



***ECONOMIC AND COMMUNITY REGENERATION SCRUTINY
COMMITTEE***

10.00 am FRIDAY, 23 OCTOBER 2015

COMMITTEE ROOMS A/B - NEATH CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members
2. To receive the Minutes of the Economic and Community Scrutiny Committee held on 11 September 2015. *(Pages 5 - 12)*
3. To scrutinise information and monitoring issues being reported by:

Report of the Head of Planning

4. Development Control and Pollution Control Report Card *(Pages 13 - 24)*
5. Planning Policy Report Card *(Pages 25 - 34)*
6. Building Control Report Card *(Pages 35 - 42)*

Report of the Head of Property and Regeneration

7. Architectural Report Card *(Pages 43 - 50)*
8. European Report Card *(Pages 51 - 56)*
9. To receive the Scrutiny Forward Work Programme 2014/15. *(Pages 57 - 58)*

10. To select appropriate items from the Cabinet Board Agenda for pre-scrutiny (Cabinet Board reports enclosed for Scrutiny Members).
11. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972
12. Access to Meetings to resolve to exclude the public for the following item(s) pursuant to Section 100A(4) and (5) of the Local Government Act 1972 and the relevant exempt paragraphs of Part 4 of Schedule 12A to the above Act.

PART 2

13. To select appropriate private items from the Cabinet Board Agenda for pre-scrutiny (Cabinet Board Reports enclosed for Scrutiny Members).

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Monday, 19 October 2015

Committee Membership:

Chairperson: **Councillor A.Llewelyn**

Vice
Chairperson: **Councillor I.B.James**

Councillors: M.Crowley, C.P.Golding, A.Jenkins, M.Jones,
D.Keogh, Mrs.M.A.Lewis, Ms.C.Morgans,
Mrs.S.Paddison, S.Rahaman and A.Taylor

Notes:

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

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ECONOMIC AND COMMUNITY REGENERATION SCRUTINY COMMITTEE

(Committee Rooms A/B - Neath Civic Centre)

Members Present:

11 September 2015

Chairman:

Councillor A.Llewelyn

Councillors:

C.P.Golding, A.Jenkins, D.Keogh,
Mrs.M.A.Lewis, Mrs.S.Paddison and
S.Rahaman

**Officers In
Attendance**

N.Evans, S.Brennan, Ms.C.Brettle, S.Ball,
C.Millis, N. Davies, M. Jones and PWalker

Cabinet Invitees:

Councillors M.L.James and A.J.Taylor

1. **TO RECEIVE ANY DECLARATIONS OF INTEREST FROM
MEMBERS**

The following Members made declarations of interest at the commencement of the meeting:-

- | | |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cllr. S Rahaman - | Reports of the Head of Property and Regeneration on Aberavon Seafront and the Aberavon Leisure and Fitness Centre as his brother owns a business on the seafront. |
| Cllr. M Lewis - | Report of the Head of Planning on Community Fund Policy for Renewable Energy Generating Developments as she has a pecuniary interest as there is a solar panel farm on her land. |
| Cllr. C Golding - | Report of the Head of Planning on Community Fund Policy for Renewable Energy Generating Developments as he works in the energy sector. |

2. **TO RECEIVE THE MINUTES OF THE ECONOMIC AND COMMUNITY SCRUTINY COMMITTEE HELD ON 31ST JULY 2015.**

Members considered the minutes of the previous meeting held on 31st July 2015 and asked whether the issue in relation to Sandfields Comprehensive had been referred to the Children, Young People and Education Scrutiny, the Scrutiny Officer confirmed that they would find this out and report back to the Committee at the next meeting.

Members also queried whether a letter had been sent to Barclays Bank and whether a response has been received. Members were advised that a letter had been sent to Barclays but it had taken longer than expected to find the right contact to address the letter to. It was further confirmed that a response had not yet been received but the Committee will be informed when one is.

The Committee noted the remainder of the minutes.

3. **TO RECEIVE THE SCRUTINY FORWARD WORK PROGRAMME 2014/15.**

Members considered the work programme for the scrutiny committee. It was noted that the report cards from the planning section had moved to the next meeting.

The Chair advised the Committee that each Scrutiny Committee within the Council is due to undertake a specific piece of work on a chosen topic. It was suggested that the Committee may wish to undertake a piece of work around Tourism and how this has been managed since the removal of the team as part of the budget savings.

Members agreed that this should be the focus of the work and would be an opportunity to take stock of the current situation and how this could be managed going forward.

Following scrutiny the work programme was noted.

4. **PRE SCRUTINY**

The Committee scrutinised the following items:

Cabinet Board Papers

i. Aberavon Seafront Regeneration – Update Report

Members considered an update report that provided Members with an update on the various regeneration schemes on Aberavon sea front.

£5.2million has been spent regenerating the seafront of which £4million has been funded from Europe. Members asked whether they could see any picture evidence of before and after the regeneration and were advised that this would be provided as part of the work around tourism that was due to be undertaken shortly.

Members asked whether the old skate park that had been on the sea front could have been re-used and it was confirmed that the wear and tear had deemed it not good enough to reuse. It was further confirmed that the new skate park had gone down well with users.

Clarification was sought on the Ocean Way car park and whether this can be opened all year round. It was confirmed that clarification would be sought from the parking services and would be reported back to a future meeting. In addition to Ocean Way Members asked whether the Scarlet Avenue car park was pay and display and Officers confirmed that it was.

Members asked whether there would be clauses in place for restaurants that wished to be locating to the sea front. Officers stated that it was a balancing act to ensure that the opportunities that are developed on the front complement each other are viable and provide a vibrant environment for both business and visitors.

Members enquired on the status of the burger bar and it was confirmed that it had been through significant changes over the years. Members further noted that there had been rumours in relation to the facility and were advised that the Council is actively seeking a solution and was now encouraging discussions between the owners and interested parties in the hope of identifying a solution.

Members stated their disappointment that the old Afan Lido site would be redeveloped but as residential led mixed use scheme. Members felt that it would be better to identify a hotel chain to use the land. It was confirmed that as part of the Local Development Plan the area had been earmarked for mixed regeneration use including up to 150 residential units. Members were advised that this was ongoing and until expressions of interest are received the Council is unclear as to what the exact development will contain.

It was noted that in relation to the crazy golf course reference was made to visitor research and members asked how this had been undertaken given that the tourism team had disbanded. Members were informed that the survey was written by the Council's survey team and the regeneration team had undertaken the survey.

Following Scrutiny the Committee noted the following points for consideration:

- Officers to consider the balance of restaurant type to be allowed in the area to ensure a mix of establishment type
- That the Council pursues a mix of developments on the former Afan Lido site with preference being for a hotel
- That the communication of the budget setting process is improved so that Members are able to liaise with their constituents and explain clearly the impacts of the budget setting process.

ii. Aberavon Leisure and Fitness Centre

Members considered a report on the progress on the Aberavon Leisure and Fitness Centre being developed at Aberavon sea front.

Members noted that the report asked for additional funding to be agreed and questioned what had happened to the contingency funding that had been included in the original funding package. It was confirmed that this had been used to deal with the contaminated land issue of the new site. Members asked what type of contamination was evident and officers stated that this information would need to be brought back to a future meeting.

Members asked where it was proposed the £22,000 would come from and it was stated that it would be taken from the Capital Programme and Members stated that they understood that this would then have an impact on other programmes. Members were made aware that

budget management within the project had been tight and every opportunity had been taken to keep costs low.

Members asked what are the differences in the youth service provision within the leisure facility to what is already in place. Members were advised that the new facility would not be able to have kitchen facilities. It was confirmed that this was not an ideal scenario. Members requested that the Children Young People and Education Scrutiny Committee consider the provision that will be made in the future and that the Economic and Community Regeneration Scrutiny Committee be invited to attend the meeting.

Members were informed that there may be an opportunity to secure funding from the Community Benefit Fund due to the development at Baglan Energy Park but discussions would be required to check whether it could extend to Sandfields East.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet Board on the proviso that the relevant information was presented to the committee in the future.

iii. Economic and Community Regeneration Performance Indicators for Quarter 1 of 2015/2016

Members considered the report in relation to the first quarter performance. It was highlighted to Members that there was an issue in relation to complaints received and this was high following the Super Heroes Event that was recently held.

The majority of the complaints received were in relation to car parking and toilets. Members were advised that 5,500 were expected to turn up and the Council planned for 8,000 to turn up subsequently over 13,000 people attended the event.

Members were advised that the Department had learned lessons from the event particularly in relation to traffic management and the main issue was traffic attending the event from the Bridgend area turning right into the park caused delays.

A point was raised in relation to the performance of the number of library materials issued during the year per 1,000 population. This indicator had seen a decrease in performance and this was partly due to a driver being absent for 4 days. Members were advised that this was a unique event and one that has not happened since.

Following scrutiny the Committee noted the report.

5. **ACCESS TO MEETINGS TO RESOLVE TO EXCLUDE THE PUBLIC FOR THE FOLLOWING ITEM(S) PURSUANT TO SECTION 100A(4) AND (5) OF THE LOCAL GOVERNMENT ACT 1972 AND THE RELEVANT EXEMPT PARAGRAPHS OF PART 4 OF SCHEDULE 12A TO THE ABOVE ACT.**

6. **PRE SCRUTINY**

The Committee chose to scrutinise the following private items.

Cabinet Board Proposals

i. First Quarter Performance Review – Celtic Leisure

Members considered the private report in relation to the performance on Celtic Leisure and stated that there had been previous concerns in relation to cleanliness of leisure centres. Members were advised that there had been a management restructure and now Area Managers were in place which will address these issues and drive up standards.

Members were advised that the Council had committed to a ten year business plan and at the next meeting of the Committee the annual report for 2014/2015 will be presented by the Chief Executive of Celtic Leisure.

The Cabinet Member stated that the Council was looking to reduce the management fee as Celtic Leisure becomes more self-sufficient in the future.

Following scrutiny the report was noted.

ii. Industrial Starter Units Portfolio Performance Report 2014/2015

Members considered the report on the Council's Industrial Starter Units Portfolio Report for 2014/2015.

Members noted that a number of units were classified as condition category B or C but asked what was being done in relation to the units that had been classified as category D. Members were advised that this generally was not an issue due to the nature of the business

undertaken at the units. The units served a particular market and the rents reflected the condition of the building.

Members asked what support is given to businesses that wish to expand and grow and it was confirmed that the business support unit assist where required. It was also further noted that the Council works closely with Swansea's Economic Development Team to ensure that businesses are close to any City Region developments.

Members asked whether the condition category included any energy efficiency assessment and it was confirmed that it does not and is solely in relation to the condition of the building.

A question was raised in relation to new sites and how they are purchased. Members were informed that the Council actively seeks European funding to develop new industrial units.

Following scrutiny the report was noted.

CHAIRPERSON

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Economic and Community Regeneration Cabinet Board

23rd October 2015

Report of The Head Of Planning

Nicola Pearce

Matter for Information

Wards Affected: All

Planning – Consideration of the Report Card for Development Management and Pollution Control

Purpose of the Report

- 1 To present for Scrutiny the Report Card for the Development Management and Pollution Control team.

Executive Summary

- 2 The Economic and Community Regeneration Cabinet Board on the 19 June 2015 approved the Divisional Business Plan for Planning.
- 3 In accordance with the approved Divisional Business Plan for Planning, each Business Unit within the division is required to complete a Report Card for each financial year, outlining the following:
 - Performance against last year's Action Plan and Targets;
 - The challenges and opportunities faced in the short and medium term; and
 - The actions and targets for the 12 months from April 2015 to March 2016.
- 4 Following internal reorganisation, the Pollution Control team (formerly part of the Environmental Policy team) has been integrated with the Development Management service.

- 5 The Report card at Appendix 1 draws together the performance for each team within the Development Management and Pollution Control service for the first quarter of 2015-16 (April – June).

Background

- 6 The Report Card summarises the service priorities, key measures and key actions for the combined Development Management and Pollution Control team.

Consultation Outcome

- 7 Employees within the individual services have been consulted and contributed towards the development of the Report Card.

Financial Impact

- 8 The work delivered is fully covered by a combination of revenue budget, fee income and grant monies

Equality Impact Assessment

- 9 Not applicable

Workforce Impacts

- 10 These are covered in the appended report.

Legal Impacts

- 11 Not applicable.

Risk Management

- 12 A risk matrix for the Directorate has been prepared which incorporates the risks within this service area.

Recommendation

- 13 This item is for information only

Reasons for Proposed Decision

- 14 Not applicable

Implementation of Decision

15 Report Cards will be prepared in accordance with the approved Business plan on a quarterly basis to review service priorities, key measures and key actions for the combined Development Management and Pollution Control team.

Appendices

16 Appendix 1 – Development Management and Pollution Control Report Card

List of Background Papers

17 Planning Business Plan 2015-16.

Officer Contact

18 Steve Ball, Development Manager – Planning
01639 686727 email: s.ball@npt.gov.uk

DEVELOPMENT MANAGEMENT & POLLUTION CONTROL

REPORT CARD : 1ST APRIL – 30TH JUNE 2015



What We Do

The overarching **vision** of the Development Management service is to be pro-active and to front load the service thus enabling everyone to work together to achieve a shared purpose of promoting and creating sustainable development to achieve the corporate priority of securing prosperity for all.

The Development Management team has the following four key functions: -

- Determination of Planning Applications in accordance with national and local Regulations and indicators, and provision of a high quality, customer-focussed pre-application advice service as part of an emphasis on 'Delivering Quality Development Quickly'.
- Provision of a robust Enforcement Service which seeks to ensure, where development is undertaken without planning permission, that appropriate action is taken to remedy such breaches of planning control where it is expedient to do so in the public interest
- Planning Appeals – Defending the Council's planning and enforcement decisions.
- Minerals and Waste – Approving, monitoring and enforcing the significant number of active minerals and waste sites within the County Borough, with support from Carmarthenshire Council through a Service Level Agreement.

The Pollution Control team is responsible for statutory duties in relation to air quality and contaminated land including associated permitting and planning searches.

Summary of Key Priorities for 2015/16 (see *Business Plan*)

Development Management

1. To improve performance which has lost ground following a reduction in experienced staff. The aim is to regain the top performing authority in Wales status which we held until staff levels were reduced.
2. To design and implement a S106 database and protocol to ensure that we improve the monitoring and management of S106 infrastructure and payments to the authority.
3. Improve training to all Members in relation to Planning matters, with bespoke targeted training for Members of the Planning Committee.
4. Introduce standardised procedures and protocols in relation to the delivery of the Planning Enforcement Service and the Planning Appeals service to ensure that they tie in with the new Welsh Government targets and to ensure that the decisions of this Council are robustly defended.
5. Secure Planning Performance Agreements for the two NSIP schemes which are currently under consideration within the Council's boundaries.
6. Improve the provision of planning agents' workshops to ensure full engagement with stakeholders and to maximise transparency and accessibility. This will address the poor quality of submissions and ensure agents are aware of emerging changes to legislation and procedures.

Pollution Control

1. To implement the Council’s Contaminated Land Strategy (April 2015), including seeking appropriate grant funding to enable proactive site investigations.
2. To develop a Protocol covering provision of services to the Council/ public / developers in respect of Phase 1/ Geo-environmental Desk Studies.
3. Review and develop the Council’s website to enhance the provision of information to the public on contaminated land issues.
4. To continue ongoing monitoring of key sites in respect of air quality and nickel levels to ensure compliance with National and European targets.

How Are We Doing

Corporate Measures:

Page 17

• **FFP savings to be delivered**

The chargeable pre-application advice service continues to provide savings, with further significant savings identified for 2016/17 and 2017/18 and opportunities to maximise income, including through the use of Planning Performance Agreements (PPAs) for Nationally Significant Infrastructure Projects (NSIPs) in NPT.

• **Average Days Sick / FTE**

	<i>FTE Days Lost (1st April 2015 to 30th June 2015)</i>	<i>Average FTE - Employees</i>	<i>Average FTE – Sick Days</i>
<i>Development Management & Pollution Control</i>	43	20.11	2.14

It is noted that the overall Council sickness figure for quarter 1 was 2.2 FTE Days, accordingly as a total the team sickness level was marginally better than the Council average. The figure was affected by a single officer on long-term sickness during part of the period in question. The period of sickness was managed in accordance with the Council’s new sickness management procedure and the officer has now returned to work.

- **Staff morale (staff survey developed by Corp Strategy)** - to be completed during 2015/16
- **% of staff received PDR's in last 12 months** – 100% completed
- **% of staff satisfied or very satisfied with their job** – to be completed during 2015/16

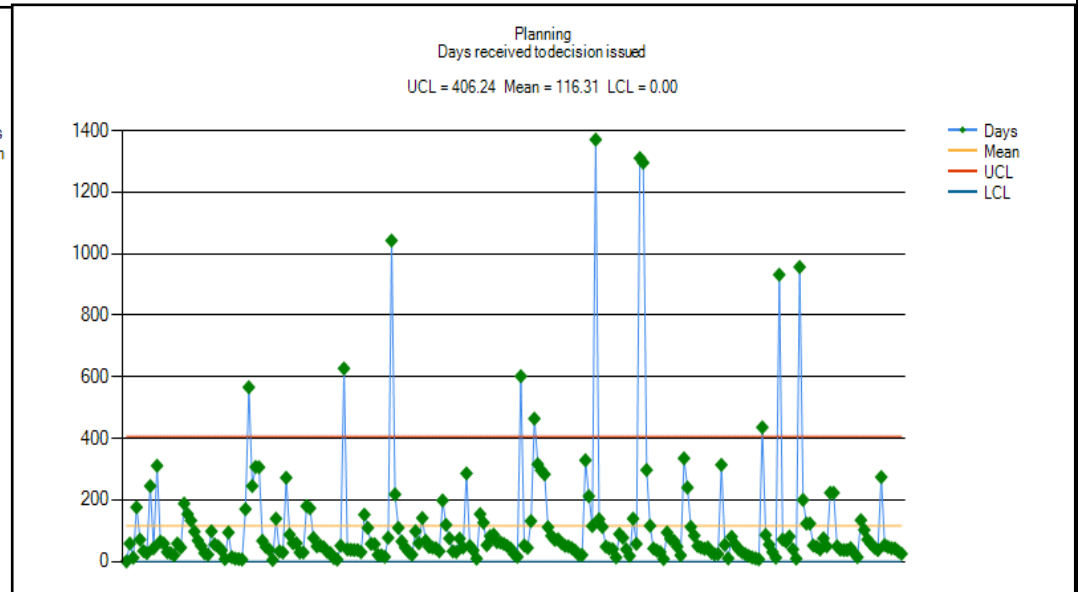
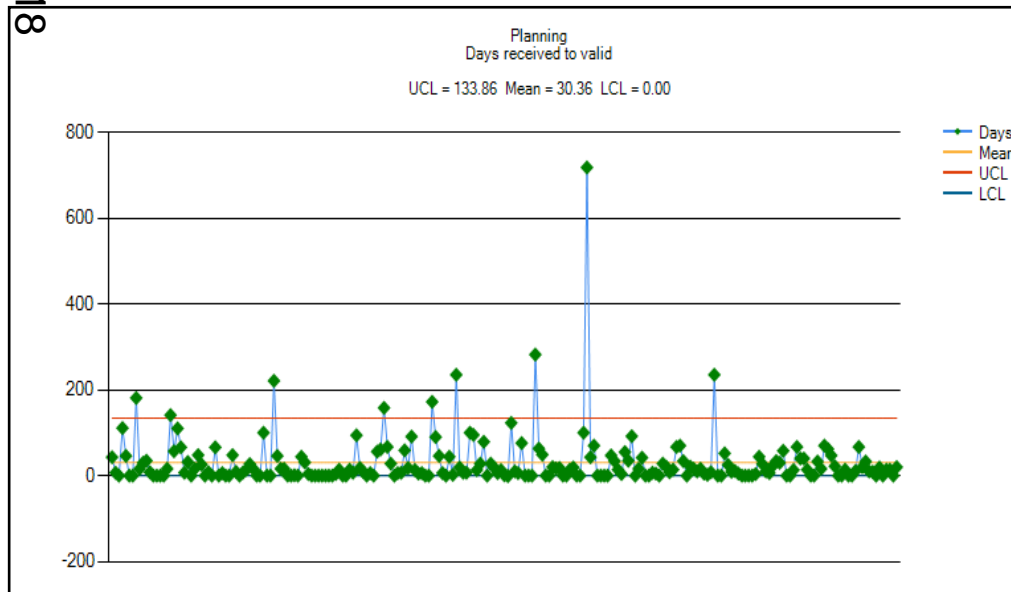
Service Measures – How much did we do / How well did we do it (e.g. efficiency, customer satisfaction etc):

Development Management

The performance of the Development Management service is assessed Nationally through the Welsh Government Development Management Quarterly Surveys and locally through local key performance indicators (KPIs). The former allow the service to be monitored against all other Welsh Local Planning Authorities on a quarterly basis (not cumulative), while the latter allow the manner by which the service is delivered locally to be assessed against the overall aim of 'Delivering Quality Development Quickly'.

NPT Key Planning Performance Indicators 1st April – 30th June 2015

Page 18



PLA/M001 Average time taken from receipt of application to validation of application

PLA/M002 Average time taken from receipt of application to date decision is issued

National Planning Benchmarking Dataset

With effect from April 2014 National indicators were replaced by the 'Planning benchmarking dataset', which has been developed in collaboration with the Local Government Data Unit and the Planning Officers' Society Wales (POSW) and includes (amongst other planning data requirements) key data sets which will allow direct comparison between Welsh Local Planning Authorities. The following indicators from the benchmarking dataset are a 'snapshot' of the performance of the team, which are used in addition to local indicators PLAM001 and M002.

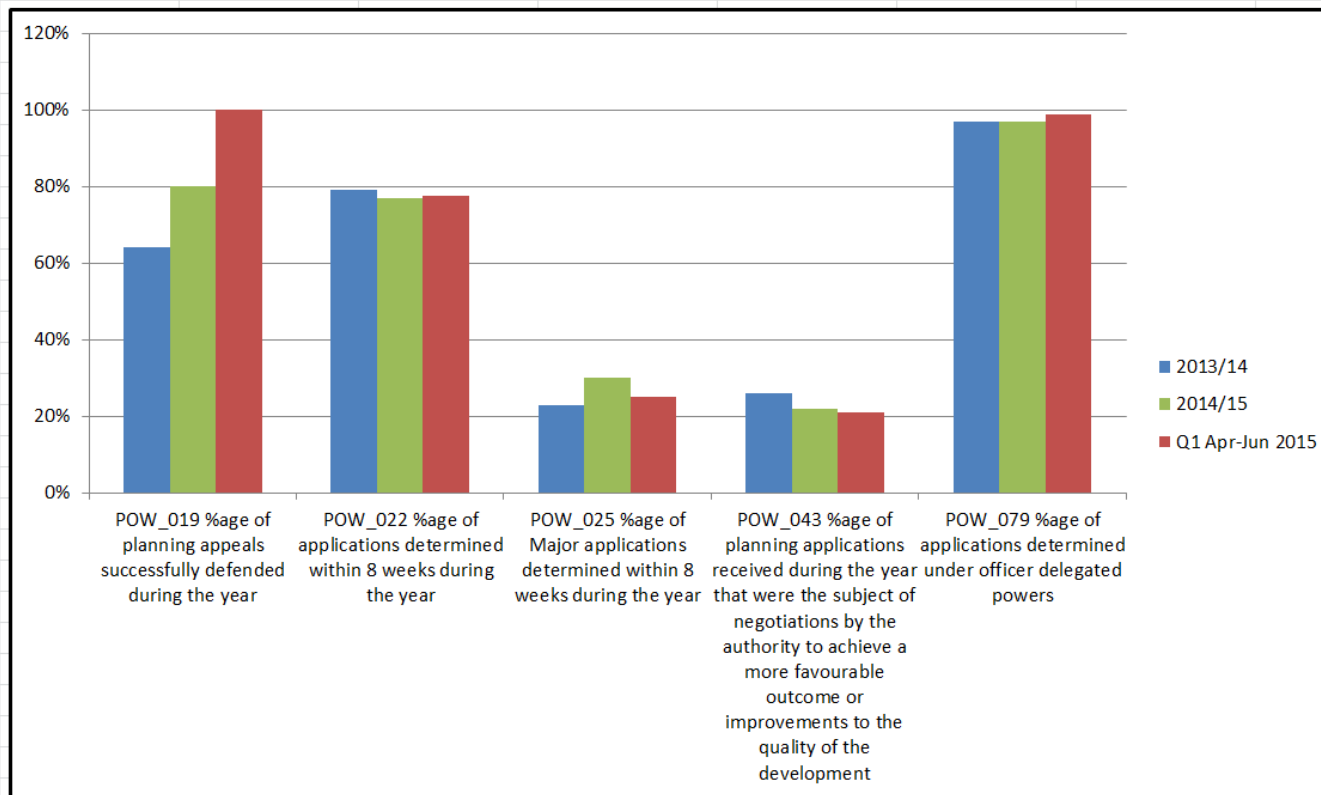


Figure 1 - Key Planning Performance Statistics

Pollution Control

Following internal reorganisation, the **Pollution Control** team has been successfully integrated with the Development Management team, and continues to manage the Council's air quality monitoring and permitting systems, in addition to maintaining industry and public air quality alert systems. This includes working with industry to improve Nickel emissions thus ensuring that they are within European targets, and ensuring any breaches of Air Quality Objective levels are controlled. The team is also proactively providing contaminated land advice to other departments reducing the need for external consultants.

As part of its primary duties, a key action for 2014/15 was to improve the data capture rates for the air quality monitoring system to above 90% at all stations. This figure was achieved for 2014/15 as a whole and continues to be delivered during Q1 (see figure 2), thus ensuring that the team has the critical data necessary to manage air quality within the County Borough.

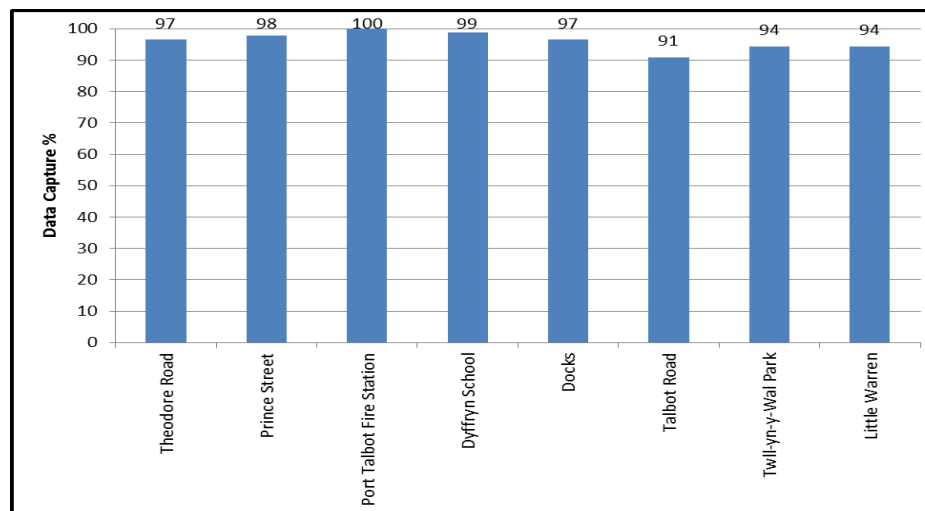


Figure 2 - Percentage Data Capture for Air Quality PM10 Monitors

Story Behind the Performance

The **Development Management** section has continued to deliver a high quality customer focussed service during the last year, and continues to successfully contributed towards the delivery of major regeneration projects throughout the County Borough including the Swansea University second campus, Neath town centre, Afan Lido, and Port Talbot Parkway, together with the ongoing comprehensive development of Wales' largest urban village at Coed Darcy.

The team, however, continues to operate in a challenging environment following the loss of experienced staff and required re-organisation from three area teams to two as a result of the need to make significant cost savings, alongside which the team has been faced with an increasingly

heavy and complex range of applications, including dealing with the Swansea Tidal Lagoon and TATA Steel Nationally-Significant Infrastructure (NSIP) applications, numerous wind farm and other renewable energy schemes, and contentious applications and appeals.

While the team is generally working well, and relationships with key stakeholders remain very good, these changes and work pressures continue to have an inevitable knock-on impact on performance, with the previously consistently high performance of the team in recent years regrettably not being able to be maintained. Nevertheless, while some indicators saw a drop in performance including the average time taken from receipt to validation and the average time taken from receipt to date of decision, the overall level of performance for Q1 has remained constant, with 77.6% of all applications determined within the statutory 8 week period (c.f. 78% during same quarter in 2014/15), despite recent efforts made by Officers to progress 'older' or 'stalled' applications to determination.

Despite these challenging times, the team continue to deliver high quality development, with continuing emphasis on 'adding value' to developments in the wider public interest, while efforts are continuing to ensure that Officers and applicants 'front-load' negotiations as part of our continuing commitment to 'Delivering Quality Development Quickly'.

In this respect, the new chargeable pre-application service introduced in April 2014 has been largely well-received, and has enabled the team to continue to provide a high quality service which is effective in reducing delays for developers later in the process, while generating much needed income as part of the FFP savings. In addition, it has resulted in a reduction in 'speculative' requests, while enabling the team to re-introduce pre-app advice for householder developments.

The **Pollution Control** team continues to successfully manage the Council's air quality monitoring and permitting systems, maintaining industry and public air quality alert systems, as well as providing contaminated land advice to other departments reducing the need for external consultants.

In April the Amber Threshold for Short-Term Action Plan (STAP) was reached due to the number of PM exceedances leading up to the period in the Air Quality Management Area (AQMA) around Margam, Taibach and Port Talbot. NPT continue to monitor the PM levels and collaborate with WG and NRW in exploring the contributory causes and possible mitigation. NPT also liaises with NRW, the regulator for TATA steel to support ongoing compliance monitoring.

Traffic related air quality has achieved significant improvement over the last year as previous causes of pollution were identified as a consequence of improved monitoring. This includes a traffic management solution introduced at the cross roads adjacent to Pontardawe town centre which has successfully achieved a reduction in PM10 levels thus ensuring it is not currently under threat of being declared an Air Quality Management Area (AQMA). There has also been a slight reduction in the levels at Victoria Gardens however these levels still remain very close to the maximum threshold. A further reduction in levels is still required at this location to ensure that it does not constrain further development in and around Neath town centre.

During 2014/15 the Air Aware project (an alert system whereby residents who suffer from medical conditions linked to air quality would be advised at the earliest opportunity that air quality was poor) was completed. The results of the project demonstrated that despite the alerts being in place the demand for primary care actually increased for those involved in the project. As a consequence the project has been closed down and will not

be rolled out beyond the pilot area within NPT nor will it be rolled out nationally.

The team continues to work closely with industry to improve Nickel emissions thus ensuring that they are within European targets. One site within the County Borough which was previously breaching Air Quality Objective levels is now well within those limits, while a second site is currently operating using Best Available Technology to ensure that their emissions are controlled.

Following the re-writing of the Contaminated Land Strategy, the Pollution Control team will be looking to secure potential funding streams from the Welsh Government to deal with any land identified as being contaminated under Part IIA of the Environmental Protection Act 1990.

Alongside higher overarching Key Actions we as a Team propose to:	By When	Outcome
<ul style="list-style-type: none"> Improve performance in terms of the 8 week statutory target (KPI PL001) in relation to householder and minor applications 	Ongoing	Ongoing
<ul style="list-style-type: none"> Design and implement a S106 database and protocol to ensure that we improve the monitoring and management of S106 infrastructure and payments to the authority. 	March 2016	Initial meeting held - programme being prepared
Page 22 Improve the training provided to all Elected Members in relation to Planning matters.	Ongoing	To be reported to Planning Committee Members in Q3
<ul style="list-style-type: none"> Introduce consistent and robust appeals and enforcement procedures 	March 2016	Yet to be commenced
<ul style="list-style-type: none"> Secure appropriate Planning Performance Agreements for NSIPs developments 	December 2015	Agreements secured
<ul style="list-style-type: none"> Improve Agents workshops and means of communicating with agents generally 	Ongoing	Next Forum to be held Autumn/Winter 2015
<ul style="list-style-type: none"> Introduce consistent and robust Appeals and Enforcement procedures 	March 2016	Yet to be commenced
<ul style="list-style-type: none"> Implement the Council's Contaminated Land Strategy including seeking appropriate grant funding to enable pro-active site investigations to inform the Council's understanding of Contaminated Land across the County Borough. 	December 2015	Ongoing

<ul style="list-style-type: none"> Develop a Protocol covering the contribution made by the Pollution Control team to Phase 1 / Geo-environmental Desk Studies for Council projects, and the provision of services to the general public / developers in respect of such matters, including appropriate pre-application advice on the content and methodologies of such reports 	<p>March 2016</p>	<p>Yet to be commenced</p>
<ul style="list-style-type: none"> Review and develop the Council's website to enhance the provision of information to the public on contaminated land issues, including publication of the Contaminated Land Public Register 	<p>March 2016</p>	<p>Ongoing</p>
<ul style="list-style-type: none"> Continue ongoing monitoring of key sites in respect of air quality and nickel levels to ensure compliance with National and European targets 	<p>March 2016</p>	<p>Ongoing</p>

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Economic and Community Regeneration Cabinet Board

23rd October 2015

Report of the Head of Planning

Nicola Pearce

Matter for Information

Wards Affected: All

Planning – Consideration of: the Report Card for Planning Policy

Purpose of the Report

- 1 To present for Scrutiny the Report Card for the Planning Policy Unit.

Executive Summary

- 2 In accordance with the approved Divisional Business Plan for Planning, each Business Unit within the division is required to complete a Report Card for each financial year.
- 3 This interim report updates Members on the progress made over the 1st quarter of the current financial year (i.e. 1st April – 30th June) and in particular outlines:
 - The ongoing performance against last year's Action Plan and Targets;
 - The ongoing challenges and opportunities faced in the short and medium term; and
 - The progress being made in respect of the actions and targets for the 12 months from April 2015 to March 2016.

Planning Policy Report Card

- 4 Following a recent restructure the Planning Policy Unit now comprises the Planning Policy team, Countryside and Wildlife team and the Planning Service Technical Support team. Consequently, the portfolio covered by

the Planning Policy Unit comes under both Economic and Community Regeneration Board and Environment and Highways Cabinet Board.

- 5 The Report Card, set out in Appendix 1, summarises the service priorities, key measures and key actions for the Planning Policy Unit.

Consultation Outcome

- 6 Employees within the individual services have been consulted and contributed towards the development of the Report Card.

Financial Impact

- 7 The work delivered is fully covered by a combination of existing revenue budgets and grant income.

Equality Impact Assessment

- 8 Not applicable.

Workforce Impacts

- 9 These are covered in the appended Report Card.

Legal Impacts

- 10 Not applicable.

Risk Management

- 11 A Risk Matrix for the Directorate has been prepared which incorporates the risks within this service area.

Recommendation

- 12 This item is for information only.

Reasons for Proposed Decision

- 13 Not applicable

Implementation of Decision

14 Not applicable.

Appendices

15 Appendix 1 – Planning Policy Report Card

List of Background Papers

16 Planning Business Plan 2015-16

Officer Contact

17 Ceri Morris – Interim Planning Policy Manager Tel: 01639 686320 / E-mail: c.morris1@npt.gov.uk

PLANNING POLICY UNIT

REPORT CARD

1st Quarter: 1st April – 30th June 2015



WHAT WE DO

Following a recent restructure the Planning Policy Unit now comprises the Planning Policy team, Countryside and Wildlife Team and Planning Service Technical Support.

The Planning Policy Team (PP) is responsible for statutory duties in respect of the preparation and delivery of the Local Development Plan in addition to all supporting evidence and associated non-statutory planning policy documents and Supplementary Planning Guidance, thereby ensuring that development is delivered in a planned and sustainable way in accordance with the agreed Corporate Priorities and Objectives of the Council. In addition, the team is responsible for delivering upon the requirements of the Active Travel (Wales) Act 2013, walking and cycling strategy and scheme development, environmental policy development and income generation through sponsorship of infrastructure.

The Countryside and Wildlife Team (C&W) is responsible for maintenance of the rights of way network, advising on the extent of the adopted highway network, advising the authority on all aspects of biodiversity conservation, delivering the Rights of Way Improvement Plan and Local Biodiversity Action Plan, in addition to acting as advisor on woodland management and woodland funding as part of the Coed Cymru network.

The Planning Service Technical Support Team (TS) is responsible for both administrative and IT support (including GIS expertise) to both the Planning Policy Section and Development Management Section.

WHO WE WORK WITH

PP – all Departments of the Council, statutory consultees including Welsh Government, Natural Resources Wales, neighbouring Local Authorities, consultants, local businesses, developers, elected Members, voluntary organisations, environmental groups / stakeholders, walking and cycling organisations, voluntary organisations, local schools and members of the public.

C&W - All departments of the Council, volunteers, community members, other wildlife and access related organisations, businesses, landowners and members of the public.

TS - Principally the Planning Policy Section and Development Management Section, also other Council Departments (as appropriate), consultants, developers, members of the public.

HOW ARE WE DOING?

HOW MUCH DID WE DO IN 2014-15?

PP - Successfully updated the substantial evidence base which supports the LDP, including further technical work on the level of growth and Strategic Flood Consequences Assessment. Taking account of the new evidence and representations received from the Deposit Consultation stage and Alternative Sites Consultation stage, a Focussed Change consultation was undertaken on the LDP and the responses were compiled and addressed within a comprehensive document forming part of the evidence base to support the LDP. In addition 5 draft Supplementary Planning Guidance documents (SPGs) were prepared for key areas of the Plan. The LDP, along with the substantial evidence base, was submitted to the Planning Inspectorate for Examination. The LDP Examination in Public commenced in January 2015 with the Hearing Session phase completed over a seven week period.

Delivered new cycling initiatives across the County Borough, finalised embedment of the Roundabout Sponsorship Scheme.

C&W – Increased the amount of ecological advice to other departments and developed standard Biodiversity Protocols (released 2015) reducing the need for external consultants; provided ecological and access information to assist in new developments, including specific advice in relation to multiple windfarm sites such as Pen Y Cymoedd wind farm along with other larger scale developments including Swansea Bay Tidal Lagoon and Opencast coal sites; the management plan and the declaration was approved at cabinet for the new Local Nature Reserve at Glanrhyd and Cwm du Glen; a number of grant funded projects were delivered in relation to the local biodiversity action plan; advice for internal departments and external landowners on woodland management and creation was provided; a number of projects to improve access along key routes forming part of the Public Rights of Way network were delivered; a number of key objectives relating to the Rights of Way Improvement Plan have also been delivered.

HOW WELL DID WE DO IT?

PP – All stages of Plan preparation completed in accordance with the timetable and Community Involvement Scheme as set out in the Delivery Agreement which has been negotiated with the Welsh Government. Managed the delivery of new cycleway schemes including way marking and promoting 112 miles of new routes in Swansea Bay. Successfully managed the roundabout sponsorship scheme generating £30k in the previous financial year. With regard to the current financial year, the scheme has generated circa £10k to date. Downsized staffing to achieve FFP savings.

C&W – Delivered numerous projects as part of the Rights of Way Improvement Plan and Biodiversity Action Plan through grant funding; these included habitat management and creation, school and volunteer engagement, a review of the local biodiversity action plan (the new version approved in early 2015), projects specifically to monitor high profile species such as Honey Buzzards and Bats, and investigations

in relation to the geomorphology of Baglan Burrows; removing physical barriers to access, etc. Through the Coed Cymru Officer landowners were specifically aided to deliver tree planting to reduce the impacts of flooding. Interaction with other departments is improving and we are seeing an increase in consultation rates from within the council whilst the existing service to the planning department continues to be delivered. Secured £130K of external grant (including match funding) to deliver biodiversity and access related projects. Maintained 750km of Public Rights of Way with sample surveys demonstrating that 67% are 'easy to use'. Secured a vital link to Bridgend over the River Kenfig as part of the Wales Coast Path. Increased ecological consultancy advice to other departments. Downsized staffing and service to achieve FFP savings

STORY BEHIND THE PERFORMANCE

PP – the work of the LDP team (i.e. in respect of the statutory duties of the preparation of the Local Development Plan) is set out in The Town & Country Planning (Local Development Plan) (Wales) Regulations 2015. Furthermore, on the 3rd September 2008 a 'Delivery Agreement' was established between the Council and the Welsh Government setting out:

- The Timetable for preparing the LDP (i.e. the dates by when key stages in the Plan's preparation will be achieved); and
- The Community Involvement Scheme setting out who, when and how the Council proposes to consult and engage with various stakeholders throughout the Plan preparation process.

With agreement from the Welsh Government, the Delivery Agreement was subsequently revised in May 2011 and again in July 2013.

The Council is required to submit its Deposit LDP to the Welsh Government for Examination to determine whether the Plan is fundamentally 'sound'. There are 10 prescribed tests for assessing the soundness of a LDP which are set out in 3 categories namely Procedural, Consistency and Coherence & Effectiveness. These tests were and continue to be the subject of examination by the Planning Inspectorate during the Examination in Public which commenced on the 11th March and is ongoing.

To date the LDP team has lost 2 Planning Officer posts which were deleted from the staffing structure as a contribution towards the Council's FFP. An additional post will be lost by 31st March 2016. Whilst to date all deadlines have been achieved in respect of Plan preparation, with the pending loss of a 3rd post, significant challenges lay ahead in respect of resources available for future LDP Monitoring / Review, preparation of SPG and maintaining an up to date evidence base.

The Active Travel (Wales) Act 2013 requires a new look at provision of walking and cycling facilities, whereby pedestrian and cycle routes must be mapped within all qualifying settlements – the Council is currently out to consultation on its Existing Route Map.

C&W – The need for savings led to re-evaluating the role of the Countryside and Wildlife Team to now provide a greater emphasis on consultancy style advice to other departments. It is becoming increasingly difficult to meet the statutory duty for the conservation, including enhancement, of biodiversity. With emerging changes in legislation a new approach to biodiversity conservation in Wales is going to change the approach taken in addition to strengthening the Councils duty.

MANDATORY CORPORATE INDICATORS

Average Days Sick / FTE

FTE Days Lost (1 st April to 30 th June 2015)	Average FTE - Employees	Average FTE – Sick Days
45	19.5	2.31

Note: the Council sickness figure for Quarter 1 was 2.2 FTE days, so in comparative terms, the sickness levels for Planning Policy only slightly exceeds the Council figure for the same period. This figure was as a direct result of one officer being on long-term sickness. The period of sickness was managed in accordance with the Council's new sickness management procedure and the officer has now returned to work.

Staff morale (staff survey developed by Corp Strategy) - to be completed during 2015/16.

% of staff received PDR's in last 12 months – 100% although they are due for renewal later in the year.

% of staff satisfied or very satisfied with their job – to be completed during 2015/16.

NEXT KEY ACTIONS FOR 2015/16

What?	Who?	By When?	Outcome
In accordance with the Service Level Agreement (i.e. an agreement between the Council and the Planning Inspectorate Wales), conclude the Examination in Public (EIP), including the Matters Arising Changes (MACs) which will themselves require consultation and deliver an adopted LDP.	LDP Team	January 2016	Ongoing
Update, consult upon and adopt the 5 strategically important SPGs which	LDP Team	March 2016	Ongoing

are essential to support the LDP going forward.			
Complete the joint SPG for Fabian Way through collaborative work with colleagues in the City & County of Swansea.	LDP Team	December 2015	Ongoing
Establish systems and procedures for monitoring the performance of the emerging LDP.	LDP Team	March 2016	Ongoing
Prepare and submit a Gypsy & Traveller Accommodation Assessment to the Welsh Government.	LDP Team	January 2016	Ongoing
Complete the Active Travel Bill commitment in relation to the preparation of an Existing Route Map for Neath Port Talbot.	LDP Team	January 2016	Ongoing
Ensure the Local Authority complies with the statutory duty for Biodiversity Conservation under the Natural Environment and Rural Communities Act 2006.	Countryside & Wildlife Team	Ongoing	Ongoing
Continue to increase earlier engagement with all departments on biodiversity matters and release standard Biodiversity Protocols for use by all departments and provide training when requested.	Countryside & Wildlife Team	Ongoing	Ongoing
Secure external funding to deliver the Local Biodiversity Action Plan and deliver projects that include volunteer and public engagement.	Countryside & Wildlife Team	March 2016	Ongoing – funding secured and numerous projects delivered in 1 st Quarter.
Continue to deliver biodiversity advice to Planning to ensure legislation and policy is applied as appropriate.	Countryside & Wildlife Team	Ongoing	Ongoing
Provide specialist woodland creation and management advice to internal departments and external landowners, including aiding in securing external funding.	Countryside & Wildlife Team	Ongoing	Ongoing
Ensure the Local Authority complies with the statutory duty for Biodiversity Conservation under the Natural Environment and Rural Communities Act 2006.	Countryside & Wildlife Team	Ongoing	Ongoing
Contribute towards the delivery of the goals and objective requirements of the Wellbeing of Future Generations (Wales) Act 2015.	Countryside & Wildlife Team	Ongoing	Ongoing
Amend our management and maintenance regimes associated with our Public Rights Of Way network	Countryside & Wildlife Team	March 2016	Ongoing
Continue to carry out maintenance and minor improvements on the Wales Coast Path.	Countryside & Wildlife Team	Ongoing	Ongoing
Register a new network of rights of way around the former Welfare Hall,	Countryside &	Ongoing	Ongoing

Glynneath, at Godre'r Graig and at Clyne.	Wildlife Team		
Continue to assist the Planning Policy Team and Development Management Team in the delivery of the Council's Planning Function.	Planning Service Technical Support Team	Ongoing	Ongoing

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Economic and Community Regeneration Cabinet Board

23rd October 2015

Report Of The Head Of Planning

Nicola Pearce

Matter for Information

Wards Affected: All

Planning – Consideration of: the Report Card for Building Control

Purpose of the Report

- 1 To present for Scrutiny the Report Card for Building Control Unit.

Executive Summary

- 2 The attached report card summarises the functions of the Building Control unit and measures performance and customer satisfaction. Figures reported demonstrate that the unit is performing well in all areas.

Background

- 3 The Economic and Community Regeneration Cabinet Board on the 19th June 2015 approved the Divisional Business Plan for Planning.

Each Business Unit within the division is required to complete a Report Card for each financial year, outlining the following:-

- Performance against last year's Action Plan and Targets.
- The challenges and opportunities faced in the short and medium term.
- The actions and targets for the 12 months from April 2015 to March 2016.

Building Control Report Card

- 4 The Report Card, set out in Appendix 1, summarises the service priorities, key measures and key actions for the Building Control Unit.

Consultation Outcome

- 5 This item is not subject to external consultation. Employees within the individual services and external customers where relevant have been consulted and have contributed towards the development of the Report Card.

Financial Impact

- 6 The work delivered is fully covered by a combination of existing revenue budgets and fee income.

Equality Impact Assessment

- 7 Not applicable

Workforce Impacts

- 8 These are covered in the appended report card.

Legal Impacts

- 9 Not applicable

Risk Management

- 10 A Risk Matrix for the Directorate has been prepared which incorporates the risks within this service area.

Recommendation

- 11 This item is for information only.

Reasons for Proposed Decision

- 12 Not applicable

Implementation of Decision

13 Not applicable.

Appendices

14 Appendix 1 – Building Control Report Card

List of Background Papers

15 Planning Business Plan 2015 -16.

Officer Contact

16 Paul Davis, Building Control Manager, 01639 686952, email:
p.davis1@npt.gov.uk

Building Control

REPORT CARD – 2015 2016 Q1

What we do

The term “Building Control” refers to the execution of the provisions of the Building Act 1984 (under Section 91) and the Building Regulations made there under, together with other areas of activity normally linked to, or carried out as part of this role. The unit sets out to safeguard public health and safety by the implementation and enforcing of statutory functions under The Building Act, The West Glamorgan Act and the Safety at Sports Grounds Act.

Who we work with

The unit has a varied customer base. The service provides for customers within the Authority as well as those outside. Customers range from individual house owners to multinational organisations, each placing a different level of demand on the service. Work load of the section can be split into fee earning and non-fee earning work. It is a legislative requirement that fee earning work is carried out on a cost neutral basis.

How Are We Doing

Corporate Measures:

- FFP savings to be delivered – The section balanced its fee earning budget, with a moderate surplus being carried over from 14/15 to 15/16 to reflect the work that was carried out over the two financial years.
- Average Days Sick / FTE – The section has reported 7 sick days out of a possible 520 days (8 staff x 65 days) an increase of 0.2% but still at a level of 0.87 days per staff member which is somewhat lower than the council average of 2.2.
- Staff morale (staff survey to be developed by Corp Strategy)
- % of staff who received PDR's in last 12 months – 100% but they are due for renewal in the coming quarter.
- % of staff training and development needs met – Staff EDRs will set out structured training for the next 12 months, however staff are already booked onto training events for the next quarter.

How Are We Doing

Service Measures – How much did we do / How well did we do it (e.g. efficiency, customer satisfaction etc):

2015-16 Q1

Efficiency

BCT 004 – Percentage of “Full Plans” applications checked within 15 days – 92.31%

BCT 007 – Percentage of “Full Plans” applications approved first time – 100%

Customer Satisfaction

The section surveys all customers on completion of a project and asks that we are scored on a scale of 1-5 (5 being the best) We secured a return rate of 40%. Below are the percentages of customers that scored us at 4 or abc

Speed of receipt	100%
Speed of approval	100%
Promptness of inspections	100%
Quality of advice given	97%
Helpfulness of officers	100%
Attitude of staff	100%



Overall value for money	91%
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Story Behind the Performance:

The section lost 3 experienced members of staff in the previous financial year and the posts were deleted from the staffing structure as a contribution towards the council's FFP. The section is currently involved in delivering many high profile developments within the County Borough, all of which are at a resource intensive phase. Although still of a high standard, it is regrettable that the section has to report a drop in the performance in relation to BCT004 of nearly 8%. This has been unavoidable due to staff having had to prioritise their workloads to accommodate the land mark projects. It must be emphasised however, that at no time have any statutory deadlines been missed. It is anticipated that as these projects are completed, performance in relation to BCT004 will again improve. Customer surveys are sent to all customers on completion of a development, and high levels of customer satisfaction have been maintained through the hard work and professionalism of the remaining staff within the section.

Next Key Actions For 2015/2016

BCT004 What	Who	By When
Given the loss of experienced staff over the last few years it is necessary to further develop both recently employed Building Control officers and existing officers to ensure that they are able to undertake the duties commensurate with their posts and to ensure that they are able to maximise their promotion potential thus securing the service's succession planning potential.	PD	Ongoing
To continue to maintain the very high performance achieved within Building Control in relation to the KPI's which measure the number of building Control applications checked within 15 days (BCT4). The reduction in performance in relation to the number of applications which are approved first time (BCT7) needs to be addressed. This is as a consequence of an increase in the number of applicants who continue to work off rejected plans.	PD / BC Staff	March 2016
To maximise our market share for fee earning controllable building work and to continually monitor and assess why Building Control lose work to Approved Inspectors and implement measures to minimise these losses where possible.	PD / All Staff	Ongoing
To continue to play a leading role within LABC Cymru, contributing to each of the identified work streams within that organisation thus ensuring that this Council is influencing the National Building Control agenda going forward. Key issues to pursue amongst others, relate to the operation of Approved Inspectors and the development of a model for collaborative working in Wales	PD / SBCO	Ongoing
To work with Neath RFC and Aberavon RFC to aid transition as a result of the deregulation of sports grounds.	PD / SBCO	October 2015
To review and improve upon the working arrangements between Building Control and Development Management in relation to the enforcement of the legislation, without undermining our share of the Building Control market.	PD	December 2015

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Economic and Community Regeneration Board

23rd October 2015

Report of the Head of Property and Regeneration Simon Brennan

Matter for Monitoring

Wards Affected: All Wards

Architectural Design & Project Management Report Card 2015/16

Purpose of the Report

To provide Members of the Scrutiny Committee with information on the performance of the Architectural Design & Project Management Team for the period 2015 - 2016, which sits within Property & Regeneration?

Background

The Council introduced a revised Performance Management Framework in 2014/15. One of the requirements within that framework is the production of service report cards by service managers which will enable Members to scrutinise the performance of all services within its purview.

This report will also enable the Economic & Community Regeneration Cabinet Board and Scrutiny Members to discharge their functions in relation to performance management.

The Architectural Design and Project Management Team has developed a service report card to demonstrate what is being achieved for the resources invested in that service area from the perspective of customers, staff, internal processes and finance. This ensures there is a more holistic view of service performance.

This integrated approach has delivered business improvements and efficiencies that have maximised the available skills and expertise from

diminishing resources. As a result of these reduced resources, essential aspects of our service provision have been identified and are being carried out, to ensure high and consistent standards of delivery are maintained.

To achieve these goals and collaborative approach is required between the low numbers of team members to fully utilise the available experience and skills to successfully deliver projects during challenging times.

The following report card provides Members with details of the services provided by the team, review performance during 2014 - 15 and the focus of our work going forward to 2015 - 2016.

Appendices

None

List of Background Papers

Head of Property & Regeneration Business Plan
Officer Contact

Mr. Clive Barnard,
Architectural Design & Project Management Manager.
Tel. 01639 686569 or email: c.barnard@npt.gov.uk

ARCHITECTURAL SERVICES

REPORT CARD – October 2015

Brief Description of the Service

The Architectural Services Unit is a multi-disciplinary in-house property consultancy responsible for the design, project management and supervision of all property related projects in the Council's capital programme and for the repair and maintenance of the Council's existing property portfolio.

The unit undertakes work for other Directorates and for external clients and prepares feasibility studies to assist other departments to obtain grant funding.

Key Priorities for 2015/16 (see HoS BP)

- To design, manage and oversee the delivery of the property related projects in the 2015/16 capital programme.
- To arrange the servicing, testing and maintenance of the existing property portfolio within a capital maintenance budget of circa £1.8 Million
- Complete site construction work at:
 - Neath Town Centre Regeneration (£13.5m)(August 2015)
 - Aberavon Leisure and Fitness Centre at Aberavon seafront (£13.5m)(December 2015)
- Progress site construction work at :
 - Ysgol Newydd Bae Baglan at Seaway Parade, Baglan (£41m) to ensure the school is completed and ready to open in September 2016.
 - Phase 1 of a major new build and school rationalisation at YGG Ystalyfera (£12.5m)
 - Progress designs for a new welsh Medium School (South) and St Joseph's Comprehensive or an alternative project.
 - Progress the design of a new primary school at Briton Ferry.
 - Prepare feasibility studies and progress designs for new projects such as The Plaza, and the magistrates court in Port Talbot and an office conversion at 8 Wind Street, Neath
- Train and develop staff in respect of Building Information modelling (BIM), Project Management skills and the use of the

New Engineering Contract (NEC) suite of contacts.

- Utilise the South West Wales Regional Framework (SWWRF) to appoint both consultants and contractors to help deliver our property ambitions.
- Introduce new working procedures and protocols to ensure the Architectural Services department complies with the new Construction Design and Management Regulations 2015 (CDM Regs) introduced in April 2015.

How Are We Doing

Corporate Measures:

- **FFP savings to be delivered** - 8 members of staff have recently retired via the Council's ER/VR policy. A further member of staff has retired due to ill health and another has opted to work for three days a week under the flexible retirement scheme. This is a significant reduction for the architectural services unit which now only has a staff compliment of 23 ½.
- **Average Days Sick / FTE** – The Units FTE sick days from 1/4/14 to 30/3/15 were 57 ½ days which equates to an average of 2 ½ days per person which is below the national sickness average and it is an improvement on the departments average for last year which was 5 days per person.(This is not a straightforward like for like comparison due to the reduction in staff numbers)
- **Staff morale (staff survey developed by Corp Strategy)** – Staff surveys will be carried out for the first time in 15/16 (In the present climate of uncertainty, pay cuts, pay freezes, ER/VR, LA re-organisation and the possibility job losses the result of the survey is not expected to be positive.
- **% of staff received PDR's in last 12 months** – Process ongoing all staff to be completed by December 15.

% of staff training and development needs met – Staff training is an on-going process and most members of staff are happy with the level of commitment and choice of training courses selected. The PDR exercise will highlight any particular training issues that may have been overlooked. Due to budget restrictions staff training is generally now only targeted on essential areas only such as H&S, CDM, BIM, and contract administration but all staff are encouraged to complete their own Continuing Professional Membership training.(CPD)

Service Measures – How much did we do / How well did we do it (e.g. efficiency, customer satisfaction etc):

- The Architectural Services team consistently delivers the portfolio of projects within the capital programme and continues to manage revenue maintenance within budget.
- Neath Town Centre started on site in June 2014 – Currently being completed to programme and within budget.
- The new leisure centre started on site in June 2014 – Currently progressing to programme and within budget.
- A Contract was awarded for Y.N. Bae Baglan in October 2014 with the site start established in December 2014 as programmed. - Currently progressing to programme and within budget.
- A contract was awarded for Phase 1 of YGG Ystalyfera. Site works commenced in April 2015 and at this very early stage this project is progressing to programme and within budget.
- We continue to work collaboratively with our regional partners to promote and utilise the SWWRF for both consultancy and contractor appointments and we are now waiting to receive tenders and evaluate them to appoint contractors onto Phase 2 of the framework for use from 2015 to 2018.
- The reduction in staff numbers has been managed to reflect the ongoing reductions in both revenue and capital budgets and some staff realignment will be implemented within 2015/16 when final VR moves are completed.

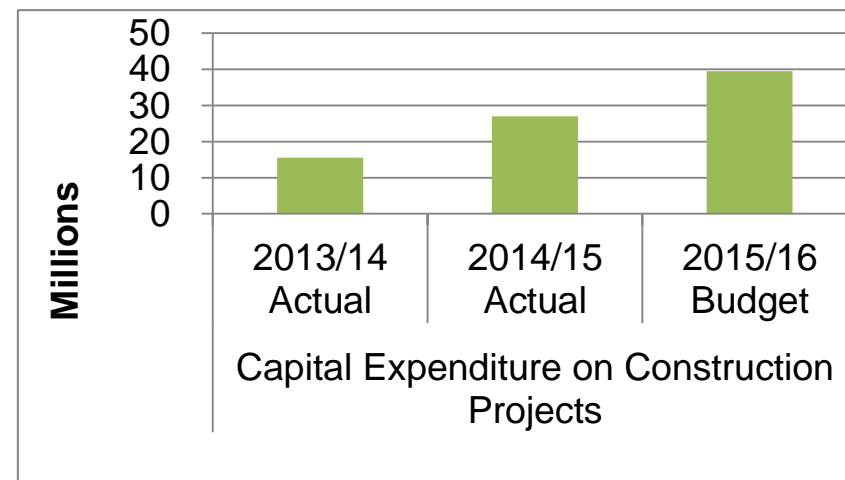
Page 47
Working collaboratively we have helped the City and County of Swansea by providing structural engineering services for 39 No. projects – 21 No. in 13/14, 13 No. in 14/15 and 5 so far in 15/16. (Total value of commission circa £43k in last 3 years)

Story Behind the Performance.

- We have started to introduce customer satisfaction surveys and post completion audits to help inform our service performance. There does seem to be a lack of interest to complete these survey s/questionnaires and so officers will now arrange to meet client departments and complete such forms during a feedback interviews. Lessons learnt can then be incorporated into future working practices to drive improvement.
- The corporate QA procedure has served the department well over a number of years but it is now in need of a complete overhaul to reflect departmental, contractual and client changes that have occurred.
- The corporate Risk assessment procedure has been reviewed and streamlined in conjunction with the Corporate H&S team and this will be implemented throughout 2015/16.

**Summary of Capital Spend Profile on
Property & Regeneration Schemes from
2013/2014 to 2015/2016**

Service Area	2013/14 Actual £'000	2014/15 Actual £'000	2015/16 Budget £'000
21st Century Schools	4,485	8,972	28,936
Education Capital Maintenance	1,439	980	950
Leisure Investment	367	83	75
Aberafan Seafront - Replacement Leisure Facility		4,814	5,393
Margam Park Historic Core	1,191	199	
Margam Park Citrus House	60	280	
Disability Access (DDA)	16	125	150
Health and Safety	909	728	850
Pavilions	189	55	100
Multi Storey Car Park - Neath	1,025	9,132	2,568
Croeserw Community Education Centre	1,986	116	
VVP - Former Fire Station Employability Centre		67	345
PT Civic Accommodation Works		223	
Adults Respite Centre	3,831	732	
Social Services Capital Maintenance	38	444	150
	15,536	26,950	39,517



Next Key Actions For 2015/2016

What	Who	By When
<ul style="list-style-type: none"> • Complete Phase 2 of SWWRF for contractor appointments 	Team	October 2015
<ul style="list-style-type: none"> • Oversee the completion and successful handover of Aberavon Leisure & Fitness Centre 	Team	Nov/Dec 2015
<ul style="list-style-type: none"> • Continue to project manage the school building projects which are on site at:- • Ysgol Newydd Bae Baglan • YGG Ystalyfera 	Team Team	Sept 2016 Jan 2017
<ul style="list-style-type: none"> • Oversee the designs for school projects at Coed Darcy, St. Joseph's Comprehensive (or alternative) and a new primary school at Briton Ferry. 	Team	Ongoing
Page 49 <ul style="list-style-type: none"> • Complete feasibility studies/ options appraisals for : <ul style="list-style-type: none"> ➤ Phase 2 of the redevelopment of YGG Ystalyfera. ➤ The Plaza and Magistrates court at Port Talbot. ➤ Office refurbishment at 8 Wind Street, Neath. ➤ A new primary school at Briton Ferry ➤ A Welsh Medium Comprehensive School (South) 	Team	Ongoing
<ul style="list-style-type: none"> • Complete ER/VR process and staff realignments 	Team	December 2015
<ul style="list-style-type: none"> • Implement client feedback questionnaires for all the most recent major projects 	Team	November 2014
<ul style="list-style-type: none"> • Introduce revised risk assessments and the updated QA system 	Team	November 2014
<ul style="list-style-type: none"> • Obtain planning consent for a camping and caravan site at Margam Park and aim to start site works 	Team	November 2015

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Economic and Community Regeneration Board

23rd October 2015

Report of the Head of Property and Regeneration Simon Brennan

Matter for Monitoring

Wards Affected: All Wards

European & External Funding Team Report Card 2015/16

Purpose of the Report

To provide Members with information on the performance of the European & External Funding Team for the period 2015 - 2016.

Background

The Council introduced a revised Performance Management Framework in 2014/15. One of the requirements within that framework is the production of service report cards by service managers which will enable Members to scrutinise the performance of all services within its purview.

The European and External Funding Team has developed a service report card to demonstrate what is being achieved for the resources invested in that service area.

This report card has assisted us in prioritising our workload as resources have reduced. We have focused our activity on ensuring the county borough maximises the opportunity of European and external funding and develops and delivers compliant projects.

The team maximises funding opportunities to allow the council and external organisations to secure significant amounts of European and external funding to deliver priority areas.

The team has supported a significant number of projects including: Harbour Way, Neath Port Talbot regeneration, Workways, and is currently developing the business plan for the Workways+ project and coordinating regeneration proposals for the region.

The team is adaptable and proactive. We have recently developed the Neath Port Talbot Destination Management Plan (DMP) which is an essential criteria for accessing external funding to support regeneration activities linked to the visitor economy.

The following report card provides Members with details of the services provided by the team, review performance during 2014 - 15 and the focus of our work going forward to 2015 - 2016.

Appendices

None

List of Background Papers

None

Officer Contact

Lisa Willis, European and External Funding Manager

Tel: 01639 686074 or email: l.willis@npt.gov.uk

EUROPEAN & EXTERNAL FUNDING TEAM

REPORT CARD – October 2015

Brief Description of the Service

The European & External Funding team is responsible for ensuring Neath Port Talbot maximises the opportunities of European and external funding opportunities. It achieves this by providing advice and support on all aspects of the project life cycle from initial idea, project development through to closure.

It ensures, via the External Grants Group (EGG) that the Council has a joined up approach to external funding to help deliver the council's priorities. The team obtains external funding, via the External Grants Group, to deliver the Council's agreed priorities within the Community Integrated Plan.

It provides Secretariat support to the Swansea Bay City Region Board and Pillar 3 'capital' sub group.

In addition it coordinates the Destination Management Plan (DMP) for the county borough, to ensure a joined up approach to supporting the visitor economy in the county borough.

Key Priorities for 2015/16 (see HoS BP)

To ensure the current 2007 – 2013 European funded projects achieve their outputs and close in a compliant way.

To maximise the opportunity of European funding for the 2014 – 2020 programme period, including the approval of the Workways+ project and ERDF regeneration projects.

To support and coordinate the work of the cross – Directorate External Grants Group (EGG)

To provide Secretariat support to the Swansea Bay City Region Board and Pillar 3 'capital'.

How Are We Doing

Corporate Measures:

- **FFP savings to be delivered** – The team will be 54% funded by European ERDF and ESF Structural funds (until 30/9/15)
- **Average Days Sick / FTE** – FTE days from 1/04/14 – 31/03/15 = 14 calendar days which is an average of 3.5 days per employee.
- **Staff morale (staff survey developed by Corp Strategy)** – to be completed during 2015/16.
- **% of staff received PDR's in last 12 months** – to be completed during 2015/16.
- **% of staff training and development needs met** – to be completed during 2015/16.

Service Measures – How much did we do / How well did we do it (e.g. efficiency, customer satisfaction etc):

- The European & External Funding team ensures that the Council meets the project specific targets of the European funded projects. Therefore through our support and monitoring of projects, we identify any areas of concern and support the project to deliver the targets / outputs and ensure the project delivers in a compliant way avoiding any claw back and mitigating any risk to the authority. The team is 54% funded by European ERDF and ESF and a progress /activity report is submitted with every quarterly claim.
- The Team has helped secure funding for and supported the following projects: Harbour Way (£107m project cost with £50m ERDF funding); Neath Port Talbot Regeneration (£14m project cost with £9m ERDF funding); SWW Workways (£21.9m project cost with £17.4m ESF funding). The team is supporting the business plan development for Workways+ to secure funding of approx. £7.5m to support people into work. It is also supporting the regional prioritisation exercise / project development for a number of ERDF regeneration projects under the 2014 – 2020 programmes.
- It has prepared a Destination Management Plan (DMP) which will coordinate regeneration and business support activities to maximise the visitor economy of the county borough. This document is an essential criteria to maximise external funding opportunities e.g. Coastal Communities fund, ERDF European funding linked to the visitor economy, and any Visit Wales funding.

Story Behind the Performance.

- European funding underpins many of Neath Port Talbot's regeneration and employment related activities. The European & External funding team ensures any funding opportunity is maximised e.g. Neath, Port Talbot and Croeserw regeneration schemes (£15m project cost / £9m ERDF funding), Harbour Way (£107m project cost with £50m ERDF funding), SWW Workways (£21.9m project cost with £17.4 ESF funding).
- External funding enquiries / search requests remain high from all Directorates and sectors
- The team ensures compliant project development and delivery, and as such the team deals with a significant amount of technical queries e.g. State aid.

Next Key Actions For 2015/2016

What	Who	By When
To maximise the opportunity of European Structural Investment (ESI) funds for the 2014 – 2020 programme period	All	On-going
To maximise the opportunity of other EU funding to support the Council's priorities	All	On-going
To provide a targeted external funding information and signposting service	CW	On-going
To support and coordinate the work of the cross-Directorate External Grants Group (EGG)	CW	On-going
To provide the Secretariat support to the Swansea Bay City Region Board and Pillar 3 sub group	LW	On-going
To coordinate the activity of the Neath Port Talbot Destination Management Plan (DMP)	CW	On-going

**Economic and Community Regeneration Scrutiny Committee
Forward Work Programme**

Date of Meeting	Agenda Item
23 rd October 2015	Development Control Report Card
	Planning Policy Report Card
	Building Control Report Card
	European and External Funding Report Card
	Architectural Services Report card
	Pre-Scrutiny – Cabinet Board Items
3 rd November 2015	Stand Alone Budget Scrutiny
4 th December 2015	Regeneration and Economic Development Report card

	Asset Management, Estates and Facilities Report card
	Pre-Scrutiny – Cabinet Board Items
	Quarterly Performance Reporting
29 th January 2016	Pre-Scrutiny – Cabinet Board Items
11 th March 2016	Pre-scrutiny - Cabinet Board Items
	Quarterly Performance Reporting
22 nd April 2016	Pre-scrutiny - Cabinet Board Items