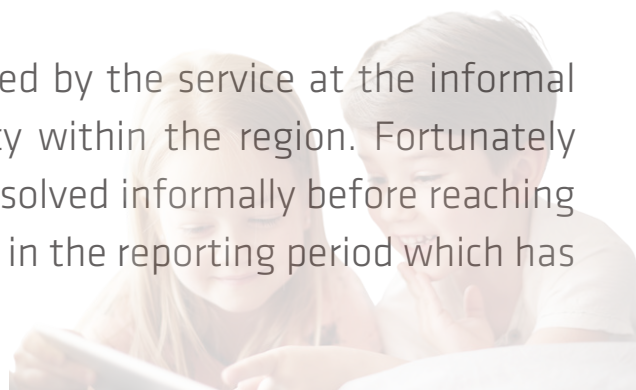


- Gaining views about the 'buddy bank' and how to help the adoption community to grow
- Reviewed how WBAS communicates with adopters and ways to strengthen communication
- Adopters to support WBAS at community events and at the Information Sessions so that perspective adopters can hear first hand about what life is like as an adoptive family
- To develop a yearly calendar of training and events
- Support schools to celebrate and talk positively about adoption, eg during 'adoption week' and give school suggested story books that could be used to celebrate all families
- Could WBAS training courses to be recorded and accessed via a secure portal, eg if child is unwell and adopter can't attend, they work shifts or it is during bedtime routine for solo adopters
- Guidance for new teachers or the WBAS education session to be recorded so that adopters can share information at the end of the school year, to support the new teacher to have a good understanding of how early developmental trauma can impact on children and how to best support them
- Adopters would love to be part of planning meetings for adoption family events, to ensure that what is being set up is meeting the needs of adoptive families

The service is also looking at introducing a wellbeing scale to ensure that the work that is undertaken is positively impacting on individuals wellbeing.

## **11. Quality Assurance, Compliments, comments, complaints, safeguarding issues, whistleblowing and representation.**

Attempts are made to address any complaints received by the service at the informal stage but registered with the relevant local authority within the region. Fortunately complaints remain very low with many issues being resolved informally before reaching the formal process. The service has had one complaint in the reporting period which has been moved to stage two at the complaints' request.





## 11. Overall assessment of the Service

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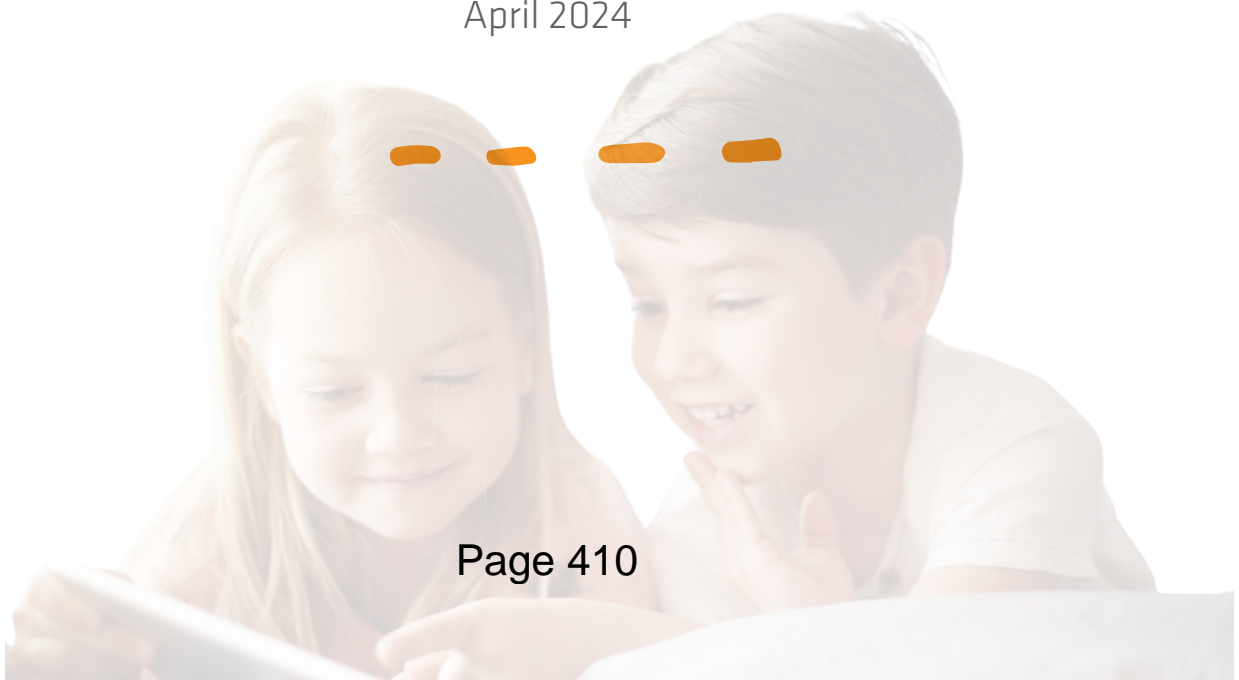
The overall assessment of the service during this reporting period is excellent and the priorities identified within the good practice guide and the Adopt Cymru plan continue to be developed creatively within the service. The service has been able to allocate all adoption support assessments in a timely way with no waiting list for these assessments due to the additional capacity that the temporary posts have provided. A second Regional conference was held which was well received.

We have recently moved office to a new base in Neath Town Centre from Tregelles Court. The new office space offers a much more modern and open setting, initial feedback from staff is fantastic, with a sense of excitement at rising to the challenges ahead during the year in the space.

*Nichola Rogers*

Regional Adoption Manager

April 2024





Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **Report of the Head of Legal and Democratic Services**

**Cabinet –**  
**Wednesday, 10<sup>th</sup> July 2024**

### **ACCESS TO MEETINGS/EXCLUSION OF THE PUBLIC**

<b>Purpose:</b>	To consider whether the Public should be excluded from the following items of business.
<b>Item (s):</b>	Item 26 - Proposed Disposal of Land at Laburnum Avenue, Baglan  Item 27 - Commissioning arrangements for Assistive Technology Call Monitoring and Mobile Response Services.
<b>Recommendation(s):</b>	That the public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it/they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.
<b>Relevant Paragraph(s):</b>	14

## **1. Purpose of Report**

To enable Members to consider whether the public should be excluded from the meeting in relation to the item(s) listed above.

Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.

Such a resolution is dependent on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

## **2. Exclusion of the Public/Public Interest Test**

In order to comply with the above mentioned legislation, Members will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it/they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in Appendix A.

Where paragraph 16 of the Schedule 12A applies there is no public interest test. Members are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

**3. Financial Implications**

Not applicable

**4. Integrated Impact Assessment**

Not applicable

**5. Valleys Communities Impact**

Not applicable

**6. Workforce Impact**

Not applicable.

**7. Legal Implications**

The legislative provisions are set out in the report.

Members must consider with regard to each item of business the following matters.

- (a) Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.

and either

- (b) If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test in maintaining the exemption outweighs the public interest in disclosing the information; or
- (c) if the information falls within the paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test by must consider whether they wish to waive their privilege in relation to that item for any reason.

**8. Risk Management**

To allow Members to consider risk associated with exempt information.

**9. Recommendation(s)**

As detailed at the start of the report.

**10. Reason for Proposed Decision(s):**

To ensure that all items are considered in the appropriate manner.

**11. Implementation of Decision(s):**

The decision(s) will be implemented immediately.

**12. List of Background Papers:**

Schedule 12A of the Local Government Act 1972

**13. Appendices:**

Appendix A – List of Exemptions

## Appendix A

<b>NO</b>	<b>Relevant Paragraphs in Schedule 12A</b>
<b>12</b>	Information relating to a particular individual
<b>13</b>	Information which is likely to reveal the identity of an individual
<b>14</b>	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
<b>15</b>	Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
<b>16</b>	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
<b>17</b>	Information which reveals that the authority proposes: <ul style="list-style-type: none"> <li>• To give under any enactment a notice under or by virtue of which requirements are imposed on a person, or</li> <li>• To make an order or direction under any enactment.</li> </ul>
<b>18</b>	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.



By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

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