



C O U N C I L S U M M O N S

To all Members of Council

You are hereby summoned to attend a

MEETING OF THE COUNCIL

to be held at 2.30 pm on

WEDNESDAY 15 October 2014

in the

COUNCIL CHAMBER - PORT TALBOT

Prayers will be said by the Mayor's Chaplain prior to the commencement of the meeting.

--- A G E N D A ---

PART A

1. *Mayor's Announcements.*
2. *To receive any declarations of interest from Members.*
3. *To receive and, if though fit, confirm the Minutes of the Council meeting of 03.09.14 (Civic Year 2014/15) (Pages 1 - 14)*

PART B

4. *To consider, and if thought fit approve, the recommendations of the Children Young People and Education Cabinet Board of 22.09.14 re Corporate Parenting Policy (Cabinet Board report enclosed) (Pages 15 - 28)*
5. *Budget Strategy 2015/16 and Beyond: Cabinet Report of 1st October refers - verbal update*
6. *Report of the Head of Planning re Changes to the Determination of Planning Applications (Pages 29 - 62)*
7. *Report of the Head of Corporate Strategy and Democratic Services re (1) the Annual Report and (2) Modernising the Planning Committee (Pages 63 - 192)*

PART C

8. *To receive the following-and any questions raised by Members, or any matters to be raised by Cabinet Members:- (Pages 193 - 242)*

Record of Executive Decisions of the Cabinet and Cabinet Boards

PART D

9. *To receive any questions from Members, with Notice, under Rule 9.2 of the Council's Procedure Rules.*
10. *Any urgent items (whether public or exempt) at the discretion of the Mayor pursuant to Section 100B (4) (b) of the Local Government Act 1972.*

Sh P.

Chief Executive

*Civic Centre
Port Talbot*

Thursday, 9 October 2014

COUNCIL

(Civic Centre, Port Talbot)

Members Present:

3rd September, 2014

The Mayor: Councillor **H.N.James**

The Deputy Mayor: Councillor **A.P.H.Davies**

Councillors: H.M.Bebell, A.Carter, Mrs.A.Chaves, Mrs.R.Davies, Mrs.J.Dudley, M.Ellis, M.Harvey, S.K.Hunt, I.B.James, Mrs.L.H.James, M.L.James, A.Jenkins, E.E.Jones, R.G.Jones, E.V.Latham, R.Phillips, A.Llewelyn, A.R.Lockyer, J.Miller, Mrs.S.Miller, C.Morgan, J.D.Morgan, Ms.C.Morgans, Mrs.S.Paddison, Mrs.K.Pearson, Mrs.S.M.Penry, L.M.Purcell, S.Rahaman, P.A.Rees, C.E.Richards, P.D.Richards, A.J.Taylor, A.H.Thomas, A.L.Thomas, R.Thomas, J.Warman, D.Whitelock, I.D.Williams, Mrs.L.G.Williams and A.N.Woolcock

Officers in Attendance: S.Phillips, H.Jenkins, A.Evans, N.Jarman, G.Nutt, Mrs K.Jones, R.George, P.Watkins and Mrs T.Davies

Representatives of the Translation Service: Present

1. **PRAYERS**

Prior to the commencement of the meeting, the Mayor's Chaplain, the Reverend Zoe King, Area Dean of Neath and Priest in Charge Llansawel, Briton Ferry, said prayers.

2. **MAYOR'S ANNOUNCEMENTS**

It was with great sadness that the Mayor advised Council of the death of Mr Elwyn Jones, the husband of Councillor Mrs Doreen Jones, Member of the former Neath Borough Council, and former Member of Council and past

Mayor of Neath Port Talbot County Borough Council. As a mark of respect, Council stood for a moment's silence.

It was with great pleasure that the Mayor congratulated Daniel Jervis from Resolven, who won the bronze medal in the 1500 meter freestyle at the Commonwealth Games held in Glasgow. Daniel was also the European Junior Champion in the same event.

3. **MINUTES OF COUNCIL MEETINGS 2014/15**

RESOLVED: that the Minutes of the following meetings of Council be confirmed:-

Council	02.07.14 (#1)
Council	02.07.14 (#2)
Council	23.07.14

4. **BUDGET GUIDELINE CHANGES**

Members received an overview of the circulated report which had been commended to Council by Cabinet held on 30th July 2014, concerning budget guideline changes, and noted that the report was before Members for consideration due to the significant number and value of virements between Directorates. Members queried what 'Transformation' meant within the context of the report, and noted that this referred to the name of a specific Reserve. Members also noted that the report made no additional call in year on the General Reserves.

The Director of Finance and Corporate Strategy advised Council that the decisions referred to in the report (page 5, paragraph 2.4 – Environment and Highways Cabinet Board) in respect of the use of £492,000 from the Strategic Waste reserve, were to be ratified at today's meeting of Council and not at a previous meeting of Council as indicated.

RESOLVED: that the virements, reserve movements and additional grants, as set out at paragraphs 2.2 to 2.5 of the circulated report, be approved.

5. **ANNUAL REPORT OF THE DIRECTOR OF SOCIAL SERVICES**

Members received the Annual Report of the Director of Social Services and noted that Neath Port Talbot faced enormous challenges, due to the high level of deprivation within the Authority. Members queried which Authorities were referred to as ‘comparable Authorities’ and noted that Bridgend County Borough Council, Wrexham County Borough Council, Newport City Council and Merthyr Tydfil County Borough Council were in the same benchmarking group as this Authority.

Members discussed Learning Disability Services and the high percentage of adult social care users within the Authority, and whether Officers felt the pattern would continue into the future. Officers explained that early intervention was the key to prevent children going into care. Members commended Mr Jarman on his approachability within his role as Director of Social Services.

RESOLVED: that the report be noted.

6. **MEMBERSHIP OF COMMITTEES AND REPRESENTATION ON JOINT COMMITTEES, OUTSIDE AND OTHER PUBLIC BODIES**

RESOLVED: that Councillors R.James and A.L.Thomas be appointed as the Authority’s representatives on the Gilfach Quarry Liaison Committee.

7. **AMENDMENTS TO THE CONSTITUTION**

RESOLVED: that Council adopts the Officer Employment Procedure Rules as set out in Appendix A attached hereto, in substitution for the existing Officer Employment Procedure Rules.

8. **STANDARDS COMMITTEE**

Members noted that the Local Authority was governed by the Standards Committees (Wales) Regulations 2001 (as amended in 2006) and these would need to be amended by Welsh Government should a 5 year term of Office be introduced for County Borough/Town Community Councillors.

RESOLVED: 1. That the Community Council Member and any substitute be appointed for no more than

four years, or until the next election of the Community Council of which they are a Member whichever is the shorter, subject to reappointment for one further consecutive term;

2. That Independent Members be appointed for not less than four years, and no more than six years subject to one further consecutive term which cannot then exceed four years;
3. That the Chairman and Vice Chairman of the Standards Committee be elected by the Members of that Committee from its Independent Members for a period of not less than four years and no more than six years, or until the term of office of that person comes to an end, this would allow the Chairman or Vice Chairman to serve a second term as an Independent Member.

9. **CORPORATE PARENTING PANEL ANNUAL REPORT 2013/14**

Council received an overview of the circulated report which detailed the work of the Corporate Parenting Panel for 2013/14 and the progress achieved. Members thanked all participants in the Panel, including Foster Carers and Care Leavers, as well as Officers and Elected Members on the Panel. Members were pleased to note that the Corporate Parenting Panel engagement day at the Gnoll had been a great success. It was noted that the Panel would continue as a function of the Authority going forward.

RESOLVED: that the report be noted.

10. **RECORD OF EXECUTIVE DECISIONS OF THE CABINET AND CABINET BOARDS**

RESOLVED: that the following Executive Decisions of Cabinet and Cabinet Boards be noted:-

Cabinet	25.06.14
Children, Young People and Education	15.06.14
Children, Young People and Education	19.06.14
Children, Young People and Education	

(Special)	09.07.14
Environment and Highways	29.05.14
Environment and Highways	11.07.14
Social Care, Health and Housing	17.07.14
Policy and Resources	19.06.14
Policy and Resources	24.07.14
Economic and Community Regeneration	27.06.14
Economic and Community Regeneration	
(Special #1)	11.07.14
Economic and Community Regeneration	
(Special #2)	11.07.14

CHAIRMAN

APPENDIX A

Officer Employment Procedure Rules

These Rules are designed to conform with the requirements of the Local Authorities (Standing Orders) (Wales) Regulations 2006 (“the Regulations”) as amended by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 (“the Amending Regulations”). Some of the Rules are also locally determined but in the event of any conflict with the Regulations, the latter shall prevail. The Rules covered by the Regulations cannot be amended other than by legislation. These Rules need to be read in conjunction with the full Regulations and Amending Regulations, copies of which are available from Legal Services.

In these Rules, the following terms have the meaning prescribed by the Regulations:

- (a) “Chief Officer” means the Head of its Paid Service ; a statutory Chief Officer in paragraph (a), (c) or (d) of Section 2(6) of the Local Government and Housing Act 1989 (“the 1989 Act”); a non-statutory Chief Officer within the meaning of Section 2(7) of the 1989 Act above; the Monitoring Officer and Head of Democratic Services; and any reference to an appointment or purported appointment of a Chief Officer includes a reference to the engagement or purported engagement of such an Officer under a contract of employment.
- (b) “Head of Paid Service” means the officer designated under Section 4(1) of the 1989 Act.
- (c) “Chief Finance Officer” means the officer having responsibility for the purposes of Section 151 of the Local Government Act 1972.
- (d) “Monitoring Officer” means the officer designated under Section 5(1) of the 1989 Act.
- (e) “Head of Democratic Service” means the officer designated under Section 8 of the Local Government (Wales) Measure 2011.
- (f) “Deputy Chief Officer” means a person within the meaning of Section 2(8) of the 1989 Act.
- (g) “disciplinary action” in relation to a member of staff of the Council means any action occasioned by alleged misconduct which, if proved, would, according to the usual practice of the Council, be recorded on the

member of staff's personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term.¹

(h) "member of staff" means a person appointed to or holding a paid office or employment, under the Council.

(i) "remuneration" has the same meaning as in Section 43(43) of the Localism Act 2011

1. Recruitment and appointment

1.1 Declarations

The Council will require any candidate for appointment to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or senior officer of the Council at Head of Service level or above; or of the partner of such persons.

1.2 Seeking support for appointment.

1.2.1. the Council will disqualify any applicant who directly or indirectly seeks the support of any officer involved in the appointments process (other than as referee) or councillor, for any appointment with the Council. The content of this paragraph will be included in any recruitment information.

1.2.2. no councillor will seek support for any person for any appointment with the Council.

1.2.3. no councillor shall give a written or oral testimonial of the candidate's ability, experience or character for submission to the Council with an application for an appointment.

2. Recruitment of Chief Officers

2.1. Where the Council propose to appoint a Chief Officer within the terms of the Regulations and the remuneration which it proposes to pay to the Chief Officer is £100,000 or more per annum it shall take the steps

¹ This definition derives from Regulation 2 of the Regulations

set out in paragraph 2.2.3.

2.2. Where the Council proposes to appoint a Chief Officer and where it is not proposed to pay to the Chief Officer the remuneration mentioned in paragraph 2.1. and it is not proposed that the appointment be made exclusively from among its existing officers it shall take the steps set out in paragraph 2.2.3.

2.2.3. The Council shall:-

(a) draw up a statement specifying —

- (i) the duties of the officer concerned, and
- (ii) any qualifications or qualities to be sought in the person to be appointed

(b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it and

(c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.

2.2.4. The requirement to advertise contained in paragraph 2.2.3. (b) does not apply where the proposed appointment under paragraph 2.1. is for a period of no longer than twelve months.

2.3.1. Where the Chief Executive (acting on the advice of the Head of Human Resources) considers that the number of qualified applicants for a vacancy make it difficult for the Special Appointments Committee to prepare a final shortlist for consideration by Council then the Chief Executive may compile and submit an initial list of qualified applicants for consideration by the Special Appointments Committee.

2.3.2. In exercising the delegation set out in rule 2.3.1. the Chief Executive shall consider the views of the Head of Human Resources, the Leader of Council and the Leader of the largest non-executive political group.

2.3.3. In cases other than as set out in Rule 2.3.1. the Chief Executive shall refer all qualified applicants to the Special Appointments Committee.

2.3.4. The Special Appointments Committee shall either:-

- (a) Refer all qualified applicants submitted to it by the Chief Executive to full Council for selection, or

- (b) Compile a shortlist of qualified applicants from the qualified applicants submitted to it by the Chief Executive and refer that shortlist to full Council for selection.
- 2.4. The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.
- 2.5. The Council shall interview all applicants referred to it for interview by the Special Appointments Committee in accordance with Paragraph 2.3.4.
- 2.6. Where no qualified person has applied, or if the Council decides to re-advertise the appointment, the Council may make further arrangements for advertisement in accordance with procedure rule 2.2(b).
- 2.7. Where the duties of a chief officer include the discharge of functions of two or more relevant authorities in pursuance of section 101(5) of the Local Government Act 1972 or section 20 Local Government Act 2000 and the authorities have agreed that it will be a joint appointment -
 - 2.7.1 the steps taken under paragraph 2.2.3., 2.3.4., 2.5. and 2.6. above may be taken by a joint committee of those relevant authorities, a subcommittee of that committee or a chief officer of any of the relevant authorities concerned; and
 - 2.7.2. any chief officer may be appointed by such a joint committee, a sub-committee of that committee or a committee or sub-committee of any of those relevant authorities.
- 2.8 The Council shall determine the level, and any change in the level, of remuneration to be paid to a Chief Officer
- 2.9. The full Council shall make all decisions relating to the appointment of the Head of Paid Service.

3. Appointment of Monitoring Officer and Deputy Chief Officers

3.1 The Special Appointments Committee will shortlist applicants and appoint the Monitoring Officer and Deputy Chief Officers (ie in Neath Port Talbot the Heads of Service). The relevant Regulatory Committee Chair may also attend the Committee in an advisory capacity.

3.2 The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.

4. Other Appointments

4.1 The function of appointment of a member of staff of the Council (other than Chief Officers, Deputy Chief Officers, and persons to whom regulations made under Section 35(4) and (5) of the Education Act 2002 apply – teachers and other staff of schools) must be discharged, on behalf of the Council, by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Accordingly, the following shortlisting and appointment arrangements shall apply in respect of all appointments below Deputy Chief Officer level:

<u>Posts</u>	<u>Method</u>
With pay scale commencing at scp 39 and above, or equivalent.	Chief Officer or Deputy Chief Officer
With pay scale commencing at scp 38 and below, or equivalent	Chief Officer or Deputy Chief Officer or Accountable Manager or Line Manager

Other appointment provisions

4.2 The starting salary for all posts, other than those graded in

accordance with salary scale 1, will normally be at the minimum point of the scale, but the starting point may be other than the minimum at the discretion of the authorised Officer making the appointment.

4.3 For appointments of:-

4.3.1. Officers and Assistant Officers in Charge of Residential children's establishments and

4.3.2. basic grade social workers working with children,

these appointments are to be carried out by a Panel of three Officers in accordance with the recommendations as set out in the Adrienne Jones and Warner Reports.

4.4 For joint appointments with schools, representative Headteachers will be involved in the appointment at shortlisting and interview stages.

4.5 The Director of Education, Leisure and Lifelong Learning is also required to give statutory advice to School Governing Bodies on the appointment and dismissal of persons to whom regulations made under section 35(4) and (5) of the Education Act 2002 apply.

5. Disciplinary action and Dismissal

5.1 The function of dismissal of, and taking disciplinary action against, a member of staff of the Council (other than Chief Officers, Deputy Chief Officers, Chief Finance Officer, and persons to whom regulations made under Section 35(4) and (5) of the Education Act 2002 apply – teachers and other staff of schools) must be discharged, on behalf of the Council, by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Accordingly, the disciplinary procedures set out the Officer functions.

5.2 For the purposes of Paragraphs 5.1 and 5.7, Chief Officers, Deputy Chief Officers and Chief Finance Officer shall be taken to include any officer identified in paragraph 5.1 who was, but at the time of the proposed disciplinary action no longer is, one

of these officers and the alleged misconduct or, as the case may be, the reason for the proposal for dismissal, occurred during the period when the officer was an officer identified in paragraph 5.1

- 5.3 Where a Committee or Sub Committee or Officer is discharging on behalf of the Council, the function of dismissal of an officer designated as the Head of Paid Service, the Council must approve that dismissal before notice of dismissal is given. The power to approve the dismissal of the Head of Paid Service must be exercised by the Council itself, and accordingly Section 101 of the Local Government Act 1972 does not apply to the exercise of that power.
- 5.4 Where a Committee or Sub Committee is discharging on behalf of the Council the function of the dismissal of Head of Paid Service, Chief Officer or Deputy Chief Officer within the meaning of the Regulations, any such Committee or Sub Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.
- 5.5 Nothing in the paragraphs above prevents a person from serving as a member of any Committee or Sub Committee established by the Council to consider an appeal by a member of staff of the Council against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff.
- 5.6 Disciplinary Action or dismissal of teachers and other staff of schools employed by the local education authority is dealt with by regulations made under Section 35(4) and (5) of the Education Act 2002.
- 5.7. In respect of the Head of Paid Service; Chief Finance Officer; Head of Democratic Services and Monitoring Officer, the

following provisions shall apply:-

- 5.7.1. In paragraph 5.7.2., “head of the authority’s paid service”; “chief finance officer”; “monitoring officer”; “head of democratic services” and “disciplinary action” have the same meaning as in Regulation 2 of the Regulations, and “designated independent person” has the same meaning as in Regulation 9 of those Regulations.
- 5.7.2. No disciplinary action (other than action to which paragraph 5.7.3. applies in respect of the head of the authority’s paid service, the chief finance officer, the monitoring officer and the Head of Democratic Services, may be taken by the Council, or by a committee or a sub-committee (or a joint committee on which the Council is represented or any other person acting on behalf of the Council), other than in accordance with a recommendation in a report made by a designated independent person under Regulation 9 of the Regulations
- 5.7.3. The action to which this paragraph applies is suspension of the officer for the purpose of investigating the alleged misconduct occasioning the action; provided such suspension is on full pay and terminates no later than the expiry of two months beginning on the day on which the suspension takes effect.
- 5.7.4. The procedures under Regulation 9 of the Regulations must apply in respect of any investigation of alleged misconduct against the head of the authority’s paid service, the chief finance officer, the monitoring officer or the Head of Democratic Services.
- 5.8. The full Council must determine any matter relating to the dismissal of the Head of Paid Service
- 5.9. All members of staff shall be subject to the relevant approved disciplinary procedures and every member of staff shall have rights of appeal as set out in those procedures against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff

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SOCIAL SERVICES, HEALTH AND HOUSING

REPORT OF THE DIRECTOR OF SOCIAL SERVICES, HEALTH AND HOUSING

22nd September 2014

SECTION A – MATTER FOR DECISION

WARDS AFFECTED: ALL

CORPORATE PARENTING STRATEGY

1. **Purpose of Report**

To obtain approval for the updated Corporate Parenting Strategy.

2. **Background**

The Corporate Parenting Strategy (see Appendix 1) describes the role of the Council as a corporate parent, its responsibilities of individuals and explains to Looked After Children (LAC) what they can expect from the Council.

The aim of the Strategy is to ensure everyone who works in the Council has to help in any way they can. The Corporate Parenting Panel, consisting of a group of Councillors and key officers meet regularly and ensure the Strategy is working.

The key themes include:

- Health;
- Leisure, Socialising and Hobbies;
- Employment, Training, College and University;
- Staying Put and Moving On;

The Strategy will ensure children and young people feel confident and are encouraged to express themselves.

An Equality Impact Assessment (EIA) has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. It is essential that Members read the Equality Impact Assessment, which is attached to the report at Appendix 2, for the purposes of the meeting.

3. **Recommendation**

Having given due regard to the EIA it is recommended that the updated Corporate Parenting Strategy be approved and referred to full Council to be endorsed.

4. **Reason for proposed decision**

To continue implementing the recommendations from CSSIW Inspection Reports and to provide strategic direction for the Children's Services Improvement Programme.

5. **List of Background Papers**

Corporate Parenting Strategy – Appendix 1;
Equality Impact Assessment – Appendix 2.

6. **Wards Affected**

All

7. **Officer Contact**

Nick Jarman, Director of Social Services, Health & Housing

E-mail: n.jarman@npt.gov.uk

Tel. No.: 01639 763279

COMPLIANCE STATEMENT

CORPORATE PARENTING STRATEGY

a) Implementation of Decision

The proposed decision is for implementation after the 3 day call in period.

b) Sustainability Appraisal

Community Plan Impacts	-	positive
Economic Prosperity	-	no impact
Education & Lifelong Learning	-	positive
Better Health and Wellbeing	-	positive
Environment & Transport	-	no impact
Crime & Disorder	-	positive

Other Impacts

Welsh Language	-	positive
Sustainable Development	-	positive
Equalities	-	positive
Social Inclusion	-	positive

c) Consultation

This item has been subject to extensive external consultation.



Safer, Brighter Futures
better outcomes for children and young people

Appendix 1

Neath Port Talbot Council

Corporate Parenting Strategy



Corporate Parenting

Who are Corporate Parents?



Everyone who works for the Council is a Corporate Parent to children and young people who are in care.

This is not just people you see every day such as Foster Carers, Residential Workers, teachers and Social Workers. Corporate Parents are also people who you may never see who work for the Council.

This includes Councillors (Elected Members) and all the big bosses who make important decisions about Neath Port Talbot.

But what is Corporate Parenting?

When children are in the care of Neath Port Talbot Council, the Government says that all the people who work for the Council, must look after you, and care for you as well as they would care for their own children. This means they must:

- Give you a safe and comfortable home and help you to feel part of the local community;
- Make sure you go to school, which suits your needs, if you are of school age, make friends and help you to do the best you can;
- Make sure you are safe, happy and supported;
- Listen to you and make sure you know how and where to complain if you are not happy;
- Have a good understanding of what makes you happy, the things which make you anxious or even frightened;
- Making sure that you don't feel that you are different or being picked on or picked out;
- Help you get ready to live as an adult, with all the knowledge, skills and support you will need.



Corporate Parenting is being a good parent to children and young people in care, so they grow up happy and are able to make a success of their life.

Aim of the Strategy

What does this Strategy mean?



This Strategy hopes to spread the word around the Council that everyone who works there has to help in any way they can.

All the different laws and guidance from the Government are written in the Strategy to help Corporate Parents understand what they have to do for you.

Whatever you want from life, we want to help you reach your goals.

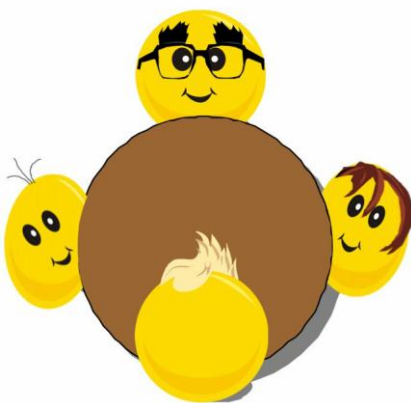
What Difference will it make to me?

The Strategy will bring together different departments of the Council and the Health Authority and other people and organisations who work with you.



Together, they can make changes in the system or improve services so that the needs and wishes of children and young people in Neath Port Talbot are listened to and acted on.

How will we make sure that the Corporate Parents keep working hard to make things better for us?



The Corporate Parenting Panel (a group of Councillors and key Officers) meet regularly and will make sure that the Strategy is working. People from across the Council including Education and Health are 'on board'.

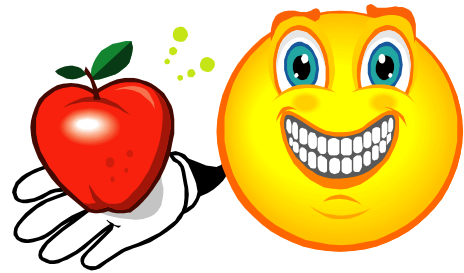
The Corporate Parenting Panel has Terms of Reference. This means all of the things they must do, to ensure that you are receiving what you need and want, that you are safe and happy and you are listened to by everyone.

To make this real, looked after children are members of this Panel.

Your Health

It is very important that everyone is healthy. That means keeps fit, has regular checks like dental checks and health matters can be dealt with quickly and caringly.

There are 3 nurses whose job is to make sure that your health is good.



Leisure, Socialising and Hobbies



We want to make sure children and young people can take part in activities, hobbies and leisure the same as any other child would.

If children have something to do and are encouraged to join in activities, it helps them feel good about themselves.

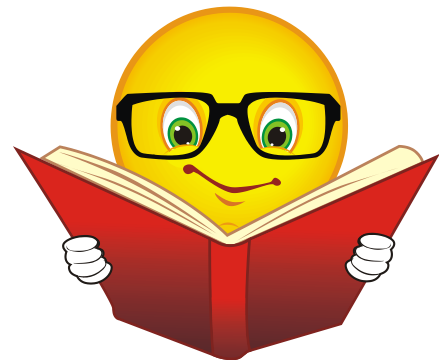
sports centres.

For instance, all looked after children have free access to all of the Council's sport and leisure facilities, like

Employment, Training, College and University

We want to make sure that all children have opportunities to reach their goals, whatever they are.

This may mean carrying on at school after 16, or getting a job in an area of interest, perhaps training in an area of interest, or attend University. We support young people we look after to go to University. The Council must provide accommodation for young people who were in care during the holidays, if they are at University.



Staying Put and Moving On

When children and young people are settled, they can work harder at school, make friends in the community and join in local activities. We are trying to make sure there are fewer changes of social workers for young people too.



Young people who are leaving care often live alone before their friends who are not in care. They need lots of support, help and advice, but they also need practical skills training such as cooking, washing, managing money and bills. It is hard for any young person to live alone the first time and this strategy supports this to happen.

The Council is right now making every effort to make sure that all young people leaving care have very high quality, comfortable accommodation, which is easy to get to and from.

Your Views

How can I say what I think Corporate Parents should do?

If you are not happy with something you must tell your Social Worker about it immediately. Also you can speak to:

Tros Gynnal Advocacy Services – offer independent and confidential support to children and young people and families through advocacy, participation, counseling, family group meetings and conflict resolution. They also offer advocacy support for those experiencing problems with emotional health and wellbeing.



You can contact them on 029 2039 6974 or email admin@trosgynnal.org.uk



We All Count

Corporate Parents have to make sure that all children are encouraged and supported to reach their goals and enjoy a good and happy childhood. We need to make sure we look after children living out of Neath Port Talbot and children who may need more help and support because of learning difficulties or disabilities. Corporate Parents must do the very best for children from a variety of cultures and who speak a variety of languages, or practise different religions. Everyone is important! We must ensure that children and young people feel confident about themselves and are encouraged to express themselves.

Contact Us

If you have any questions about this Strategy you can speak to:

- Nick Jarman, Director of Social Services, Health & Housing on 01639 763279 or email: n.jarman@npt.gov.uk
- Andrew Jarrett, Head of Children's Services on 01639 763327 or email: a.jarrett@npt.gov.uk
- Complaints Team on 01639 763445 or email: complaints@npt.gov.uk
- Tros Gynnal Advocacy Services on 029 20396974 or email admin@trosgynnal.org.uk



There is more information about being in care and what support you should get at: <http://www.npt.gov.uk/cyps>

Appendix 2

Equality Impact Assessment (EIA) Report Form

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

Please refer to the ‘Equality Impact Assessment Guidance’ while completing this form. If you would like further guidance please contact the Corporate Strategy Team or your directorate Heads of Service Equality Champion.

Where do you work?
Service Area: Children’s Services
Directorate: Social Services, Health & Housing

(a) This EIA is being completed for a...

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below...

The Corporate Parenting Strategy describes the role of the Council as a corporate parent, its responsibilities of individuals and explains to Looked After Children (LAC) what they can expect from the Council.

(c) It was initially screened for relevance to Equality and Diversity on ...

The Corporate Parenting Strategy was initially screened for age; disability; gender reassignment; marriage & civil partnership; pregnancy & maternity; race; religion or belief; sex; sexual orientation; and welsh language;

(d) It was found to be relevant to...

Age.....	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>
Disability.....	<input checked="" type="checkbox"/>	Religion or belief	<input checked="" type="checkbox"/>
Gender reassignment.....	<input type="checkbox"/>	Sex.....	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	Welsh language	<input checked="" type="checkbox"/>

(e) Lead Officer

Name: Leighton Jones

Job title: Business Strategy Manager

Date: 8th September 2014

(f) Approved by Director

Name: Nick Jarman

Date: 8th September 2014

Section 1 – Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project:

What are the aims?

The Corporate Parenting Strategy aims to describe the role of the Council as a corporate parent, its responsibilities of individuals and to explain to LAC what they can expect from the Council. The Strategy will bring together different agencies working with LAC to ensure the needs and wishes of LAC are listened to and acted upon.

Who has responsibility?

The Corporate Parenting Panel (a group of Councillors and key Officers).

Who are the stakeholders?

LAC; Children's Services staff; Education staff; Councillors; Health Authority staff;

Section 2 - Information about Service Users (See guidance):

Please tick what information you know about your service users and provide details/ evidence of how this information is collected.

Age.....	X	Race	X
Disability.....	X	Religion or belief	X
Gender reassignment.....	<input type="checkbox"/>	Sex.....	X
Marriage & civil partnership	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	Welsh language	X

What information do you know about your service users and how is this information collected?

Each service user has a unique client index number; their details are collated and recorded on the directorate's secure system. The details are recorded in depth within the referral and assessment process undertaken by Children's Services following strict statutory guidelines.

Any Actions Required?

To consult with all stakeholders, in particular LAC.

Section 3 - Impact on Protected Characteristics (See guidance):

Please consider the possible impact on the different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Age	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Marriage & civil partnership	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Pregnancy and maternity	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Race	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Welsh language	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thinking about your answers above, please explain in detail why this is the case including details of any consultation (and/or other information), which has been undertaken to support your view?

A consultation exercise was undertaken as part of an Information and Fun Day to ascertain views and comments on the Strategy as well as examine the impact on protected characteristics. The question we asked about the Policy was:

A Corporate Parent wants to make sure that you are cared for and this includes:

- your health,
- leisure, socialising and hobbies,
- education, employment, training, college and university,
- where you live,
- your views,
- provide you with contact information

Do you think anything is missing? (Yes/No); if yes, what do you think is missing?

The majority of the responses were 'no', nothing is missing. There were a couple of responses that asked for more information and improved communication and one response about safety. These are being dealt with accordingly.

The Strategy has been examined to assess the impact on LAC in respect of the categories above; it is considered positive in relation to age, disability, race, religion or belief, sex and welsh language by promoting the expectations placed on key stakeholders as a corporate parent. It has a neutral effect on gender reassignment, marriage and civil partnership, pregnancy and maternity and sexual orientation.

Common barriers, such as accessibility and availability of information will not exist given the nature and process of social work assessment; there is no evidence to suggest otherwise, e.g. no complaints.

Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)

The Corporate Parenting Panel has and will continue to monitor the impact of the Strategy and the effects on LAC.

Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

Foster good relations between different groups	Advance equality of opportunity between different groups
Elimination of discrimination, harassment and victimisation	Reduction of social exclusion and poverty

Please explain any possible impact on the above.

As previously stated the Strategy will bring together different agencies working with LAC to ensure the needs and wishes of LAC are listened to and acted upon, which lends it to fostering good relations, advance equality of opportunity and eliminate discrimination and social exclusion.

What work have you already done to improve any of the above?

As stated, The Corporate Parenting Panel has and will continue to monitor the impact of the Strategy and the effects on LAC.

Actions (to mitigate adverse impact or to address identified gaps in knowledge)

The Corporate Parenting Panel to continue to monitor the impact of the Strategy and the effects on LAC.

Section 5 - Monitoring arrangements:

Please explain the arrangements in place (or those which will be put in place) to monitor this function, service, policy, procedure, strategy, plan or project:

Monitoring arrangements: The Corporate Parenting Panel;

Actions: Further consultation events to be considered.

Section 6 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

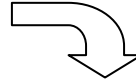
Outcome 1: Continue the initiative...

X

Outcome 2: Adjust the initiative...

Outcome 3: Justify the initiative...

Outcome 4: Stop and remove the initiative...



For outcome 3, detail the justification for proceeding here

Section 7 - Publication arrangements:

On completion, please contact the Corporate Strategy Team for advice on the legal requirement to publish the findings of EIAs

COUNCIL

15TH OCTOBER 2014

ENVIRONMENT

REPORT OF THE HEAD OF PLANNING

PART 1. SECTION A.

Proposed Changes to the Determination of Planning Applications

Purpose of the Report

To amend the size and operation of the Planning Committee in order to comply with emerging legislation from the Welsh Government.

Background

Members will be aware that the Welsh Government issued a consultation document on the 4th December 2013 entitled 'Positive Planning - Proposals to reform the planning system in Wales'. This was a precursor to the Planning Bill which was launched by the Welsh Government on the 6th October 2014. This report outlines the proposed changes which are to be introduced under the new Bill and as a consequence, proposed changes which we can introduce in advance of but in line with the Planning Bill. As a consequence there are seven recommendations, which are listed in full within this report.

A significant amount of research has been undertaken in order to demonstrate a robust evidence base for the forthcoming Planning Bill. One such piece of research related to the operation and performance of Planning Committees and as a consequence, the decision making process. This work was undertaken by Fortismere Associates with Arup. The aim of the research was to assess the efficiency and effectiveness of Planning Committees across all Local Authorities in Wales.

The research covers a number of key areas including delegated powers, Committee Protocols, Elected Member training, decision making procedures, committee size, site visits/deferrals/overtuns, public

speaking and customer care. As a consequence it identifies a number of recommendations going forward some of which have been incorporated into the Welsh Government consultation document.

The main recommendations within the research undertaken on behalf of the Welsh Government and their relevance to this authority's current practices are as follows:

1. The introduction of legislation to define the size of a planning committee, which should be between 11 (minimum) and 21 (Maximum) Elected Members. A quorum should also be introduced to be a minimum of 50% and should not include substitute members.
2. The introduction of a National scheme of delegation which shall be reviewed every three years. This requires that all matters be delegated to officers with only locally agreed exceptions.
3. The establishment of a National Planning Committee protocol, which will include an Elected Members code of conduct; involvement of Elected Members in pre-app discussions on major applications; distinguishing between decision maker and local representative roles at the Planning Committee; enhanced member training; site visit procedure; the role of Elected Members in an appeal following a refusal contrary to officers recommendation; an improved process of decision making; introduction of public speaking rights; improved customer care; the composition of the committee and; the need for a procedure to be in place when applications are over turned or deferred.
4. The provision of Elected Member training for all Planning Committee members which is consistent on a national basis, both in the initial stages and a requirement to have 10 hours of Continuous Professional Development per year thereafter. It is also proposed to establish a national network of Committee Chairs to allow networking opportunities and sharing of ideas similar to those which are currently available to officers.
5. The introduction of a procedure for site visits which should be included within a National Planning Committee Protocol. This will indicate that site visits should only be undertaken on an exceptional basis for major applications and where required should be based on published criteria. They should take place prior to the first

committee at which they are to be determined and should not include public speaking rights. Any members at a subsequent determining committee are able to vote regardless of whether they attended the site visit.

6. A cooling off period should be introduced where Elected Members are minded to determine an application contrary to the recommendation of an officer. This is in order to allow time to re-consider, manage the risk associated with this action and ensure that officers are able to provide robust reasons for refusal or conditions associated with an approval.
7. The introduction of public speaking rights at committee, ie who can speak, the order of speaking and the duration and the notification required prior to the meeting. Consideration should also be given to the need for a Wales wide set of materials indicating the amount of information a Local Planning Authority should provide to those who have made representations and have asked to speak, before the relevant meeting.
8. Best practice advice should identify the process to be followed in relation to customer care, in terms of on line availability of committee agendas and reports, signposting the meeting, room layout, introduction of those in attendance including the provision of nameplates and the use of audio visual presentation aids.

As stated above, these recommendations have been considered and endorsed by the Welsh Government as part of the Planning Bill and it is proposed to introduce the following through future legislation:

- A National scheme of delegation for officers to determine planning applications. This will not include the ability to use local discretion as it will undermine the objectives of efficient and consistent decision making powers across authorities. This aims to deliver 90% delegation across all authorities.
- A prescribed size (Between 11 and 21), make up and procedures within which Local Planning Authority Committees should operate.

Position Statement of this Authority and Proposed Recommendations

1. Size of the Planning Committee

Research undertaken by Fortismere Associates on behalf of WG has considered attendance records, the number of applications that are determined within the statutory period via Planning Committees and the number of applications where Officer's recommendations are over turned by Elected Members. This concluded that larger planning committees are less efficient and effective in terms of decision making and, as a consequence, they have recommended that the size of Planning Committees is reduced to between 11 and 21 Elected Members. The recent WG Consultation documents on proposals to reform the planning system confirm the intention to legislate to enforce the size of planning committees accordingly.

There are currently 45 Elected Members on the Planning Committee which is the second largest Planning Committee in Wales. In comparison, the Fortismere research has indicated that 19 out of the 25 LPAs had Planning Committees which operated at the time within these size parameters. This has now increased to 20.

In terms of this authority, we have a poor attendance record with on average only 68% of Planning Committee Members actually attending the meetings. Having scrutinised the records held by the Committee Services section in greater detail, it is evident that one Elected Member attended 0% of the Planning Committee meetings, with a total of 12 Elected Members attending 46% or less of the Planning Committee meetings. In contrast only 3 Elected Members attended 100% of the Planning Committee meetings. (Data collected for period between June 2012 – May 2013) There are only two other authorities in Wales who have poorer attendance records. Records also indicate that 0% of applications during the study period (April 2012 to March 2013) were determined by committee within the statutory determination period. This is quite a dramatic result given that overall Neath Port Talbot is one of the top performing authorities in Wales in terms of the determination of applications overall. These results align with the conclusions of the research undertaken, which indicates that the larger the Planning Committee, the less efficient and effective it is in terms of delivering timely decisions.

Having regard to the above, and the clear direction of travel of WG as demonstrated in their recent consultation, there is nothing to prevent the

Council changing the size of the Planning Committee, in readiness for the next cycle of meetings on the 11th November 2014. The benefits of reducing the size of the Planning Committee will be numerous, as it will result in the ability of the LPA to improve the training programme for those Elected Members on the Planning Committee; enable the introduction of public speaking rights; and allow the meetings to be conducted in a more user friendly environment where members of the Public can see and hear the meeting as it operates. All of these issues are covered in greater detail elsewhere within this report.

It should be noted that a reduction in the number of Elected Members will not undermine the democratic process as it will still allow the democratic process to operate to its full potential, as all Elected Members of the Council will retain the ability to attend the meeting to represent their constituents in accordance with the public speaking protocol which will be covered later in this report.

Given that it is recommended that the number of Planning Committee Members is reduced, it is also necessary to address the quorum level for this Committee. The Council currently has a quorum level across all Boards and Committees of 25%. If this figure was applied to the Planning committee in its reduced size, it would result in potentially only 3 Elected Members making what can be very strategically important and controversial planning decisions. This is recognised within the research which underpins the new Planning Bill which recommends that in order to ensure that robust decisions are made, the quorum for Planning Committees should be raised to 75% but no less than 50% of Elected Members. This would not, however, impact upon the quorum levels for the other Boards and Committees which operate across the Council.

In addition to the above, one of the objectives of the Planning Bill is to instigate culture change in relation to Planning, whereby planning is seen to be enabling rather than obstructive. This will not be achieved overnight and can only be achieved when all development practitioners work together to achieve positive outcomes. Nevertheless in order to contribute towards improving the perception of the decision making process associated with the planning function it is proposed to amend the name of the Committee from the 'Planning and Development Control Committee' to the 'Planning Committee'.

Recommendation 1

The name of the committee is amended to remove reference to Development Control and the size of the Planning Committee is reduced to 12 Elected Members, with the quorum level for the Planning Committee increased from 25% to 50% of Members. The Cabinet Member with responsibility for the planning function will also attend the Meeting as an observer only, with no voting rights. Ward Members and adjoining Ward Members (relevant to the applications being considered by Committee) will also be invited to attend the Committee meeting although they will not have the ability to vote. It is proposed to implement the changes to the size of the Planning Committee by the 11th November 2014.

2. Delegation

This authority has been pragmatic and forward thinking in terms of improving the efficiency of the Planning service whilst also safeguarding the democratic process and providing for the needs of all of our customers. As a consequence of an extensive review of the Development Control service in 2008, the delegated powers were considered and revised in conjunction with improvements to the quality and level of information provided to Elected Members in relation to delegated applications and those that were determined by Committee. This has resulted in an improvement in the relationship between Officers and Elected Members in addition to an improvement in decision making both qualitatively and quantitatively. Our delegation levels currently result in 95% of applications being determined under delegated powers.

There are two forms of delegated powers which have been in operation in this format since 2008. The first is what is referred to as 'Normal Delegated Powers'. These authorise, the Head of Planning, the Development Control Manager and the existing two Development Control team leaders to determine applications without seeking authorisation from Elected Members. They relate only to minor non controversial developments, for example an extension to a domestic property which accords with guidance, has not been the subject of any objections and is acceptable hence is recommended for Approval (A full list is contained within Appendix A).

The second form of delegated powers is referred to as 'Delegated Panel Powers'. These relate to more complex applications and are reported to a

panel of no less than three senior officers (the panel must include the Head of Planning and/or the Development Control manager, with the remainder being either team leaders and/or senior planning officers). If the recommendation is accepted by the panel, the case officer contacts each of the relevant Elected Ward Members and advises them of the development and associated recommendation. Authorisation is then sought to issue the decision notice. It is only when that authorisation is given that the Officer can issue the planning permission. (A full list of applications covered by Delegated Panel Powers is contained within Appendix A).

This is currently working well and as such does not require wholesale revision, however given changes to the legislation and guidance since 2008, the list of applications and other related matters which are required to be determined under delegated powers as opposed to delegated panel powers needs to be revised. This includes but is not limited to procedures associated with National Strategic Infrastructure Projects (NSIP's) which require information from LPA's at various different stages before the Planning Inspectorate (PINs) will register an application. A list of applications which are currently considered under delegated and delegated panel powers together with the proposed changes are listed in Appendix A of this report.

Recommendation 2

That no fundamental changes are made to the delegated powers, other than the addition of matters relating to NSIPs, and prior notifications for demolition together with other minor clarifications and additions of applications/procedures to ensure that all parts of the Development Management service are covered. It is also proposed to transfer some matters that are currently determined under delegated panel powers to delegated powers. This will make the system more efficient without undermining the democratic process or customer care. These changes are identified in detail within Appendix A and will be incorporated into the Constitution with immediate effect.

3. National Planning Protocol

The establishment of a National Planning Committee protocol is not a matter that can be introduced by this authority and will require further clarification from the Welsh Government. Nevertheless many of the items referred to as being needed within the protocol are already in place

within this authority. For example, we already have a Members code of conduct, efficient and quality decision making, a defined site visit procedure and excellent levels of customer care.

Notwithstanding the need to wait for a National Protocol to be introduced, there are a number of improvements which can be introduced in advance, thus further reinforcing the pragmatic and forward thinking attitude and approach of this authority. These are as follows:

The operation of and procedures followed within the Planning Committee

One of the recommendations within the research focuses on customer care and ensuring that members of the public are aware of the procedures associated with the operation of the Planning Committee, in addition to being able to hear the debate which takes places and the decisions which are being made. It is evident that whilst the Council Chamber is steeped in history, it is not an ideal venue for members of the public to easily engage in the meetings.

As a result and subject to the agreement of recommendation 1 above, it would seem more appropriate to conduct meetings in a smaller venue where presentations can be given which can be heard and seen by all of those in attendance. Examples of such venues include Meeting rooms 1 and 2 in Port Talbot Civic Centre in addition to Committee Rooms A and B in Neath Civic Centre. There will be exceptions to this, when for example more controversial and/or strategically important applications are being presented and are likely to attract larger interest from the general public. Given that the chamber is not regularly used, the Planning Committee can be relocated to the chamber as and when required.

In order to ensure transparency in respect of the roles and responsibilities of Officers, Elected Members and the general public when participating in the Planning Committee, it is recommended that a procedure note is developed and made available to view on the internet.

Concerns have also been expressed in the past by members of the public that they do not clearly understand whether a decision has been made, what that decision is and who voted on that decision. This is particularly so given that Elected Members currently demonstrate their support or otherwise for a recommendation by raising their hand. Whilst this is readily visible for some Elected Members, others are less obvious. Given

that members of the public sit behind Elected Members and at some distance from them, it is not often clear to them what the decision was and who voted in favour of it.

In order to make the planning process more transparent and accountable it is therefore recommended that the decision in relation to each planning application is clearly conveyed to the room by the Chair of Planning, who will also confirm the number of votes in favour and against the recommendation together with those who abstain. This will allow all members of the public to be clear on a decision and how it was made. This is not currently practical given the size of the Planning Committee, however if the Planning Committee is reduced to twelve Elected Members, with a thirteenth Member acting as an observer, as recommended earlier in this report, this will be far more achievable.

In addition to the operation of the Planning Committee, consideration needs to be given to the procedure associated with late items of correspondence. It is often the case that late letters of support and objection are submitted the day before the Planning Committee or even on the day of the Committee itself. In extreme cases, items of correspondence have been submitted during the Committee meeting and a summary of the correspondence together with the officer's response has been given by the officer whilst conducting the meeting. This process can be disjointed and needs to be refined. As a result it is recommended that the policy of the LPA in relation to correspondence associated with a planning application be amended to state that correspondence will not be taken into account in the determination of the associated application, if it is submitted after the penultimate working day immediately preceding the associated Planning Committee to which the application which is the subject of the correspondence is reported. This will ensure that all late correspondence is received in sufficient time to be included within an amendment sheet presented to Elected Members and will also ensure that it is considered at the Pre-Committee meeting which is attended by relevant officers in addition to the Chair and Vice Chair of Planning. This will also allow officers to forward a copy of any Amendment Sheet to Elected Members on the afternoon before the Planning Committee, thus enabling them to be in receipt of all late correspondence and changes in sufficient time before the Planning Committee commences.

Recommendation 3

This recommendation is in four parts and aims to improve transparency in decision making and improved customer care in terms of the operation of the Planning Committee. It proposes to:

- Prepare a procedure note to advise all interested parties on the operation of the Planning Committee. To hold the majority of meetings within smaller venues which are more customer focused, where presentations and debate can be clearly seen and heard, and where the name and position of each officer and Elected Member is clearly identified.
- Ensure that the decision of the Planning Committee is clearly conveyed to all present by the Chair of Planning and the number of votes, in favour and against the recommendation, together with the number of Elected Members who abstained is conveyed to all those present at the Committee
- Amend the procedure associated with late correspondence whereby a cut off period for the receipt of correspondence will be introduced which will restrict the submission and subsequent consideration of correspondence which is submitted after the penultimate working day immediately preceding the associated Planning Committee will be introduced.
- Amend the procedure associated with the distribution of Amendment Sheets and the Committee presentation whereby both are circulated to Elected Members of the Planning Committee before the end of the working day preceding the associated Planning Committee. If it is necessary to pick up alterations within the report after this date then a further amendment will be circulated but this should be the exception rather than the rule.

The above four points will be implemented in preparation for the 11th November Committee or soon after.

4. Elected Member Training

Whilst training is currently provided on planning related topics to all Elected Members of the Council, to date this has not formed part of an organised and continuous programme, but has mainly concentrated on training for new Elected Members following their election to post in addition to updates in new legislation for all Elected Members throughout the year. It is therefore acknowledged that a coordinated programme of

training for Elected Members, especially for those who sit on the Planning Committee, would significantly benefit the decision-making process in general.

The training programme needs to be mandatory for all Planning Committee Members, but should also be made available to all Elected Members given that they will at some point have contact with the planning system. The enforcement of such attendance will be the responsibility of each of the political groups represented within the Council. A programme of training events will be drawn up in advance to ensure that diary conflict for Members is minimised, and will include trainers from within and outside the council to ensure that a broad range of planning topics are covered. Annual feedback can be given to the Leaders of all the Political Parties represented within Neath Port Talbot, with regard to the attendance of their Elected Members at the Planning Committee, in addition to their attendance at the training events which have been organised for them.

Recommendation 4

That a targeted programme of training for all Elected Members is established, with such training being mandatory for all members of the Planning Committee (10 hours per annum).

5. Committee Site Visits

The current practice associated with the operation of the Planning Committee, results in a full presentation being made to the Committee by the Officer, following which a debate ensues. Should an Elected Member request a site visit, they put forward a motion giving clear reasons why they consider that a site visit would be appropriate. This motion requires support from another Elected Member. If that support is forthcoming, Members of the Planning Committee vote on the motion, which if accepted results in the deferral of the planning item to the Planning Site Visits Sub-Committee.

The Sub-Committee then visits the site on the Thursday of the following week and receives a further presentation of the application, following which the Sub-Committee convenes at the Council offices for a further presentation and debate. The Sub-Committee then vote on the Officer's recommendation and the outcome forms a recommendation of the Sub-

Committee which is reported back to a subsequent Planning Committee for determination.

At this meeting the item is presented again with two recommendations, one from the Officer and the other from the Site Visits Sub-Committee. This meeting can often lead to a further debate of Elected Members before reaching a final decision.

The above process results in a degree of repetition and delay, and additional work for Officers as reports and presentations have to be prepared for a total of three different meetings. Accordingly, and having regard to the changes proposed to the size of the Planning Committee above, it is considered that the process can be streamlined to prevent duplication and save administrative costs, resulting in a more efficient and less bureaucratic site visits procedure.

It is therefore proposed to change the site visits protocol as follows:

- The request for site visits will be made by an Elected Member, who will clearly state the reason for making that request at the beginning of the meeting.
- The Officer will respond to that request, through the Chairperson indicating whether or not that request is reasonable and whether it will indeed add value to the decision making process. (A guidance note will be prepared for Members indicating in what circumstances a site visit should be requested).
- The Committee will vote on that request and if the vote is in favour of a site visit, the application to which the request applies will be considered as being deferred for a Committee Site Visit. If the vote is against a site visit, the application will be presented and debated as originally proposed when that item on the agenda is reached.
- Subject to Recommendation 1 (size of Committee) being accepted, the deferred site visit will take place on the morning of the next Planning Committee and will be open to **all Elected Members of the Planning Committee** to attend. The non attendance of an Elected Member at the site visit will not however prevent them from later considering the application. A brief presentation will be made on site and questions can be asked by Elected Members on site. Whilst members of the public can attend the site visit, they cannot make representations at the meeting. No decision is made at the site visit, nor is the item debated.

- The application which was the subject of the site visit is then presented for determination at the Planning Committee that afternoon, where objectors/supporters/ applicant will be allowed to speak in accordance with the public speaking protocol (see recommendation 7 below).

Recommendation 5

That the Committee Site Visits procedure is amended to ensure that items are requested for site visit prior to being debated within the meeting. The site visit is subsequently undertaken by the full Planning Committee on the morning of the next Planning Committee, with the debate and decision being undertaken/ made within the Planning Committee meeting in the afternoon. This amended procedure is to take affect from the 11th November 2014.

6. Introduction of a cooling off period

The research has indicated the need for a cooling off period following a decision which is taken contrary to Officer recommendation. This is not considered to be an issue within this authority at the moment given that the number of applications which are determined contrary to Officer recommendation is fairly limited. It is not therefore a matter which should be progressed in advance of a national system being introduced.

Furthermore there is already a system in place whereby applications which are determined contrary to an Officer recommendation, and which are also departures from the Development Plan, are required to be reported to Cabinet. Whilst Cabinet do not determine these applications, they consider the Officers report, together with the resolution of the Planning Committee and the reasons why they propose to over-turn the officer's recommendation, and make a recommendation back to the Planning Committee. The Planning Committee is then required to make a decision based on all of the aforementioned recommendations.

This is considered to be a very robust procedure and it is not therefore recommended for change at the present time.

Recommendation 6

It is not proposed to make any changes to the current decision making process in relation to applications which are determined contrary to an officer recommendation.

7. Public Speaking Rights at Planning Committee

The research undertaken demonstrates that we are one of only two LPA's who do not currently permit public speaking at the Planning Committee, with the other LPA currently in the process of introducing public speaking rights. This would leave the Council as the only LPA in Wales who do not afford our constituents and developers the ability to address the Planning Committee.

The research has concluded that public speaking rights improve the quality of decision making as interested parties on behalf of both the applicant and any supporters/objectors are able to voice their concerns directly to Elected Members who sit on the Planning Committee, thus making the decision making process more democratic, responsive and transparent.

As a consequence it is considered essential that we move forward with the introduction of public speaking rights as a priority. It is however essential that this is introduced in accordance with an agreed public speaking protocol, to ensure that it does not lead to confusion to any party and also to ensure that it does not result in additional bureaucracy. The Public speaking protocol will not undermine the ability of any Elected Member to speak at Committee in accordance with the existing arrangements as defined within the Constitution. A Public Speaking protocol has been prepared and is attached as Appendix B to this report which, if accepted, will be made available to the public via the Council's website.

Recommendation 7

Public speaking rights are introduced in accordance with a Public Speaking Protocol, coordinated by the Committee Services Officer. This recommendation will be implemented as soon as practicable following the changes to the size of the Planning Committee coming into effect.

Recommendations

It is recommended that Council Approve the following recommendations, with a provision that the changes be reviewed within six months following full implementation:

Recommendation 1

The name of the committee is amended to remove reference to Development Control and the size of the Planning Committee is reduced to 12 Elected Members, with the quorum level for the Planning Committee increased from 25% to 50% of Members. The Cabinet Member with responsibility for the planning function will also attend the Meeting as an observer only, with no voting rights. Ward Members and adjoining Ward Members (relevant to the applications being considered by Committee) will also be invited to attend the Committee meeting although they will not have the ability to vote. It is proposed to implement the changes to the size of the Planning Committee by the 11th November 2014.

Recommendation 2

That no fundamental changes are made to the delegated powers, other than the addition of matters relating to NSIPs, and prior notifications for demolition together with other minor clarifications and additions of applications/procedures to ensure that all parts of the Development Management service are covered. It is also proposed to transfer some matters that are currently determined under delegated panel powers to delegated powers. This will make the system more efficient without undermining the democratic process or customer care. These changes are identified in detail within Appendix A and will be incorporated into the Constitution with immediate effect.

Recommendation 3

This recommendation is in four parts and aims to improve transparency in decision making and improved customer care in terms of the operation of the Planning Committee. It proposes to:

- Prepare a procedure note to advise all interested parties on the operation of the Planning Committee. To hold the majority of meetings within smaller venues which are more customer focused, where presentations and debate can be clearly seen and heard, and where the name and position of each officer and Elected Member is clearly identified.

- Ensure that the decision of the Planning Committee is clearly conveyed to all present by the Chair of Planning and the number of votes, in favour and against the recommendation, together with the number of Elected Members who abstained is conveyed to all those present at the Committee
- Amend the procedure associated with late correspondence whereby a cut off period for the receipt of correspondence will be introduced which will restrict the submission and subsequent consideration of correspondence which is submitted after the penultimate working day immediately preceding the associated Planning Committee will be introduced;
- Amend the procedure associated with the distribution of Amendment Sheets and the Committee presentation whereby both are circulated to Elected Members of the Planning Committee before the end of the working day preceding the associated Planning Committee. If it is necessary to pick up alterations within the report after this date then a further amendment will be circulated but this should be the exception rather than the rule.

The above four points will be implemented in preparation for the 11th November Committee or soon after.

Recommendation 4

That a targeted programme of training for all Members is established, with such training being mandatory for all Elected Members of the Planning Committee (10 hours per annum).

Recommendation 5

That the Committee Site Visits procedure is amended to ensure that items are requested for site visit, prior to being debated within the meeting. The site visit is subsequently undertaken by the full Planning Committee on the morning of the next Planning Committee, with the debate and decision being undertaken/ made within the Planning Committee meeting in the afternoon. This amended procedure is to take affect from the 11th November 2014.

Recommendation 6

It is not proposed to make any changes to the current decision making process in relation to applications which are determined contrary to officers recommendations.

Recommendation 7

Public speaking rights are introduced in accordance with a Public Speaking Protocol, coordinated by the Committee Services Officer. This recommendation will be implemented as soon as practicable following the changes to the size of the Planning Committee coming into effect.

Reason for Proposed Decision

To enable changes to be made to the size and operation of the Planning Committee in accord with emerging Welsh Government legislation.

Financial Appraisal

There will be no additional costs associated with the implementation of the proposed recommendations.

Consultation Outcome

The report has been the subject of internal consultations and its final form reflects the outcome of that process.

Sustainability Appraisal

The proposed changes will introduce a more transparent and accessible decision making process which is in accord with sustainability principles.

List of Background Papers

- Positive Planning – Proposals to Reform the Planning System in Wales
- Study into the Operation of planning Committees in Wales – Fortismere Associates with Arup.
- Planning (Wales) Bill, as introduced

Wards Affected

All

Appendices

Appendix 1 – Existing and Proposed Delegated Arrangements

Appendix 2 – Public Speaking Protocol

Contact Officer

Nicola Pearce – Head of Planning

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Existing Delegated Arrangements

Normal Delegated Matters / Applications (para 16 of Annex J to the current Constitution)

16. Planning

- (i) to determine all applications in respect of the Building Regulations.
- (ii) to authorise the issue of infringement notices and any enforcement action with respect to Building Regulations.
- (iii) to approve (but not to refuse) with or without conditions in respect of applications relating to the following matters subject to there being no objections and following consultations with local Ward Members and subject to the provisions of the Planning Code of Conduct:-
 - (a) the development of private garages either individually or in blocks.
 - (b) changes of use not conflicting with the Development Plan or other approved planning policies.
 - (c) the topping, lopping or carrying out of other works, excluding felling, of trees the subject of tree preservation orders or of planning conditions.
 - (d) the construction of extensions to residential, industrial, commercial or non commercial properties and carrying out of alterations to existing residential, industrial, commercial or non commercial properties including prior approval applications (other than alterations to Listed Buildings or to buildings within a Conservation Area).
 - (e) the construction of buildings and/or the carrying out of engineering operations within the curtilage of residential, industrial, commercial or non commercial premises, including prior approval applications.
 - (f) the construction of vehicular accesses and the erection of fencing, gateways and walls.
 - (g) approval of reserved matters (siting, design, external appearance, means of access and landscaping) and/or the discharge of conditions imposed on outline permission for up to

- five dwellinghouses, or up to 500 sq.m of industrial, commercial or non commercial buildings.
- (h) for the display of advertisements.
 - (i) variation of house types and external finishes.
 - (j) consultations received from adjoining authorities, the National Assembly and/or CADW requiring a reply within a specified time period of 28 days or less.
 - (k) the discharge of conditions imposed on a planning consent.
 - (m) applications made under Section 37 of the Electricity Act 1989 for overhead electricity lines.
 - (n) applications made by the Royal Mail for Mail Pouch Boxes
- (iv) to determine whether Prior Approval is required for such matters as demolition, agricultural or forestry buildings, engineering or excavation operations relating to agriculture, the formation, alteration or maintenance of private ways relative to forestry, or the installation of telecommunications equipment.
 - (v) the making of provisional Tree Preservation Orders.
 - (vi) to determine whether or not an Environmental Statement is required on any submitted or proposed planning application.
 - (vii) Lawful Development Certificates of Existing Use or Development or Proposed Use or Development where this relates to development coming within paragraphs (iii) a,b,d,e or f.
 - (viii) Prior approval applications for the method of demolition of buildings and any proposed restoration of the site.
 - (ix) Approval of applications for single dwellings not conflicting with the Development Plan.
 - (x) Telecommunications Prior Approval Procedures - Code of Best Practice That, where difficulty arises with Committee Cycles, to approve prior approval applications, subject to consultation with appropriate Members and subject to there being no objections to the proposals.
 - (xi) Harmonisation and Delegation of Planning Enforcement Procedures

- (a) To serve a Planning Contravention Notice;
 - (b) To serve a Breach of Condition Notice;
 NB: The authority to serve all Enforcement Notices, Stop Notices and to seek Injunctions to be a matter for the Planning Committee; the system of non-statutory Action Warning Notices is as endorsed in Minute 2 Page 1409 (March 1997);
- (xii) Hedgerow Regulations 1997 To approve Hedgerow Removal Notices, under the Hedgerow Regulations 1997 where a hedgerow is not "important", subject to there being no objection to the issue of such Notice from the public or local Members.
- (xiii) Building Act 1984
- (a) Delegated powers for the elements of the Planning Service covered by legislation under the Building Act 1984.
 - (b) To authorise individual Officers to act as Inspectors/Authorised Officers/Enforcement Officers under legislation contained in the Building Act 1984.
 - (c) In consultation with the Director of Finance and Corporate Services, to approve legal proceedings on behalf of the Council in respect of any offence under the above Act. (This delegation also applicable to the Principal Officer (Building Control)).
- (xiv) Safety at Sports Ground Act 1975
 To issue and sign the relevant Safety Certificates under the Safety at Sports Ground Act 1975 (as amended) and to take any enforcement action. (the latter to be reported to the Planning Committee for information)
- (xv) Forestry Authority - Consultations on Felling Proposals
- (a) where there are no objections, the response to the Forestry Authority is delegated to the Director;
 - (b) where objections are raised by local Members, relevant Community Councils, or by Officers, that the Director be delegated the power to request that this Authority be granted an extension of time, or to submit an objection to the Forestry Authority. The matter would then be reported to the next available Planning Committee for consideration and that Committee be given plenary powers to resolve the Authority's formal decision. Relevant local Members would be invited to

attend the Committee and any site visits, but would not be entitled to vote, in the same manner as in the determination of planning applications;

(xvi) Minor Amendments to approved planning applications.

To determine whether a minor amendment to an approved planning application is immaterial, subject to there being no objection to the proposal – if there are, then the matter be referred to Committee for determination.

(xvii) Planning Appeals

To determine, in consultation with the local Member(s), the appropriate type of appeal method (Written Representations, Public Inquiry or Hearing).

(xviii) Neath and Port Talbot Local Access Forum

To determine future changes to the membership of the forum in consultation with either the Leader or Deputy Leader.

(xix) Section 106 Agreements

To authorise the entering into of Section 106 Agreements under the Town and Country Planning Act 1990 relating to developers carrying out highway works required under conditions imposed on a planning consent

(xx) Rights of Entry

To authorise rights of entry to relevant Officers in respect of the following legislation:-

(a) Town and Country Planning Act 1990 (as amended) – Section 324;

(b) Wildlife and Countryside Act 1981 (as amended) – Section 51;

(c) Planning (Listed Building and Conservation Areas) Act 1990 (as amended) – Sections 88 – 88B;

(d) Planning (Hazardous Substances) Act 1990 (as amended) – Sections 36-36B;

(e) Highways Act 1980 – Section 293;

(f) Road Traffic Regulation Act 1984 – Section 71.

(g) Anti Social Behaviour Act 2003 (High Hedges) – Section 74

(xxi) Planning (Hazardous Substances Act 1990 and Planning (Hazardous Substances) Regulations 1992

Section 9 - determination of applications for hazardous substances consent.

Section 11 - deemed hazardous substance consent: established presence.

Section 13 - applications for removal of conditions attached to hazardous substances consents.

Section 14 - general power by order to revoke or modify hazardous substances consent.

Section 18 - determination of applications for continuation of hazardous substances consent.

(xxii) High Hedges – to determine High Hedge applications under Section 65-84 of the Anti Social Behaviour Act 2003 (in consultation with the relevant Cabinet Member and Ward Members).

(xxiii) Minor Amendments to Planning Applications not yet determined – to determine whether amendments to submitted planning applications require to be treated as new applications, or whether to undertake alternate actions; such delegated powers to be exercised utilising the procedure in the Planning Report 20.4.05. The Planning delegations above are specifically applicable also to the Head of Planning.

All other applications which are not listed above and which are not covered under the exemptions below are currently determined under Delegated Panel powers:

Except as listed below, the Director of Environment and the Head of Planning are granted Delegated Powers for the determination of all planning and other related matters / applications, including the preparation of screening and scoping opinions, discharge of conditions, tree preservation orders, hedgerow and high hedges applications and enforcement matters.

1. Where an application is considered to be of strategic importance, or where it is considered by Officers to be appropriate to be determined by Members, taking into account the views of Members where they have requested an application to be

considered at Committee (*note: the member process agreed is set out below in note 1*)

2. Where an application is to be recommended for approval contrary to development plan policy.
3. Where an application has been submitted by a Member of the Council or close relative of a Member.
4. Where an application has been submitted by an employee of the Council who is directly involved in the development control process. (Refer to attached appendix for a list of the posts identified)

Proposed changes to the delegated powers are as follows:

Delegated Powers (subject to no objections)

- (iii) to approve (but not to refuse) with or without conditions in respect of applications relating to the following matters subject to there being no objections and following consultations with local Ward Members and subject to the provisions of the Planning Code of Conduct:-
 - (o) Submission of all responses in respect of Nationally Significant Infrastructure Projects (NSIPs), with the exception of the Authority's primary response to the Planning Inspectorate on the application, which shall be reported to Committee,
 - (p) Deeds of variation, seeking to vary the terms of an existing Section 106 legal agreement,
 - (q) Decisions on applications made under section 73 to develop land without compliance with conditions previously attached to a consent.
 - (r) to determine the scope of an Environmental Statement ("Scoping Opinion") on any submitted or proposed planning application.
- (iv) to determine whether Prior Approval is required for such matters as demolition, agricultural or forestry buildings, engineering or excavation operations relating to agriculture, the formation, alteration or maintenance of private ways relative to forestry, or the installation of telecommunications equipment, **and determination of subsequent applications for such prior approval**

Proposed New Delegated Arrangements
Delegated Matters (para 17 of Annex J to the current Constitution)

17. Planning

(i) General Planning Delegation

A. Determination of Applications / matters by the Planning and Development Committee

The Planning & Development Committee will determine all applications / matters which fall within the following criteria: -

1. Where an application is considered to be of strategic importance, or where it is considered by Officers to be appropriate to be determined by Members, taking into account the views of Members where they have requested an application to be considered at Committee (*note: the member process agreed is set out in the Appendix*).
2. Where an application is to be recommended for approval, and where it is considered by Officers that the proposals would materially depart from Policies within the Development Plan.
3. Where an application has been submitted by a Member of the Council or close relative of a Member.
4. Where an application has been submitted by an employee of the Council who is directly involved in the Development Management process or in a post identified below: -
 - Director of Environment
 - Head of Planning
 - All posts under the direct responsibility of the Head of Planning
 - Head of Engineering and Transportation
 - Highways Development Control Officers
 - Drainage Officers
 - Head of Regeneration
 - Head of Streetcare
 - Head of Legal and Democratic Services
 - Committee Clerk (Planning)
 - Principal Solicitor (Planning)

Except as listed above, the Director of Environment and the Head of Planning are granted Delegated Powers for the determination of all planning and other related matters / applications, including the preparation of screening and scoping opinions, discharge of conditions, tree preservation orders, hedgerow and high hedges applications, appeals and enforcement matters, in accordance with the following procedures: -

B. 'Delegated Panel' Procedure

To determine applications relating to the following matters and following agreement with local Ward Members and subject to the provisions of the Planning Code of Conduct: -

- Refusal of Applications
- Developments in excess of 5 dwellings (including approval of reserved matters and/or the discharge of conditions in respect of the same);
- Developments creating new floorspace in excess of 500 sq.m. in respect of industrial, agricultural, commercial or non-commercial buildings (including approval of reserved matters and/or the discharge of conditions in respect of the same)
- Submission of all responses in respect of Nationally Significant Infrastructure Projects (NSIPs), unless considered to be strategically important in which case it shall be reported to Committee
- Deeds of Variation, seeking to vary the terms of an existing Section 106 legal agreement
- Planning Enforcement Procedures, including: -
 - (a) To serve a Planning Contravention Notice;
 - (b) To serve a Breach of Condition Notice;
 - (c) To serve an Enforcement Notice;
 - (d) To serve a Stop Notice
 - (e) To serve a Notice under s215 (Amenity of Land) of the 1990 Act (as amended)
 - (f) To initiate prosecution action or injunctions
 - (g) To withdraw or amend any formal Notice under points (a) – (e)
- Felling of trees covered by Tree Preservation Order

C. 'Normal' Delegated Matters (subject to no objections being received)

(i) to approve (but not to refuse) with or without conditions in respect of all other planning applications or matters not covered by point (i) above, subject to there being no objections, including (but not limited to): -

- Development of up to 5 dwellings (including approval of reserved matters and/or the discharge of conditions);
- Developments creating new floorspace up to 500 sq.m. in respect of industrial, agricultural, commercial or non-commercial buildings (including approval of reserved matters and/or the discharge of conditions)
- Applications to determine whether or not an Environmental Statement is required on any submitted or proposed planning application ("Screening Opinion")
- Applications to determine the scope of an Environmental Statement ("Scoping Opinion") on any submitted or proposed planning application.
- Applications for a Certificate of Lawful Use of Development (Existing and Proposed)
- Decisions on applications made under section 73 to develop land without compliance with conditions previously attached to a consent.
- Discharge of conditions imposed on a planning consent.
- the topping, lopping or carrying out of other works, excluding felling, of trees the subject of tree preservation orders or of planning conditions.
- Determination of 'Prior Approval' ("Prior Notification") applications, including determination of subsequent applications for such prior approval
- Making of Tree Preservation Orders
- To approve Hedgerow Removal Notices, under the Hedgerow Regulations 1997 where a hedgerow is not "important"
- Applications under the Planning (Hazardous Substances) Act 1990 and Planning (Hazardous Substances) Regulations 1992 including:- determination of applications for hazardous substances consent (HSC) (s9); deemed HSC: established presence (s11); applications for removal of conditions attached to HSC (s13); general power by order

to revoke or modify HSC (s14) and determination of applications for continuation of HSC (s18).

(ii) Section 106 Agreements: To authorise the entering into of Section 106 Agreements under the Town and Country Planning Act 1990

(iii) to determine all applications in respect of the Building Regulations.

(iv) to authorise the issue of infringement notices and any enforcement action with respect to Building Regulations.

(v) Building Act 1984

(a) Delegated powers for the elements of the Planning Service covered by legislation under the Building Act 1984.

(b) To authorise individual Officers to act as Inspectors/Authorised Officers/Enforcement Officers under legislation contained in the Building Act 1984.

(c) In consultation with the Director of Finance and Corporate Services, to approve legal proceedings on behalf of the Council in respect of any offence under the above Act. (This delegation also applicable to the Principal Officer (Building Control)).

(vi) Safety at Sports Ground Act 1975: To issue and sign the relevant Safety Certificates under the Safety at Sports Ground Act 1975 (as amended) and to take any enforcement action (the latter to be reported to the Planning Committee for information)

(vii) Forestry Authority - Consultations on Felling Proposals

(a) where there are no objections, the response to the Forestry Authority is delegated to the Director;

(b) where objections are raised by local Members, relevant Community Councils, or by Officers that the Director be delegated the power to request that this Authority be granted an extension of time, or to submit an objection to the Forestry Authority. The matter would then be reported to the next available Planning Committee for consideration and that Committee be given plenary powers to resolve the Authority's formal decision. Relevant local Members would be invited to attend the Committee and any site visits, but would not be entitled to vote, in the same manner as in the determination of planning applications;

(viii) Neath and Port Talbot Local Access Forum

To determine future changes to the membership of the forum in consultation with either the Leader or Deputy Leader.

(ix) Rights of Entry

To authorise rights of entry to relevant Officers in respect of the following legislation:-

- (a) Town and Country Planning Act 1990 (as amended) – Section 324;
- (b) Wildlife and Countryside Act 1981 (as amended) – Section 51;
- (c) Planning (Listed Building and Conservation Areas) Act 1990 (as amended) – Sections 88 – 88B;
- (d) Planning (Hazardous Substances) Act 1990 (as amended) – Sections 36-36B;
- (e) Highways Act 1980 – Section 293;
- (f) Road Traffic Regulation Act 1984 – Section 71.
- (g) Anti Social Behaviour Act 2003 (High Hedges) – Section 74

(ix) Developer Contributions (Supplementary Planning Guidance)

To determine issues of arbitration between different needs prior to any form of decision by the Planning and Development Control Committee (this in consultation with the relevant Cabinet Member).

(x) Affordable Housing Contribution

The Head of Planning is granted delegated authority to review and make any necessary amendments to the charge levied for the negotiation of the Affordable Housing Contribution

(xi) Safety of Stands for Spectators – Section 42 West Glamorgan Act 1987

The powers to the Authority under Section 42 are delegated to the Director of Environment and the Head of Planning.

(xii) Retaining Walls – Section 26 West Glamorgan Act 1987

The powers of the Authority under Section 26 are delegated to the Director of Environment and the Head of Planning

APPENDIX

Delegation Process (Development Management Matters / Applications)

1. To maintain accountability and transparency, detailed reports will be prepared for all delegated matters / applications outlining the material issues for consideration together with a recommendation.
2. In the case of 'Normal' Delegated Matters (para 17 (i) C of Annex J), each report is to be signed by the Case Officer and Development Control Manager / Team Leader or in their absence the Head of Planning, prior to issuing the decision notice
3. Where applications are being dealt with under the 'Delegated Panel' procedure (para. 17 (i) B. of Annex J), a panel of Officers (a minimum of three, including the Head of Planning and/or the Development Control Manager) will consider and sign off the report and its recommendation, in addition to which the following additional process will apply:-
 - (a) Where following consultation with officers the relevant Ward Member(s) have agreed that the application can be determined the delegated decision can be made.
 - (b) if any Ward Member considers that it would be more appropriate to report the application to Committee for decision, Officers will put the matter before Committee provided a valid planning reason has been given by the Ward Member (such reason to be clearly indicated within the subsequent report to Committee);
 - (c) In the absence of any agreement under (a) or representation under (b) that the relevant Ward Member(s) be advised of the proposed decision via e-mail, giving 7 days to respond to a named officer(s) within the Department. Responses will be dealt with in accordance with (a) or (b), but if no response is received, it will be assumed that the relevant Members are satisfied that the application can be continued to be dealt with under delegated powers and the decision notice will be issued.

Public Speaking Protocol

Public speaking at the Planning Committee will be allowed strictly in accordance with this protocol. This protocol shall not apply to delegated items unless they are referred to Planning Committee for determination in accordance with the operation of the scheme of delegation.

Who Can Speak

Speaking will be limited to one member of the public opposing a development and one member of the public supporting a development. When there is more than one person in opposition or support, the relative groups should work together to establish a spokesperson. In the event of no agreement being reached, the right to speak shall fall to the first person to register a request. When an objector has registered to speak the applicant or agent will be allowed the right of reply. Elected Members who do not sit on the Planning Committee still retain the ability to attend the meeting and with the permission of the Chair of Planning, can speak at the Committee meeting in accordance with the current procedures as specified within the Constitution.

Registering Requests to Speak

To register a request to speak the objector or supporter must first have made written representations on the application. They must include in their representation their request to speak or subsequently register it with the application case officer. In any event, the request must be made a minimum of two working days before the application is to be presented to the Planning Committee. **[It is the responsibility of the objector or supporter to check whether the application is to be considered by Planning Committee by contacting the Case Officer who will be able to provide details of the likely date on which the application will be heard and the procedure for registering the request to speak]**

Notification to the Applicant/Agent

The Applicant/Agent will be notified once it is known that an objector has registered to speak against an application. They must indicate as soon as possible that they wish to exercise their right of reply and in any event no later than 12 pm the day before Committee.

Procedure at the Planning Committee Meeting

Meetings of the Planning Committee will normally be held every third week on a Tuesday at 2.00 p.m. in Port Talbot Civic Centre. Dates, times and location for Committee meetings can be found on the Council's website. The Schedule of meetings for the Municipal year is at <http://www.npt.gov.uk/Default.aspx?page=750> and Notice of meetings is at <http://www.npt.gov.uk/Default.aspx?page=748>

Persons registered to speak should arrive no later than **fifteen minutes** before the meeting starts. A clerk will advise on seating arrangements and answer any queries. Items where people have registered to speak, will normally be taken first on the agenda and will strictly follow the procedure set out below:

- The item will be introduced by the Presenting Officer who will give a formal presentation of the item, concluding with a formal recommendation;
- The Chairperson will then invite, in turn, the Objector and/or Supporter to speak for a maximum of five minutes each;
- The Chairperson will invite the Applicant/Agent to address Committee in response to the objector for a maximum of five minutes;
- Time limits will be strictly adhered to;
- Response by Officers if necessary to the points raised;
- Consideration and discussion by Members before reaching a decision;
- The Objector/Supporter or Applicant/Agent may not take part in the Members consideration of the application and may not ask questions;
- Should the Objector registered to speak fail to attend and/or speak, the Applicant/Agent will not be allowed to speak;
- Should the Objector or Supporter registered to speak arrive after the fifteen minute cut off time, their opportunity to speak will be lost;
- In the event of an application being deferred for the Planning Committee to visit the site, the objector and/or supporter will be allowed the opportunity to speak when the item is re-presented to Committee following the site visit. The Applicant/Agent will also be allowed the opportunity to speak in response to the objection at that deferred meeting.
- Determination of an application will not be deferred on the basis that a registered speaker cannot attend the Committee meeting. If a speaker is unable to attend the Committee meeting, he/she may

nominate somebody to speak in their place (a reserve). Where a reserve is not nominated to speak, the opportunity to speak will pass to the second person to have registered a request to speak. If there is no alternative Objector, the applicant/agent will not be permitted to exercise their right of reply;

- Where an Applicant/Agent is unavailable on the date of the relevant Committee meeting, the application will not be deferred to a future Committee meeting. The Objector and/or Supporter will retain their opportunity to speak.
- If an Objector and/or Supporter wishes to speak on more than one application being presented at any Committee meeting, a request to speak must be made for each application. Each application will be reported and debated separately, and the above procedure will apply. The Objector and/or Supporter will be allowed to speak for five minutes on each application. Where an Objector is speaking, the applicant/agent will be allowed a five minute right of reply for each application.

Content of the Speeches

Comments by the Objector, Supporter or Applicant/Agent should be limited to planning issues relevant only to the application. These include:

- Relevant national and local planning policies and guidance;
- Appearance and character of the development, layout, design and density;
- Traffic generation, highway safety and parking/servicing;
- Overshadowing, overlooking, noise disturbance, odours, dust, privacy or other affect on amenity;
- Flood risk;
- Impact on trees, wildlife, listed buildings and conservation areas.

Speakers must avoid referring to matters outside the remit of the Planning Committee, such as:

- Boundary disputes, covenants and other property rights;
- Personal remarks [e.g Applicant's motives or actions to date];
- Loss of views or devaluation of property;
- Moral issues;
- Trade objections from potential competitors

The use of visual aids will not be permitted.

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COUNCIL

REPORT OF THE HEAD OF CORPORATE STRATEGY & DEMOCRATIC SERVICES

K. JONES

15th October 2014

SECTION A – MATTER FOR DECISION

WARD(S) AFFECTED: ALL

DRAFT NEATH PORT TALBOT ANNUAL REPORT 2013/2014 “RISING TO THE CHALLENGE”.

Purpose of Report

This report presents a draft of the Council’s Annual Report for 2013/2014 and a draft summary version, along with supporting documentation for consideration.

Background

The Local Government (Wales) Measure requires the Council to produce two annual reports which account for improvement (forward look) and performance (backward look). The first of these reports (forward look), the Neath Port Talbot “Corporate Improvement Plan 2013/ 2016 – Rising to the Challenge” outlines the Council’s priorities for improvement for the next three years. The second of these reports (backward look) which provides an assessment of how well we delivered services during the last financial year and describes the progress made on delivering the six improvement objectives outlined in our Corporate Improvement Plan.

During the last financial year, we achieved what we set out to do for our six improvement objectives and we achieved the majority of the key milestones for improvement and demonstrated improved performance in a number of services. The main highlights include:

- significant improvements in Children and Young People Services;
- steady improvement in pupil performance;

- delivery of a number of significant service changes in transforming adult social care;
- successful delivery of major regeneration projects;
- increased recycling and composting rates; and
- made good progress in delivering our efficiency programme.

More detail is set out in the full report attached at **Appendix 1** and **Appendix 2** is a summary of the Annual Report 2013/14.

We also, improved or achieved maximum performance in 73.0% (111) of our 152 comparable full suite of performance indicators. This is a significant improvement on previous year's performance and against a backdrop of also delivering savings of £9.6 million during the year. In comparison with the All Wales performance of the 44 nationally compared indicators, we performed strongly compared to the previous year, with 63% (27) of our indicators better than All Wales performance for 2013/2014, compared to 49% (21) last year. More detail is set out in **Appendix 3** Full suite of performance measures 2013/14 and **Appendix 4** sets out our performance against All Wales 2013/14.

Appendices

Appendix 1 – draft Annual Report 2013/14.

Appendix 2 - summary of the Annual Report 2013/14.

Appendix 3 - Full suite of Neath Port Talbot performance measures 2013/14.

Appendix 4 – comparison data against All Wales 2013/14.

Recommendations

1. It is recommended that Members approve the draft Annual Report 2013/2014 and summary and subject to any final amendments agreed today and recommend its formal adoption by Council.
2. It is recommended that the Head of Corporate Strategy and Democratic Services is given delegated authority in consultation with the Leader, Deputy Leader and Chief Executive to make any further changes that are necessary prior to final publication and which do not materially change the content of the report.

Reasons for Proposed Decision

To meet statutory requirements of the Local Government (Wales) Measure 2009.

List of Background Papers

Corporate Improvement Plan 2013 – 2016 – “Rising to the Challenge”
Local Government (Wales) Measure 2009

Officer Contact

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Nita Sparkes, Corporate Strategy & Performance Manager,
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COMPLIANCE STATEMENT

TITLE OF REPORT

DRAFT NEATH PORT TALBOT ANNUAL REPORT 2013/ 2014 *“RISING TO THE CHALLENGE”*

(a) **Implementation of Decision**

The decision is proposed for implementation following consultation with the relevant scrutiny committee and determination and approval by Council.

(b) **Sustainability Appraisal**

Community Plan Impacts

Economic Prosperity	Mixed
Education & Lifelong Learning	Positive
Better Health & Wellbeing	Positive
Environment & Transport	Positive
Crime & Disorder	Positive

Other Impacts

Welsh Language	Positive
Sustainable Development	Positive
Equalities	Positive
Social Inclusion	Positive

(c) **Consultation**

This item is not subject to external consultation.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

ANNUAL REPORT

Assessment of our performance 2013-2014

Page 67



In this Report

Message from the Leader and Chief Executive

Introduction

Section 1 Overall Assessment of our performance

Section 2 Progress made against each of our six Improvement Objectives:

Improvement Objective One – Safer, Brighter Futures

Improvement Objective Two – Better Schools, Brighter Prospects

Improvement Objective Three – Maximising Choice and Independence

Improvement Objective Four – Prosperity for All

Improvement Objective Five – Reduce, Reuse, Recycle

Improvement Objective Six – Better, Simpler, Cheaper

Section 3 Securing continuous improvement

Section 4 Underpinning principles (Equalities, Welsh, Sustainability and Engagement)

Section 5 Finance and spending

Section 6 Working in partnership/collaboration

Section 7 Benchmarking

Section 8 What our regulators have said

Section 9 Have your say on what matters to you

This Annual Report is Neath Port Talbot County Borough Council's publication of improvement information, prepared under Section 15(3) of the [Local Government \(Wales\) Measure 2009](#) (referred to as the 2009 Measure), and discharges the Council's duties under sections 2(1), 3(2), 8(7) and 13(1).

Message from the Leader and Chief Executive

Welcome to the Annual Report 2013/14.

This report provides our assessment of how well we have delivered services during the last financial year, 2013/14, and describes the progress we made on delivering the priorities outlined in our 2013/16 Corporate Improvement Plan (referred to as the Plan) 'Rising to the Challenge'.

Overall, we are pleased to announce that we achieved what we set out to do for our six improvement objectives in last year's Plan. Through our very strong political and corporate leadership and the commitment and resourcefulness of our staff, and partners, we significantly improved the performance in Children and Young People Services. The improvement journey has made sustained progress, addressing the many challenges that have arisen and the service achieved seven of the targets agreed with the Care and Social Services Inspectorate for Wales in the eight areas prioritised. However, we recognise that more work needs to be done to ensure that the quality of work being completed is consistently of a high standard and that we embed and build upon the progress made to date to ensure sustainable continuous improvement into the future.

On our Education Services we have made steady improvements with pupil performance and only two pupils out of 1,619 left school without a recognised qualification. We also opened a new state of the art school, Awel y Môr in Sandfields, Port Talbot. During 2013/14, we saw a number of significant service changes as part of the transformation of adult social care in Neath Port Talbot. Despite continued resource pressures, community care has delivered improved performance and continued to reduce delayed transfers of care for those aged 75 and over, 43 people this year compared to 73 last year (a decrease of 41%). The service has also made significant financial savings whilst also considerable progress in modernising traditional models of care and support.

We promoted economic growth by successfully delivering major regeneration projects such as the completion of: Harbour Way; Croeserw Enterprise Centre; town centre improvements in Port Talbot and Pontardawe. We also continued redevelopment in Neath Town Centre and helped create 252 more jobs and supported more local businesses. Following the introduction of a new waste management strategy, we increased our recycling and composting rates to 54%, which is above the statutory target of 52% for the year 2013/14 and is now in line with all-Wales performance. Also, more of our residents are recycling their waste. We made good progress in delivering our efficiency programme and provided more on-line

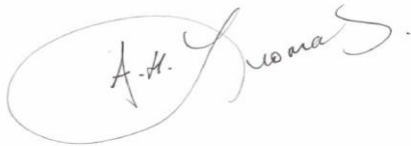
services to the public as well as reducing the sickness levels across the Council from an average of 9.6 days to 9.19 days per employee.

Our commitment to working effectively with our partners continued, ensuring we had strong delivery arrangements in place to help us to make a difference, whilst also exploring collaboration on a regional and national scale where this best serves the interests of Neath Port Talbot citizens.

We delivered cashable savings of £7.031 million in line with the targets we set in our Medium Term Financial Plan and managed a targeted underspend of £2.571million (which was added to our general reserves at year end). This resulted in total savings for the year of £9.6 million. Since 2010, we have been proactive in forecasting funding gaps, made savings of nearly £50 million and reduced our workforce by approximately 1,000 people. The next three years will bring even tougher challenges for the Council, as we continue to face unprecedented budget cuts, coupled with the uncertainty of how the Williams' Commission report will affect local government structures and responsibilities.

We will continue to focus on the things that matter most, selecting clear priorities and providing the strong leadership that is needed in these challenging times. The theme of making difficult choices runs through all our services and functions. With the continued support of local people, our workforce, trade union colleagues and partners, we are determined to keep rising to the challenges in front of us.

Councillor Ali Thomas
Leader of the Council

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Steven Philips
Chief Executive

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Introduction

Under the 2009 Local Government (Wales) Measure, we are required to publish two documents each year: the first is a forward looking improvement plan setting out our improvement priorities (known as improvement objectives) for the financial year ahead; and the second is an annual report to reflect back on the performance of that Plan. Our Annual Report (referred to as the Report) looks back at how we did on delivering the improvement objectives set out in our Corporate Improvement Plan 2013/16 'Rising to the Challenge' and is intended to comply with this legal requirement as well as providing an assessment of our performance for our citizens.

We aim to ensure that our Report presents a fair and balanced picture of performance in the year. We have taken on board feedback from our external auditors to improve the way we communicate performance to our citizens. This Report looks back on the period 1st April 2013 to 31st March 2014. We have also produced a summary version of this Report.

The full Report is available on the Council's website www.npt.gov.uk/improvement

In order to promote sustainability and to reduce printing costs, a hard copy of this Report and the full suite of performance indicators is only available at these locations:

- Neath One Stop Shop, Civic Centre, Neath SA11 3QZ;
- Port Talbot Civic Centre, Port Talbot SA13 1PJ; and
- Pontardawe Library, Holly Street Pontardawe SA8 4ET.

If you require this information in larger print or in an alternative format, please contact the Corporate Strategy Team on 01639 763677 or email: improvement@npt.gov.uk

Section 1 Overall Assessment of Performance

We assess our overall performance by a variety of means, including using a set of performance measures that cover a range of Council service areas and by comparing change activity against the milestones we set in the programmes and projects that underpin each of our corporate improvement objectives.

In terms of performance measures, for 2013/14 there are 163 measures in our full set. These are reported to scrutiny committees on a quarterly basis and are publicly accessible. The set comprises of National Statutory Indicators Public Accountability Measures, Service Improvement Data and measures we have developed locally.

Overall, we improved or achieved maximum performance in 73% (111) of our 152 comparable indicators (see table below); this is a significant improvement on the previous year's performance (of 57.5%) and against a backdrop of also delivering savings of £9.6 million during the year.

Page 72

	Performance change	2011-2012	2012-2013	2013-2014
↑	Improved or Maximum Performance*	56%	57.5%	73%
↔	Performance Maintained	6.4%	2.6%	2%
∨	Marginally declined (by less than 5%)	13.4%	15.7%	10.5%
↓	Declined (by more than 5%)	24.2%	24.2%	14.5%

* **Maximum Performance** - Achieving either 100% or 0% (where a lower performance figure is better) performance, where there is no scope for improvement for the relevant performance indicator.

Improved performance has been achieved across most of the service areas, including a significant improvement in Children and Young People Services. You can view our full set of performance measures, which provides comments on performance from service areas and includes explanations for those performance indicators where reported performance has fallen by 5% or more on the previous year at: www.npt.gov.uk/annualreport.

Some of the indicators where reported performance has dropped by 5% or more on the previous year include:

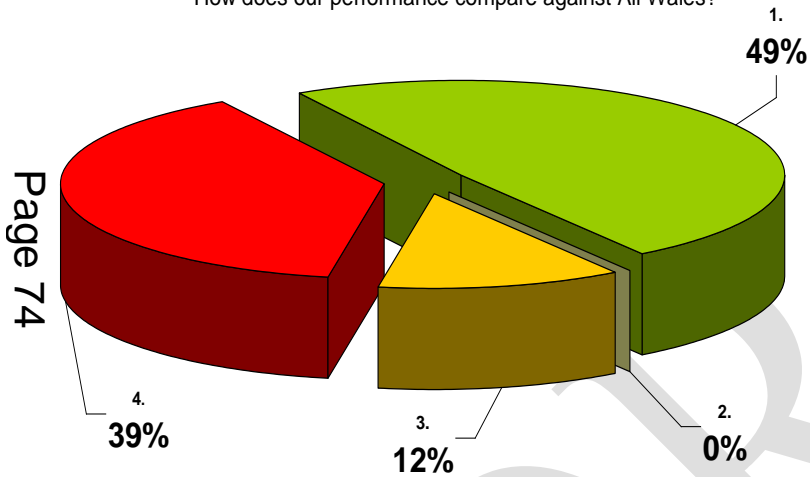
- The average number of school days that permanently excluded pupils did not receive an offer of i) full time and ii) part time appropriate education provision during the academic year.
- The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen i) alone by the Social Worker and ii) by the social worker.
- The percentage of high risk businesses that were liable to a programmed inspection that were inspected for food hygiene.
- The percentage of all other planning applications determined during the year within 8 weeks.
- The percentage of reported fly tipping incidents cleared within 5 working days.

Performance of the 44 National Strategic Indicators and Public Accountability Measures that are compared nationally across Wales

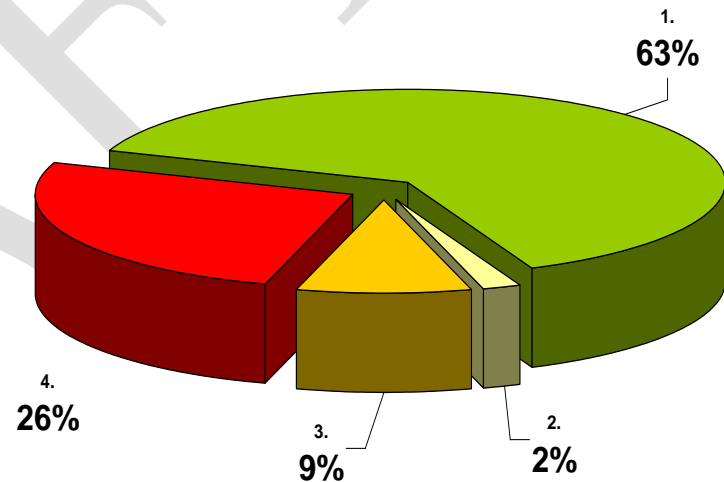
The charts below provide a comparison with all-Wales performance data (this is the figure calculated using the base data supplied by all Councils i.e. overall performance for Wales), for 2013/14 and also a comparison against our own performance in the previous year for the 44 performance indicators.

Our performance of National Strategic Indicators and Public Accountable Measures compared against all-Wales data

National Strategic and Public Accountability Measures
NPT 2012/13 against All Wales 2012/13
How does our performance compare against All Wales?



National Strategic Indicators and Public Accountability Measures
NPT 2013/14 against All Wales 2013/14
How does our performance compare against All Wales?



NB – both of the above performance charts are assessed using 43 of the 44 measures (1 measure non comparable)

- | | |
|--|--|
| 1 Performance better than all-Wales data | 2 Performance maintained |
| 3 Performance is within 5% all-Wales data | 4 More than 5% below all-Wales data |

In comparison to the previous year, we performed strongly with 63% (27) of our indicators better than all-Wales performance for 2013/2014, compared to 49% (21) last year. The increase was mainly attributable to better Children and Young People Services performance, with eight of the 13 measures being above the all-Wales performance figure compared to four last year. One or two indicators in other service areas also bettered the national figure such as in Adult Social Care Services and COUN-151014-REP-CE-KJ

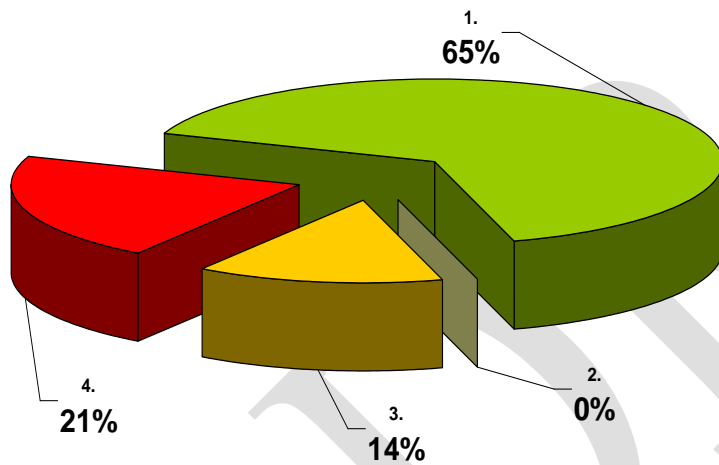
Planning and Public Protection. Education had five indicators which were better than the national performance figure compared to six the previous year.

We also saw an overall improvement where our performance indicators sit in terms of ranking across the 22 Councils. Last year, 10 of our performance indicators were in the upper quartile and 18 indicators in the lower quartile. This year, that trend was reversed with 18 indicators in the upper quartile and 10 in the lower quartile. Again, improvements in Children and Young People Services had the biggest impact, with five of their indicators in the upper quartile compared to one last year. Education, Planning, Private Sector Housing Renewal (which includes the average time to complete a disabled facilities grant) and Transport and Highways (including the overall condition of our roads) saw one or two more indicators in the upper quartile of performance compared to the previous year.

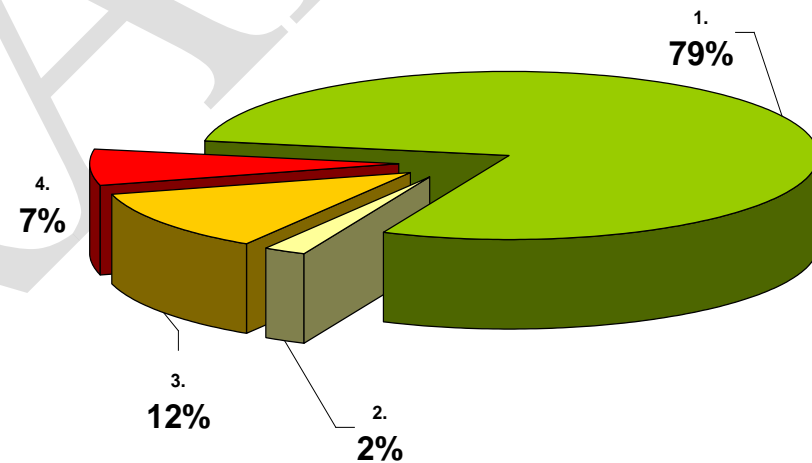
Our Performance of National Strategic Indicator's and Public Accountable Measures compared to the previous year

Page 75

National Strategic and Public Accountability Measures
Did our 2012/13 performance improve on 2011/12 ?



National Strategic Indicators and Public Accountability Measures
Did our 2013/14 performance improve on 2012/13?



NB – both of the above performance charts are assessed using 43 of the 44 measures (1 measure non comparable).

- 1 Improved/Maximum performance
- 2 Performance maintained
- 3 Marginally declined within 5%
- 4 Declined by 5% or more

In terms of how we did against our own performance for these measures, again we performed strongly in comparison to the previous year with 79% (34 indicators) improving or achieving maximum performance compared to 65% (28) the previous year.

The improvement is mainly attributable to more Children and Young People Services indicators improving; including increasing the percentage of statutory visits to looked after children due in the year that took place in accordance with regulations. Adults Social Care, on the whole, improved on the previous year's performance. Some service areas which only have one or two measures also saw an improvement in their indicators such as Private Sector Housing Renewal, Public Protection and Street Scene (although the fly tipping performance indicator saw a drop in reported performance **Insert link to explanation for drop in performance from the full suite when available**). Nine of the 11 education indicators improved or achieved maximum performance, one maintained performance and one saw a marginal drop of 0.1% (slightly down on the previous year where all 11 improved or achieved maximum performance. **Insert link to all-Wales data when available**

Section 2 Progress made against each of our six Improvement Objectives



Improvement Objective 1

Improve outcomes for children in need and children looked after by improving the performance of the Council's Children and Young People Services Department

Overall summary of our progress:

There has been significant improvement in the performance of our Children and Young People Services throughout 2013/14. This is evidenced through end of year results across the range of performance indicators, the findings of the Care and Social Services Inspectorate for Wales inspection in November 2013, the stability and capability of the workforce, feedback from staff and agency partners, internal and external case file audits and reducing the number of service user complaints. There remains more work to do to ensure that the quality of the work being completed is consistently of a high standard and that the progress made to date is embedded and built upon. The focus in 2014/15 is on making further improvements in the quality and consistency of social work practice, particularly focusing on having individual learning plans in place and prioritising activities that will support the improvements in the quality and consistency of practice that is now needed.

During 2013/14 we said we wanted to:

1. Improve the quality and effectiveness of social work practice

What did we do?

- We improved in all eight of the priority areas set out last year, with seven performance indicators achieving the targets agreed by Care and Social Services Inspectorate for Wales. By achieving this performance, we have ensured that service users have had their needs assessed in a timely manner, provided services more quickly and on a more regular

basis and monitored vulnerable children. More information on the eight priorities can be found in the full suite of performance measures on page **Insert link when available**

- We saw an improving picture in relation to our case file audits, with some of the work classed as good and outstanding. Although we adhered to the national assessment framework (a framework developed to provide a systematic way of analysing, understanding and recording what is happening to children and young people within their families and the wider context of the community in which they live), there is still some more work to be done in this area of work.
- We did well in decreasing the number of looked after children in the county borough and as of March 2014 the number (excluding those children in respite) went down to 468, compared to 493 in 2013.
- Results of the most recent staff survey (August 2013) indicated that 71.4% of staff who responded to the survey, strongly agreed or agreed with the statement 'I feel valued at work'. The baseline in 2012 was 58.8%.
- We aimed to have 60% of children best describe the help they get from Social Services as good or very good, however, the information from a generic snap shot satisfaction survey undertaken in 2012/13 was not sufficient enough to identify specific outcomes for children and young people and to evidence where their views were making a difference to changes in service delivery. As a result, a Participation Engagement and Advocacy Protocol was developed. We expect all commissioned (specially made) community services (such as family support, therapies, advocacy and supported housing) to align to this protocol. Service specifications within new contracts will have a section on service user involvement, and also describe outcomes for children and young people. The provider will have to evidence their performance on receiving service user feedback and applying changes from that feedback in their performance reporting data on a quarterly basis from 2015.

2. Ensure that the capacity and capability of the workforce would meet the demands on the service

What did we do?

- We put a workforce action plan in place and a workforce strategy was developed and implemented in October 2013.
- The number and types of posts were reviewed and a rolling recruitment campaign implemented to attract the right level of skilled resource.
- We reduced the number of social worker vacancies and reliance on agency workers in the service. We had less than 2.7fte (full time equivalent) social work vacancies compared to our target of 10fte for the year. We also halved the number of agency workers within the service, from 36 to 18 (at 31st May 2014). There are no vacancies at team manager level or principal officer level. This has improved stability and reduced costs.

- Sickness has been another important focus and long term sickness is no longer a major issue in the Service. This work was supported corporately by the positioning of two human resources officers into the management team, who were able to work closely together to achieve the good progress made to date.
- We delivered a comprehensive training programme to all social work staff and managers over the past year. The focus has been on: doing the basics well; in depth training on child protection process amendments; and analysis and care planning. This mandatory training led to an improvement in performance and quality of practice over the year.
- We created individual workbook/training records for all staff members and as at 31st March 2014, 92% of all qualified staff had an Individual Learning Plan. We did not have Individual Learning Plans in place for all staff as anticipated, however these will be completed during 2014.

3. Ensure there is strong and supportive political and professional leadership for Children and Young People's Services

What did we do?

- Political support for the service has remained strong. A Corporate Parenting Panel has now been in place for over a year. The high profile Panel meets on a six weekly basis, is chaired by the Leader of the Council and includes 13 elected Members. The care leavers and foster carers who also sit on the panel have provided an invaluable contribution. The role of the Panel is to champion the rights of looked after children and young people to ensure we are meeting their needs and making sure they are safe and have the best chances in life. During the first year (2013/14) we focussed on revising and updating the Council's Corporate Parenting Policy, education attainment for looked after children and accommodation for care leavers. Good progress has been made in all these areas, in particular the work around accommodation for care leavers which will significantly improve the outcomes for those young people and is a major achievement for the Panel.
- In April 2013 we established a full management team at principal officer level, enabling many improvements at a greater pace. At team manager level there has been consistency that has enabled an improvement of practice to be fully embedded.
- We also enhanced performance management and scrutiny arrangements in a number of ways:
 - The introduction of fortnightly performance meetings;
 - The development of 'live' performance reports for staff;
 - Introduction of weekly data dashboards;
 - Monthly director's business improvement meeting; and

- Scrutiny of performance by the Improvement Board (The Board holds Senior Officers to account for progress against the Strategic Improvement Plan, and is evidenced through the minutes of the meetings).

4. Complete a comprehensive review of children's partnership arrangements including an assessment of how effective our current planning structures and systems were and improve multi-agency working around families who need care and support

What did we do?

- We undertook a comprehensive review of the children's partnership arrangements, which resulted in arrangements being completely reformatted and remodelled on well known best practice across the UK. This was renamed Think Family Partnership. As part of Think Family Partnership's approach to early intervention and prevention, we adopted a new model of Team Around the Family (known as TAF). Phase one of this model saw the initial roll out of the service in March 2014.
- We said we would survey all statutory partners by October 2013 to find out if they are confident that the service is making good progress in addressing its improvement priorities and that by March 2014 there is confidence that these improvements have been embedded and are sustainable. Given that the revised partnership arrangements were still very much in their infancy, we delayed the survey and completed it in May 2014 instead. The survey results showed that: partners gave an average score of 7.4 out of 10, that they were confident, that the service was making good progress in addressing its improvement priorities; and an average score of 6.6 out of 10, that they were confident that the improvements made have been embedded and are sustainable.

Our performance in other areas of children services:

- In relation to the service's performance, 83% of comparable indicators improved or achieved maximum performance compared to 55% last year. This clearly demonstrates considerable improvement in performance across the service. Improvements include: timeliness of reviews and assessments; fewer changes of placement and changes of school; and keeping in contact with formerly looked after children.
- The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen i) alone by the social worker and ii) by the social worker where other people are present, saw a drop in performance. This was due to a change of practice during the year where information for these performance indicators was recorded differently to previous years.

- The percentage of first placements of looked after children during the year that began with a care plan in place increased from 58.4% to 100%. The average external qualifications point score for 16 year old looked after children, in any local authority maintained learning setting, increased from 162 to 335 (all-Wales performance of 262), both indicators are in the upper quartile in comparison with all-Wales.
- The percentage of eligible, relevant and former relevant children that have pathway plans as required also improved significantly from 20% to 69.8%. However performance for this indicator is well below all-Wales performance and remains in the lower quartile.
- In relation to the percentage of reviews of looked after children, children on the child protection register and children in need, carried out in line with the statutory timetable, performance of 82.2% in 2013/14 ranks us as 20th across Wales.

Insert link to full suite CYPS when available

Improvement Objective 2

Raise educational standards and attainment for all young people


Overall summary of our progress:

We continued to implement our Strategic School Improvement Programme, which included opening a new state of the art primary school, Awel y Môr to replace Glan-y-Môr and Tirmorfa primary schools in September 2013. Pupil performance at Key Stage 4 (Year 11 pupils) in schools across the county borough (during 2012/13 academic year) secured a steady improvement and the wider external points scored by 16 year olds increased to 537 (last academic year 2011/12 it was 486 points). The percentage of pupils who achieved the level 2 threshold (grade A* to C) including English/Welsh first language and Mathematics increased and is above the Welsh average. Only two pupils left school without a recognised qualification. Most of the key stage outcome measures for literacy and numeracy improved and we saw an increase in the performance of pupils entitled to free school meals in most performance indicators. Attendance at secondary schools continued to increase and the number of days lost to fixed-term exclusions fell by a steady rate.

During 2013/14 we said we wanted to:

1. Improve the learning environment and facilities for our children and young people, reduce the number of surplus places and generate cashable savings by: merging; relocating; increasing the capacity; continuing with arrangements to build some new schools and to close some others

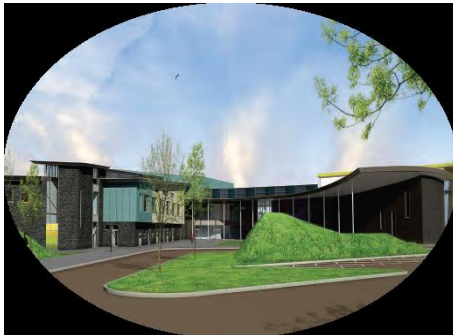
What did we do?

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We built a new school Awel y Môr to replace Glan-y-Môr and Tirmorfa primary schools and as a result of this project, 183 surplus spaces were reduced. Our Director of Education Aled Evans told us, “Modern facilities and inspirational teaching are crucial in providing our children with the best possible start in their lives. This is an important project not only in education terms but also to the economy and regeneration of the area, ensuring

an exciting and vibrant learning community.” The community benefits of this project include; nine local people employed by main/sub-contractors; three local companies being awarded contracts with a combined value of in excess of £900k and the facility is being used by community groups. The new school will also include a Primary Inclusion Centre along with pre-school childcare.

- We brought forward the proposal to federate (merge) the five schools in the Upper Afan Valley by two years, as the departure of two head teachers presented the opportunity to complete this work earlier. Efficiency savings of approximately £250k have been achieved.
- We merged Crynallt Infant and Junior schools into one and it became operational in September 2013.
- Formal consultation on the merger of Central Infant and Junior schools is yet to commence.
- We plan to start formal consultation on the proposed merger of Cwmafan Infant and Junior schools in the 2014 summer term and have a single primary school scheduled to open in January 2015.



Design and planning of the replacement school for Cwrt Sart, Glanafan, Sandfields and Traethmelyn schools, are well under way and the final business case is to be submitted for approval. The new school is scheduled to open in September 2016.
(Picture: artist's impression)

- The Welsh Government has determined match funding arrangements with the faith sector to establish a 3-16 school on the same site of St Joseph's Roman Catholic Comprehensive School. Discussions between the Council and the Diocese are ongoing in relation to committing resources to the project and preparing a business case.
- We modified our plans for a Welsh-medium school in the south of the county borough so they strategically link with the proposal for a new Welsh-medium 3–18 school in the north of the county borough. The combined schemes will deliver an integrated Welsh-medium provision, providing greater clarity to parents and enhanced learning experiences for pupils. Formal consultation on this revised plan will commence in the 2014 autumn term. Analysis of the survey of parental demand for Welsh-medium education is ongoing and the results will inform decisions on school organisation planning.

- Neath Port Talbot's revised Welsh in Education Strategic Plan 2014/17 was approved by the Welsh Government in May 2014 and has been published on our website www.npt.gov.uk/wesp.
- We have worked with developers through a range of meetings and workshops to ensure appropriate educational provision is established in the new Coed D'arcy village. Formal consultation is yet to commence, along with the preparation of a detailed business case in respect of opening a new 3-11 primary school, although the continued effect of the economic climate on the housing market could negatively impact upon this project.

2. Continue to deliver a Regional Integrated School Improvement Service to raise standards of achievement and attainment for all children and young people in educational environments and to continue to improve the quality of leadership and teaching in schools

What did we do?

- The Regional Integrated School Improvement Service was in place from September 2012 and was delivered by collaborative work across six councils on a 'hub' basis. Following the publication, in February 2014, of the 'National Model for Regional Working' (which sets out an agreed national approach to school improvement), the regional school improvement service, ERW, came into formal existence on 1st April 2014 and replaced the Regional Integrated School Improvement Service. The service's business plan has been approved by the Minister and we are working in a hub partnership with the City and County of Swansea and have already made a joint appointment of a Head of Education Improvement.

3. Establish a range of opportunities for young people to develop their skills, learning and training

What did we do?

- We saw a steady improvement in performance across schools in the county borough for year 11 pupils. The average external points score (including 'capped' points) by 16 years old has increased on the previous 2011/12 academic year and places this performance in the upper quartile across Wales. Improvement in teaching and learning practices is leading to an improvement in results.

4. Maintain our performance for those pupils leaving compulsory education, training or work based learning without an approved external qualification

What did we do?

- Performance of year 11 pupils leaving education with no qualifications has been lower than the Wales average for the past four years. For the last academic year (2012/13), just two pupils out of 1,619 left school without an approved recognised external qualification.

5. Ensure that the 14 to 19 Learning Pathways programme supports all young people to achieve their full learning potential

What did we do?

- In 2013/14, 4.4 % of young people were Not in Education, Employment or Training (known as NEET) at post 16 which was higher than last years (2012/13) figure of 3.1%. The increase is attributed to the loss of European funding and the rationalisation of the ENGAGE programme; limited opportunities for employment and apprenticeships in Neath Port Talbot; and the lowest social mobility in Wales.

6. Improve literacy and numeracy outcomes to support children and young people to fulfil their potential

What did we do?

- **We achieved the following literacy outcomes:**
 - 84% of pupils achieved outcome 5 in language, literacy and communication skills at the end of foundation phase (ages 3-7), last academic year (2011/12) it was 82%.
 - 86% of pupils achieved at least level 4 at the end of year 6 in language, last academic year (2011/12) it was 84%.
 - 80% of pupils achieved at least level 5 at the end of year 9 in language, last academic year (2011/12) it was 77%.
 - 65% of pupils achieved level 2 threshold at the end of year 11 in language, last academic year (2011/12) it was 64%.
 - There have been termly meetings and training days for primary and secondary school literacy co-ordinators and Heads of English departments, to share good practice and useful information.

- We supported over half of the primary schools and three secondary schools with the following: reading strategies; developing resources for GCSE English; training on guided and shared reading; reading behaviours; reading interventions; and phonics, along with training on toolkits for writing.
- **We achieved the following numeracy outcomes:**
 - 85% of pupils achieved outcome 5 in mathematical development at the end of foundation phase (ages 3-7), maintaining our performance on last academic year (2011/12).
 - 85% of pupils achieved at least level 4 at the end of year 6 in mathematics, a slight increase on performance compared to last academic year (2011/12) 84%.
 - 79% of pupils achieved at least level 5 at the end of year 9 in mathematics, a slight increase on performance compared to last academic year (2011/12) 77%.
 - 64% of pupils achieved level 2 threshold at the end of year 11 in mathematics, maintaining our performance on last academic year (2011/12).
 - 20 of our primary schools received a two day training course on Numicon (an approach to develop children into confident problem-solvers and raise achievement across all ability levels). Feedback to date tells us that we are seeing a positive impact on pupils' numerical understanding and the continued use should improve results overall.
 - We held a number of training days to help schools: analyse national test data; highlight areas for improvement; and to develop reasoning and mental maths strategies.
 - We carried out numeracy audits across all schools and reviewed the recommendations and actions in order to help schools meet the National Numeracy Framework.

7. Narrow the performance gap by reducing the impact of poverty on educational achievement

What did we do?

- 73% of pupils entitled to free school meals achieved at least outcome 5 in language, literacy and communication skills at the end of foundation phase (ages 3-7), last academic year (2011/12) it was 70%.
- 74% of pupils entitled to free school meals achieved at least outcome 5 in mathematical development at the end of foundation phase (ages 3-7), maintaining our performance on last academic year (2011/12).
- 72% of pupils entitled to free school meals achieved at least level 4 at the end of year 6 in language, last academic year (2011/12) it was 71%.

- 70% of pupils entitled to free school meals achieved at least level 4 at the end of year 6 in mathematics, last academic year (2011/12) it was 73%.
- 61% of pupils entitled to free school meals achieved at least level 5 at the end of year 9 in language, last academic year (2011/12) it was 55%.
- 56% of pupils entitled to free school meals achieved at least level 5 at the end of year 9 in mathematics, maintaining our performance on last academic year (2011/12).
- 40% of pupils entitled to free school meals achieved level 2 threshold at the end of year 11 in language, maintaining our performance on last academic year (2011/12).
- 35% of pupils entitled to free school meals achieved level 2 threshold at the end of year 11 in mathematics, last academic year (2011/12) it was 39%.
- Of the eight measures above, four improved, two maintained and two declined in performance. All free school meals pupils are now identified and targeted in all schools and guidance and training on the use of Pupil Deprivation Grant funding has been provided.

8. Improve pupil attendance both in primary and secondary schools with particular focus on primary and additional learning needs

What did we do?

- Primary school attendance for 2012/13 academic year was 93.0%, marginally lower than the previous year (93.1%) and places us 22nd (of 22 local councils). However attendance across councils ranges from the 1st being at 94.4% to 22nd at 93.0%.
- Attendance at secondary schools was at 92.6%, (comparable with the all-Wales figure of 92.6%) marginally higher than the previous year (92.3%). All schools have signed up to a partnership agreement to raise levels of pupil attendance.
- For the current academic year (2013/14), we have seen a steady increase in attendance in both sectors as at the end of May 2014, primary schools were 94.58% and secondary schools at 93.41%.

9. Continue to improve safeguarding practices and procedures

What did we do?

- During the 2012/13 academic year, 11 out of 12 schools achieved at least ‘good’ in safeguarding practice. Following a full independent review of safeguarding procedures, safeguarding audits are now carried out in all schools on a three year rolling programme. Peer reviewers from schools trained to undertake quality audits have strengthened safeguarding practice and also working arrangements across council services.

10. Improve and enhance behaviour management

What did we do?

- We reduced the number of permanent exclusions from 13 pupils last year to nine this year (2012/13 academic year).
- We reduced the number of days lost in the primary sector through fixed term exclusions from 191 days last year to 174 this year (2012/13 academic year).
- We reduced the number of days lost in the secondary sector through fixed term exclusions from 1,658 days last year to 1,568 this year (2012/13 academic year). We have achieved these reductions by constantly working with schools and using a range of strategies including managed moves to other schools.

Our performance in other areas of education services:

- Most of the education indicators have seen an improvement in pupil attainment.
- We have seen an increase in the number of days that permanently excluded pupils did not receive an offer of full time or part time education provision. All Neath Port Talbot home tuition statutory requirements have been met, but they are in conflict with performance indicator guidelines.
- The percentage of pupils in year 11 who achieved the level 2 threshold including a GCSE grade A-C in English or Welsh first language and Mathematics increased to 56% and is above all-Wales performance (7th across Wales).
- We increased the percentage of final statements of special education need issued within 26 weeks, including exceptions, to 32%; however performance is well below all-Wales performance of 69.6%.
- More information on how we have performed with our education performance indicators can be found at: **Insert link to full suite when available.**



Improvement Objective 3

Maximise the number of adults who are able to live independently, with or without support, within the home of their choice within their community

Overall summary of our progress:

We have seen an acceleration of pace, in the delivery of a number of significant service changes as part of the transformation of adult social care in Neath Port Talbot. Despite continued resource pressures, community care has delivered improved performance, significant savings and made considerable progress in modernising traditional models of care and support. We are improving outcomes for people by focusing on assessments and care plans which maximise their independence. This has resulted in more cost effective commissioning and has made significant savings of £840k for the Transforming Adult Social Care programme, which includes £672k from the Pathways to Independence project and £115k in the Homecare Service. We have also made considerable improvements for older people by integrating services with the Health Board and the partnership with Grŵp Gwalia. The benefits of integrated working and redesign of the common access point (Community Gateway) and intermediate care services (Community Resource Team), has resulted in the reduction in delayed transfers of care, despite increasing numbers of frail, older people.

During 2013/14 we said we wanted to:

1. Complete the modernisation of domiciliary care services to make them flexible and cost effective

What did we do?

- We achieved savings of £115k by introducing new staff contracts, a new rolling rota and moving staff to monthly pay (previously paid fortnightly).
- Following Members' approval of the Domiciliary Care Strategy in September 2013, a comprehensive analysis of domiciliary care contracts was undertaken. In light of unsuccessful similar tenders in two neighbouring councils we did

not progress with issuing tenders for new contracts as part of our review. We are currently reviewing our position to ensure the right decision is made for our residents.

2. Improve the average time taken from notification that a service user is to be discharged from hospital to when their package of care is restarted

What did we do?

- We maintained our performance at an average time of two days from notification of hospital discharge to the restart of the package of care. This timescale is likely to remain consistently at two days. Discharge times are often dependant on when the hospital can confirm the discharge of the patient.

3. Continue to work to reduce our sickness levels within the in-house home care service

What did we do?

- Page 90
- As part of our efforts to reduce sickness levels, we introduced new contracts and working rotas to provide staff with an improved work/life balance. We also increased the size of the workforce by recruiting an additional 70 community care assistants, to relieve some work pressures on the existing workforce. By working together with human resources officers and union colleagues we exceeded our target to reduce sickness by 10% in the year, the average FTE (full time equivalent) sick days lost reduced by 17% from 15.6 days per employee last year (2012/13) to 13 days per employee this year (2013/14). However, the figure is still above the Council average of 9.19 days and more work needs to be done to further reduce sickness levels within the homecare service.

4. Review all learning disability high cost placements to ensure we are meeting needs in the most appropriate way

What did we do?

- We completed the first phase of the Pathway to Independence project. The project has been helping individuals to have more control over their lives by giving them access to a greater range of housing options so that they can have their say about where they live and who they live with. This has meant that a number of people have been able to move from residential care to their own accommodation with ongoing support. To make this possible, community care staff have worked closely with clients to enable them to secure their tenancy and develop their daily living skills. This in turn has given them increased confidence in their own strengths and capabilities to access community resources and increased

financial independence. To date we have made £672k worth of savings. Phase two work to rollout pathways to independence across adult care will be undertaken during 2014/15. We have identified that £1.5 million of savings can be achieved from this project.

5. Deliver modern day opportunities (MDO) for people with disabilities

What did we do?

- A first phase ‘Modernising Day Opportunities’ report was approved by Members and comprehensive public consultation has taken place on a new ‘pan disability’ model for day opportunities in Neath Port Talbot. This model is currently being implemented.
- We consulted on the relocation of Cadoxton day care centre and following Cabinet approval in March 2014, it was relocated to the sea front in Port Talbot. The new centre, Trem Y Môr, opened in June 2014.

6. Implement a new model of intermediate care with the Health Board to help people remain at home and independent for as long as possible

What did we do?

- Access to all adult social care services and community health services was transformed in 2013/14 with the development of a common access point. The Community Gateway Service went live on 20th January 2014, to provide a contact service and multi disciplinary assessment and triage into a full range of health and social care services, to deliver the right service at the right time. It will provide support for adults to help them stay independent within their own homes or regain independence, mobility and confidence after an accident, illness, injury or deterioration in a condition. Benefits to date include quicker assessments, more timely response, better signposting and a reduced backlog. New performance measures were developed during the year which will be used to baseline performance during 2014/15.

7. Modernise social work practice

What did we do?

- A new assessment system and supervision and appraisal system was launched in January 2014, to provide better outcomes for service users, such as helping them to achieve their goals.

8. Develop and implement a Multi Agency Transition Policy and protocol to ensure people are supported through key changes in their lives

What did we do?

- A transition project was initiated; however, there have been delays in developing the protocol, mainly due to resources being targeted to deliver improvements in Children and Young People Services. This work has now been prioritised and will be progressed in 2014/15.

9. Work with neighbouring authorities and the Health Board as part of the Western Bay Programme to ensure services are integrated where this makes sense

What did we do?

- Two business cases have been approved by partners: one for a new service model in community services and one for commissioning support. These will deliver better outcomes for frail, older people, such as less delays in hospital and lower care home admissions as well as more cost effective care.

10. Open the first new residential care home delivered by Grŵp Gwalia

What did we do?

- Our 'Improving Residential Care' partnership with Grŵp Gwalia reached a momentous stage with the completion of a brand new residential care home for older people on Moor Road, Baglan. Residents from Morfa Afan and Min yr Afon moved into Llys y Seren in June 2014. The home has a dementia-friendly design incorporating best practice principles. Llys y Seren is the first residential care home to be completed as part of our partnership with Grŵp Gwalia.
- Following detailed site investigation work, it was agreed to pursue alternative sites to those originally earmarked in Groves Road, Neath and Rhiw Lech, Croeserw. The preferred sites are now at Caewern, Neath and at Eastern Avenue, Croeserw (adjacent to the current Arwelfa Care Home).

11. Improve residents' ability to remain independent in their own homes through providing support and/or adapting their homes to meet their needs

What did we do?

- We processed 287 disabled facilities grants, lower than what we forecasted (310), but have continued to improve on the average time taken to deliver the grant in an average time of 204 days, which is better than all-Wales performance of 239 days and places us 6th in comparison with the 22 local councils across Wales.

12. Improve housing in Neath Port Talbot by monitoring progress made by NPT Homes, continue to deliver affordable housing and continue to prevent homelessness by working with potential homeless households

What did we do?

- We worked in partnership with the main contractor for NPT Homes to identify business and employment opportunities that have arisen from their work installing kitchens, bathrooms and electrical frameworks. Significant progress has been made by NPT Homes in the three years since the transfer. The most visible achievement over recent months has been the progress made with the major works programme which has seen bathrooms, kitchens and heating systems being replaced in properties in Sandfields, Neath and Pontardawe. As of 4th March 2014 (the 3rd anniversary of transfer), the following had been delivered to NPT Homes' properties across the county borough (the figure in brackets represents the proportion delivered to date): 3,643 kitchens (41%); 3,267 bathrooms (41%); 3,394 heating installations systems (59%); and 2,322 rewires (48%). NPT Homes have also carried out 827 roof replacements (46%) and 1,328 window and door installations (53%) amounting to an £80 million investment to date.
- Work has been undertaken to the waiting list held jointly by the council and NPT Homes. The list has now reduced from over 4,500 applicants to around 850. The people now on the list are clear as to where they want to live and what the realistic chances are of them securing accommodation in those areas. A similar exercise was done to the list of transfer applicants with the aim of being able to better aid their wish to move to a more suitable property.
- Together with partner agencies, we helped bring 514 private sector properties back into occupation during the year that had been vacant for more than six months.
- We delivered 140 units of affordable housing compared to 83 last year.
- Under the renewal area scheme and by using Specific Capital Grant funding, 1,690 properties have been improved to date (142 of which 121 improved in Neath East and 21 in Sandfields East and Aberavon). Local contractors delivered the schemes which have had a positive impact on the local economy.
- In addition to the renovation work to improve residential housing stock as part of the Sandfields East and Aberavon renewal programme, public spaces and facilities have also been improved. This has included: the installation of 32 alley gates to rear lanes securing approximately 483 properties in order to reduce crime, the removal of over 400 tonnes of

rubbish via community skips, community clean-ups and litter picks and the delivery of 1,768 grants by partner agencies including Care and Repair, Community Safety, Warm Wales and the Fire Service. Although the Sandfields East and Aberavon ten year renewal programme was set to finish in September 2014, it has been extended for a further 3 years.

- Work continues to tackle anti-social behaviour with the recent use of injunctions, supported by the police, to ensure that tenants are living in safer communities. The use of injunctions has resulted in two people spending time in prison after they breached the terms of the injunctions which included staying away from the street where they had been anti-social.

Our performance in other areas of social services, health and housing:

- Performance in adult services has shown significant improvement, with the benefits of integrated working and redesign of the common access point (Community Gateway) and intermediate care services (Community Resource Team), resulting in the reduction in delayed transfers of care for those aged 75 and over. This year, 43 people experienced a delay, compared to 73 people last year, a decrease of 41%, this performance is better than all-Wales for 2013/14, despite increasing numbers of frail, older people.
- We improved performance for the four indicators relating to supporting more adults in the community. However we saw mixed performance for the two indicators that are compared nationally with one indicator in the upper quartile of performance (5th across Wales) and one indicator marginally below all-Wales performance (16th across Wales).
- We had an increase in the number of people supported in our care homes up from 612 last year to 644 this year. The long term aim is to reduce the number of older people requiring care home places. We remain in the bottom quartile (20th) in comparison to the rest of Wales for the rate of older people (aged 65 or over) whom the council supports in care homes per 1,000 population aged 65 or over at 31st March.
- 100% of carers of adult service users were offered an assessment or review of their needs in their own right during the year and 100% of adult protection referrals were completed where the risk has been managed. **Insert link to full suite Adult Services page when available**
- Performance in the homelessness service has broadly been maintained (three measures have improved and three with a marginal drop in performance), despite an increase in volume of approaches to the housing options. **Insert link to full suite Homelessness page when available**



Improvement Objective 4

Support and invest in our town centres and communities to promote economic growth, regeneration and sustainability to maximise job opportunities and improve access to employment

Overall summary of our progress:

Overall, there has been good progress in many areas in terms of delivery of regeneration projects such as Harbourside, Groeserw Enterprise Centre and town centre improvements in Port Talbot and Pontardawe. Swansea Bay Campus and Coed Gwynedd village will be developed over a number of years and we will continue to work with developers to maximise the best outcomes for local communities. We are also helping to create more jobs and supporting more local businesses.

During 2013/14 we wanted to:

1. Complete Harbour Way, in order to increase opportunities for economic development and reduce congestion on the M4

What did we do?

- We completed Harbour Way on time and on budget. It was officially opened in October 2013 by First Minister, the Rt Hon Carwyn Jones AM. The project will provide regeneration opportunities for Harbourside and has won numerous awards including construction excellence and collaborative working awards.


2. Progress economic development opportunities in Harbourside including leisure activities and employment opportunities

What did we do?

- Following on from the development of the new court services building, a £6.3 million research and development village (Harbourside) has been completed and occupied by tenants, including Tata Steel. The research and development village won the Royal Institution of Chartered Surveyors award for Wales regeneration in 2014.
- NPT College are also progressing with their planning application for a new 1,000 student campus at Harbourside.

3. Continue with our plans on the redevelopment of the Port Talbot Parkway Station

What did we do?

-  We secured the £11 million funding for the project, which will involve the demolition of the existing station, to make way for a contemporary development. Work has started on the regeneration of the station with a view to completing the work by early 2015.
(Picture: artist's impression)

4. Begin to rebuild the Afan Lido

What did we do?

- The planning application was approved in November 2013 and contractors were on site April/May 2014. It's estimated that the new facility will be open by the end of 2015.

5. Pursue further physical development projects for Baglan Energy Park which includes the link bridge infrastructure improvement

What did we do?

- An application for Regional Property Development Fund was approved. The developer is due to be on site in 2014 to construct a new medical centre, pharmacy and office space for prospective business tenants.
- Construction of the £7.3 million link bridge started in April 2014. The bridge will create a viable through-route and it will also form part of a safe route to the proposed new school in Baglan Bay. The bridge is due to open in March 2015.

6. Deliver physical improvements to Port Talbot town centre, Pontardawe and Croeserw

What did we do?

- **Port Talbot** – we installed new street furniture (benches, bins & street lighting) and refurbished the shop front canopy in Station Road. We also secured funding of over £9.64 million from the Welsh Government's Vibrant and Viable Places programme. Our bid comprised a number of projects to be delivered working alongside key partners, including town centre housing developments providing mixed tenure and affordable housing; Parkway integrated transport hub; Plaza arts and cultural centre; an Employability centre in Water Street; and new links connecting the town with the surrounding area, with a total investment of around £30 million over 3 years.
- **Pontardawe** – we completed phases two and three of the town centre improvement works replacing paving and highway surfaces, as well as street furniture, and creating more public space in order to improve the overall street environment.
- **Croeserw** – we completed improvements to paving and street furniture at Tudor Park site and the multi use games area. Croeserw's brand new Community Enterprise Centre was officially opened to the public in September 2013. The multi-use facility, which has been part-funded by the European Regional Development Fund through the Welsh Government, provides flexible accommodation for community enterprises and small start-up businesses. The centre also includes a wide range of community facilities such as dedicated youth rooms, an IT training area and workshops for construction and hair and beauty training courses. The centre won the regional 2014 Local Authority Building Control Building Excellence Award and was shortlisted for the Royal Institution of Chartered Surveyors Wales Community Benefit Award.

7. Continue to redevelop Neath town centre

What did we do?

- The planning application was approved in November 2013 and contractors are due to be on site this year to start work on a new 600 space shopper/multi-storey car park and 24,000 square ft. retail space, due for completion late summer 2015.

8. Progress valley regeneration activity, including Rheola and Glynneath

What did we do?

- **Rheola** – following consultation with Welsh Government and Cadw, a masterplan has been drawn up between us and the owner of Rheola Estate. The planning application has been submitted and includes a residential development on part of the estate to raise some of the funding needed to take the leisure and tourism plan forward. There are proposals for holiday log cabins to be located on the estate along with a leisure complex which would include a swimming pool, spa, gym, restaurant, bar and shop, for use by tourists staying at Rheola and for the wider public.
- **Glynneath** – we secured £360k from the Welsh Government’s Western Valley Regeneration Area Initiative Fund to regenerate the town and work has started to improve paving and street furniture.

9. Work with community transport operators to enhance and integrate their services to support local communities

What did we do?

- We continued to work with community transport operators, DANSA (an organisation that provides low cost accessible transport for residents living in the valley areas in Dulais, Afan, Neath, Swansea and Amman) and Neath Port Talbot Community Transport (non profit making organisation which provides affordable, accessible transport to voluntary and community groups in urban areas of Neath Port Talbot). The organisations have been adjusting services in order to support the evolving needs of local communities and both have met their overall transport targets. These important services enable residents to have an extra travel choice.

10. Develop a comprehensive commuter cycle network

What did we do?

- We developed an integrated network of utility or ‘commuter cycle routes’ designed to provide safe and sustainable cycle transport between communities and employment centres. This has been seen as good practice by the developers of the Active Travel Wales Bill and has been endorsed by Sustrans.
- Additionally, in collaboration with the City and County of Swansea, work is underway to establish the ‘Swansea Bay Cycle Route’ network. This will promote commuting via bike in Swansea Bay and healthier lifestyles.
- A new tube style cycle route map and website was launched in May 2014. The map shows colour coded routes, just like the tube map, each interchange is marked with a black and white circle to make journey planning easy. Cyclists will see these colours replicated on signs along the cycle paths so that they can be sure they are going in the right direction.

11. Develop key sites and premises across the county borough to encourage economic growth (sites include Coed D’arcy urban village and the new Swansea University Science and Innovation Campus)

What did we do?

- **Swansea University Science and Innovation Campus** – since the work started in April 2013, substantial progress has been made on construction elements. The main developer for the £150 million campus is St. Modwen and the main contractors are Vinci Construction UK and Leadbitter Group. Outline planning permission has been secured for future phases of the development which would be more than £300 million in value. Our Business Support Team is working with St. Modwen and their main contractors on the delivery of the community benefit aspect of the development, including Workways. It was agreed this project will be delivered by the Swansea Bay Partnership, with us as the main point of contact.
- **Coed D’arcy Urban village** – development on site is reaching approximately 100 residential units. We have recently granted an extension of time for the construction of the southern access road which is programmed for completion by December 2016. Discussions are ongoing concerning construction of the first primary school.

12. Continue to bring forward various leisure proposals in line with the seafront development plan, including mixed use developments

What did we do?

- We are continuing to source further funding for future projects, following the completion of the sunken gardens and two new play areas.
- We are awaiting a decision on a funding bid made for adventure golf.
- The development of a visitor car parking facility at Scarlet Avenue, Port Talbot is underway.

13. Develop new mountain bike trails and competition trails to enhance the benefits of Neath Port Talbot through Cognition

What did we do?

- Page 100
- Construction of a new 4.5km competition events mountain bike trail in Margam Park was completed in December 2013. As this is an events trail, it will only be opened to the general public on specified weekends throughout the year.
 - Blue Scar (graded as moderate) and Penhydd (graded as difficult) mountain bike trails opened in Afan Forest Park in December 2013, which completed the network of trails at Afan Forest Park.

14. Work with Celtic Leisure Trust to provide first class opportunities for local people to improve their own health and wellbeing

What did we do?

- We continued to work with Celtic Leisure on a strategic, managerial and operational basis, to ensure that provision and programmes are developed and enhanced to improve the health and wellbeing of the communities of Neath Port Talbot. During 2013/14 these have included the National Exercise Referral Scheme and disability dance and sport specific projects such as junior netball and tennis.

15. Deliver caravan facilities at Margam Park

What did we do?

- We submitted a planning application and have agreed with land owners to carry out survey work. We are currently awaiting the outcome of the Welsh Water survey to allow further work to start.

16. Seek local employment and supply chain opportunities within major developments in the county borough such as Harbourside and the Swansea University Campus

What did we do?

- **Harbour Way** – in total, £40 million worth of work on the project was sub-contracted to Welsh companies, 45 local companies won work worth over £6.3 million and 41 local people found sustainable jobs. Pupils from local schools and university students benefitted from more than 50 weeks of work experience over the duration of the development.
- **Awel y Môr Primary School and Trem-y- Môr Respite Centre** - 12 local companies won work worth over £1.3 million. New job opportunities were awarded to six previously unemployed local people. We were able to safeguard the employment of five local people as they were transferred to continue their employment. Three trainees completed 100 apprenticeship training weeks. In total, the main contractor Dawnus Construction, and their appointed sub contractors contributed over £12,000 to local community initiatives.
- **Swansea University** - as construction progresses, we continue to work with main contractors VINCI Construction UK and Bouygues UK to ensure maximum benefit is achieved for local people and local contractors in terms of jobs, training and contract opportunities.

17. Make the most of community investment by working in partnership with Neath Port Talbot Homes and Grŵp Gwalia (both organisations are delivering substantial investment programmes within the County Borough.)

What did we do?

- **NPT Homes** – we worked with NPT Homes’ main contractors to identify business and employment opportunities from installation of kitchen and bathrooms and electrical frameworks. Through collaboration with the Workways team, 31 people found work through sub-contractors in construction, 25 people started temporary job opportunities in conjunction with Careers Wales and eight apprentices have started with sub-contractors.

- **Grŵp Gwalia** – through collaboration with the Workways team 18 people found work in construction with sub-contractor and care jobs. Four people started temporary job opportunities in caring occupations.

18. Develop projects and programmes to take advantage of the next round of European funding including Workways

What did we do?

- Our European Team continues to support projects still running under the current Convergence programme. The team are also providing updates and briefing sessions on future EU funding opportunities for the next 2014/20 programme.
- The South West Workways project has been approved to 30th September 2014 and will now include Bridgend County Borough. The Wider Employment and Skills pilot, including Workways is being developed by the Welsh Government as a model of an integrated employment and skills programme for adults which will be implemented under the next round of European funding.

19. Help people with disabilities to develop employment skills, education and lifelong learning to improve their chances of getting a job

What did we do?

- This work is delivered through the COASTAL project, which to date has:
 - 1,244 people engaging with the COASTAL service;
 - Helped 792 people achieve one or more positive outcomes (positive outcomes include gaining qualifications, entering employment, entering further learning);
 - Helped 639 people achieve accredited training;
 - Helped 132 people access training/voluntary work or paid employment independently; and
 - Found employment for 13 of the 22 Remploy workers enrolled since December 2013 (targets for the above have been achieved or exceeded for the year).
- Many of the people supported to obtain employment had not worked for five years or more. One of our participants in the project had been out of work for 27 years, and is now undertaking a NVQ level 2 in catering and hospitality and working 15 hours a week.
- The project also developed partnership work opportunities with the Enfys Foundation which involved setting up and running a canteen for the Leadbitter Construction Group (contractors on the new Swansea University Campus). This project created five jobs for existing trainees and had a visit from the Minister for Economy, Science and Transport

Edwina Hart who said: “I have been very impressed with what I have seen at the Leadbitter Canteen today. The scheme is providing vital opportunities and support to people who have been facing barriers to employment to get back into work.”

- **Case Study:** Antonio was referred to COASTAL in 2010 from the Mental Health Day Service, which he had accessed due to suffering severe depression and anxiety. The team helped Antonio to identify possible work sectors and then to gain an unpaid work placement in the bakery at the Tesco store in Neath Abbey. Antonio now works full time as a Bakery Assistant in the store. He says the support of the COASTAL project was the vital ingredient he needed and recommends anyone who faces major barriers to employment and training, such as mental health needs, physical disability or learning disability, to get in touch with the team. Antonio said: “I am now a semi-skilled baker working towards being a skilled baker. Due to working with the COASTAL Project I have gained a lot of self-confidence and resilience to cope with whatever life throws at me. I had an operation on my hand whilst I was studying for my qualifications, which could've set me back months but COASTAL helped me overcome this as well by scribing my exams. Their support didn't stop once I was in work either. Transport was a problem for me until COASTAL helped me to pass my driving test and get my licence. I've since been able to buy a car and I've regained yet more independence because of this.”

Page 193

20. Help economically inactive people and those who are long-term unemployed to improve their chances of getting a job

What did we do?

- Through the South West Workways project we have helped economically inactive people and those who are long-term unemployed to improve their chances of getting a job. To date, we have supported 4,531 people in the project (up to 31st March 2014) of which 2,179 people achieved sustainable employment, exceeding our targets. The critical success factor in the project exceeding its sustainable job outcomes for Neath Port Talbot is the tailored one-to-one support offered to participants, coupled with the close relationships it has forged with a wide range of local employers.
- **Case Study:** Three people from the same family have found permanent jobs in quick succession thanks to the help of the project. Partners Karen and Tony and Karen’s son Jacob, all from Neath, have found work with a variety of local companies. Workways provided the trio with a range of support including job search assistance, help with CVs and applications, and access to training and temporary jobs. Tony said “We’ve got a six year old daughter so having a job has made a big difference. I’ve got money in my pocket to buy her the things she needs for school and also spoil her a bit too.” Karen said “My Workways mentor Deb was fantastic; she was always there to talk to. Jacob said “I was landed to get a job so quickly. I’m happy to be working with BDT.”

- **Case Study:** The project supported Jackie Ellis from Port Talbot, who was out of work for over 15 years find a job as a peer mentor with the Welsh Centre for Action on Dependency and Addiction (known as WCADA). Jackie said “For years my priority in life was alcohol and I didn’t have any intention of doing anything else; my days were 24/7 drinking.” It was when a close relative passed away from the effects of alcohol, that Jackie realised it was time to make a change. Jackie received support from Workways to search for job vacancies, build her confidence, complete job applications, access training and write a new CV. She also said “The encouragement I had was brilliant - they never lost sight of the fact that I was capable of doing a job. I absolutely love my job – I’m so grateful for the help that I’ve had from others that I just want to pass it on. I can’t put it into words how much it means to me to be back in work, it’s given me my self-respect back; it’s given me a sense of worth and the pay comes in handy too! Without Workways I wouldn’t have come as far as I have. They never had any doubt in me. Whenever I questioned myself, they told me ‘yes you can do it’.”
- Key findings from an independent report (conducted last year) on the Workways project, found high levels of satisfaction from participants and employers and an excellent employment-outcome rate. The report by the Centre for Economic and Social Inclusion concluded the project is performing well against its key outcome targets. The original report can be viewed at <http://www.cesi.org.uk/publications/evaluation-southwest-workways>

1. Provide an effective and supportive service to local businesses to help them prosper

What did we do?

- There were 682 enquiries from local companies who were provided with advice and/or information.
- We saw a significant increase in the number of new business start up enquiries assisted through the Business Services Team, 429 enquiries this year compared to 349 last year. This increase is due to the setting up of monthly Enterprise Clubs to provide support and advice on establishing and running a business to people registered unemployed through Job Centre Plus. The team also found that changes to the benefits process has meant more people are now considering self employment as a work option. There were also 31 new start-ups in 2013/14, slightly more than we forecasted.
- We also saw a significant increase in the number of jobs created as a result of financial support by the council, 255 compared to 137 the previous year. This increase is the direct result of more companies applying for loan/grant funding to support investments in capital equipment, website development, accreditations, training and general marketing activities.



Improvement Objective 5

Increase the percentage of waste recycled and composted

Overall summary of our progress:

Last year, we exceeded our statutory recycling target of 52%, achieving 54.04%. This has been achieved through ongoing improvements in waste management as part of the implementation of the Council's Waste Strategy, and recycling improvements at Household Waste and Recycling Centres. We heavily promoted recycling in a range of ways which included radio advertising, press releases, leafleting, our website and internally (e newsletter), which contributed to increased recycling participation rates across the county borough. We made changes to the trade waste service to increase recycling and introduced a new charging policy to ensure that all businesses pay the right amount for the waste they present for collection.

During 2013/14 we wanted to:

1. Agree a Council Waste Strategy

What did we do?

- We reviewed our Waste Strategy in April 2013, to change the way we collect waste in order to maximise recycling/composting, including source-segregated bio wastes that are composted or treated biologically in another way.

2. Continue our involvement in the regional food waste procurement project

What did we do?

- We worked with our partners in the South West Wales Regional Waste Partnership to progress the build of an infrastructure that treats food waste and increases composting performance. Unfortunately, planning permission was

refused and as a result the preferred bidder withdrew from the anaerobic digestion (which means composting food waste to produce energy and fertilizer) procurement process. Following the failure of the regional procurement exercise, during 2014/15 we will be examining, with our regional partners, alternative options for the treatment of food and residual waste and will continue to critically appraise options put forward to ensure that there is a sound business case.

3. Change our operations that collect waste in order to maximise recycling/composting, including source segregated bio wastes that are composted or treated biologically in another way

What did we do?

- We exceeded our statutory recycling target of 52%, achieving 54.04% for the year 2013/14, and are now comparable to all-Wales performance of 54.33%. In comparison with the 22 councils, this moves us out of the bottom quartile and places our performance 14th across Wales. This improvement has been achieved through ongoing improvements in waste management as part of the implementation of Waste Strategy, and recycling improvements at Household Waste and Recycling Centres. The actual tonnage of recyclable and compostable waste collected was 38,734 tonnes. We also collected 3,750 tonnes of food waste more than we had anticipated.
- Activities undertaken to increase recycling and composting during 2013/14 included:
 - the removal of surplus wheelie bins, and the roll out of smaller wheelie bins in selected areas;
 - the implementation of a revised policy for trade waste services requiring all businesses to recycle their waste;
 - we undertook bag splitting at the Briton Ferry Household Waste and Recycling Centre during the winter period to extract recyclable waste from black sacks; and
 - improved communication with the public and access to services via the internet and the introduction of additional recycling points at civic offices.

4. Undertake surveys to find out how many people across the county borough are using the recycling service

What did we do?

- Our last survey undertaken in December 2013, resulted in an increase in participation rates in recycling services from 62% to 72%.

5. Work to increase residents recycling participation across the county borough by promoting the service using a range of marketing and communication tools including leafleting households, social media and the Council website

What did we do?

- We implemented a comprehensive Communication and Engagement Plan to encourage residents to recycle more. The Plan focused on raising awareness of the service; encouraging low or non recyclers to recycle and improving residents understanding of what can and cannot be recycled.
- We also heavily promoted recycling in a range of ways (both internally and externally) which contributed to increased recycling participation rates across the county borough:
 - **externally** included: new recycling branding added to the vehicle fleet; regular radio advertising on a range of generic recycling messages; regular press releases issued since August 2013 on the need to hit the target, introduction of new materials to be recycled at the kerbside, revamping our website to make it more user-friendly (usage figures and online transactions for recycling kit have since gone up); the launch of service-specific Twitter and Facebook accounts to provide recycling advice to the community;
 - **internally** included: monthly articles in our e newsletter to encourage staff to recycle at home and in work; exhibition boards were placed in each of the three civic buildings during ‘recycling week’ in September 2013; and regular articles included on the works intranet site to inform staff of the recycling road shows.
- A recycling officer was appointed in March (2014) to deliver the community engagement aspect of this programme.
- ‘Bulks on-line’ was introduced last October, allowing residents to order refuse and recycling equipment (such as replacement bags and boxes).

6. Begin to align the frequency of trade waste collections with the fortnightly domestic service and implement a new charging structure

What did we do?

- The majority of trade waste customers have now changed to fortnightly collections, equating to 800 premises. A number of customers have remained on weekly collections due to being located in the town centres.
- Following the implementation of a new charging structure last year, trade customers’ waste is being monitored to ensure their agreement meets their needs and to maximise recycling. Visits have been made to businesses to agree new contracts that incorporate recycling. Work is yet to be completed to convert all existing trade agreements to include recycling commitments.

- The number of trade waste recycling customers increased to 715, compared to 387 last year.

Our performance in other areas of Waste Services:

- All six of our waste performance measures improved on the previous year, which includes recycling performance. We also continue to be amongst the best performing councils in sending the least amount of waste to landfill. This year we send just 14.04% of waste to landfill (an improvement on 20.3% last year) and far lower than the all-Wales performance figure of 37.7%.
- **Insert link to full suite waste page when available.**



Better, Simpler, Cheaper

*improving customer experience, making
better use of public money*

Improvement Objective 6

To improve customer/citizen access to services and functions provided by the Council or on behalf of the Council and to improve the efficiency of those services and functions

Overall summary of our progress:

During the last financial year, we concentrated our efforts on streamlining our corporate administrative processes, offering more on-line services to local people and improving our corporate management information assets. As a result, we developed a range of e-procurement systems and tools to improve the way we purchase goods and services and realised £20k savings through improved efficiency. We continued our programme of service reviews to improve customer experience and efficiency and introduced a number of new on-line services. We also continued to implement our workforce strategy, which included recruitment restrictions and reducing sickness levels, although the 4.8% reduction missed our target of 10%. Further reduction in sickness levels remain a priority for 2014/15. We reviewed our performance management arrangements and began to implement the revised approach, which will support continuous improvement across the Council. We also undertook a review of the outcomes being achieved by Third Sector organisations funded by the Council to ensure they are aligned with our priorities and identified savings of £40k.

During 2013/14 we wanted to:

1. Take forward a programme to review our major management and administrative processes, starting with: implementing a new procure to pay system; continue moving to monthly pay for all staff (all by March 2015); and implementing better payroll/HR systems to improve the way we manage our workforce

What did we do?

- We developed a range of e-procurement systems and tools to improve the way we purchase goods and services. These included:

- An electronic ordering and payment system called iProc;
- Integration of iProc with the pan-Wales Procserve procurement portal; and
- Purchasing cards – during the year, the pan-Wales contract for purchasing cards was re-tendered and a new provider was selected. All users have been moved onto the new system and issued with new cards.
- In August 2013, the above new systems and tools were implemented in the Information and Communications Technology service which subsequently realised £20k savings through improved efficiency. The systems have also been implemented in the Training and Development service and in the majority of Community Care services; further implementation is being prioritised in the areas of the Council where there is the highest number of transactions. Services are expected to realise cashable savings as part of their overall savings targets.
- By the end of March 2014, 25% of staff paid on a fortnightly basis had been transferred to monthly pay, this included: homecare staff, school lunchtime supervisors and passenger transport staff. A timetable was developed for transfer of the remaining 2,000 staff in tranches during July, August and September 2014, and in February and March 2015.
- In order to improve our data about the workforce we started to validate and correct the data we hold. This work is scheduled for completion by the end of November 2014. We also designed new forms to maintain efficient, accurate recording practices into the future.
- We worked with Selima (our existing human resources and payroll computer software provider) to improve the integration of the human resource and payroll systems with other information systems that we use.

2. Continue our programme of service reviews to improve customer experience and efficiency, prioritising: service reviews where there is a high level of preventable demand (where we are not getting things right first time); and increasing the number of services available on-line – increasing choice and reducing cost of straight forward services

What did we do?

- We made good progress in putting more services on-line: bulky household collections; refuse and recycling equipment requests; van permits; pest control and neighbourhood services requests (pot holes, street lighting, bin emptying). The benefits are:
 - residents can now arrange a bulk waste collection on our website. The on-line facility enables residents to choose the day of collection and pay on-line. Local resident Joanne Freeman-Jones was the first person to make a booking using the new system and she was pleased with how straightforward she found it. Joanne said “It was brilliant! It was so simple and easy, I’d definitely use the service again.”

○ refuse bins and recycling kit can also be ordered on our website and as a result, the number of repeat calls relating to refuse and recycling equipment has fallen by 89%. Delivery crews now use handheld devices when they deliver items, an email is sent to the customer informing them of the delivery. Daniel Black from the Bulk Crew said “This is a much better system than the old paper one. I much prefer it. Members of the public sometimes come up to us and say they have booked a bulk and I can now check and confirm the date by using the handheld device. The maps available on the device also help us locate hard to find properties.”

- We started to re-develop our website and so far we have removed over 400 out-of-date pages, translated more information into Welsh and redesigned and modernised our homepage, making it easier to use.
- We reduced average customer waiting times in our one stop shops (face to face contact) to 8 minutes, which is significantly better than the 13 minutes in 2012/13. In addition, performance relating to the number of customers leaving before being seen improved from 1% in 2012/13 to 0.13% in 2013/14.
- The average time to answer telephone calls increased to 30 seconds, from 28 seconds the previous year and we saw an increase in the percentage of telephone calls abandoned after five seconds, which increased to 12.87% from 10.5%. An increase in demand and service related e-mails from the public and a reduced contact centre staff headcount has impacted on performance. Temporary cover has helped to maintain business continuity. There are plans to significantly improve performance from 2014/15 onwards.

Page 11

3. Implement our Workforce Agreement to: reduce pay bill costs; reduce sickness absence levels; and reduce supervisory/management costs; action the agreed changes to terms and conditions of service; and ‘de-cluster’ posts

What did we do?

- Recruitment restrictions are in place across the Council and redeployment arrangements have been revised and implemented. An extensive voluntary redundancy scheme was implemented in August 2013 with the aim of avoiding compulsory redundancies. As at 31st March 2014, 118 employees had left our employment through the Voluntary Redundancy schemes. As a result, a number of restructures have taken place, to ensure that the supervisory and management arrangements are suitable. In partnership with the trade unions, a Heads of Service Group met on a monthly basis to support redeployment activity across the Council to safeguard employment for those identified at risk of redundancy.
- Sickness across the Council continued to fall from an average of 9.65 days per employee in 2012/13 to 9.19 days per employee for 2013/14. However, this reduction of 4.8% is below the 10% target commitment the Council made in the Workforce Agreement to reduce sickness absence in all service areas by March 2014. The reduction in the total

workforce due to employees taking voluntary redundancy had a slight negative impact on the final year end sickness figures. A task and finish group has recently reviewed the scope for further performance improvement which will be progressed during 2014/15 to help achieve our target to reduce sickness levels by a further 5% for 2014/15.

- Consultation and negotiation took place and collective agreements were implemented for green book employees, soulbury officers, youth and community workers, chief officers and the Chief Executive.
- The Management of Change policy, Disciplinary, Grievance and Managing Performance Policies were revised, agreed and implemented. An Additional Annual Leave Purchase scheme was also agreed and implemented.
- Pay grades 1 and 2 were revised to improve the pay for our lowest paid employees and stricter starting pay arrangements were implemented.
- A revised staff car parking scheme was implemented in October 2013.
- We reviewed and amended agency worker arrangements to make them more cost effective.

4. Strengthen our corporate performance management framework to support continuous improvement across the Council

What did we do?

- We completed the review of the corporate performance management framework. The revised approach will support continuous improvement across the Council; ensure better use of resources by strengthening accountability (at chief officer, head of service and accountable manager level); enable clearer identification of links between strategic and operational levels; embed performance management in services; and strengthen scrutiny of performance. The revised approach will be implemented during 2014/15 and we will undertake an evaluation in the autumn to identify any further training and development needs and whether any amendments are required to the revised approach in readiness for the 2015/16 planning cycle.

5. Review the outcomes being achieved by third Sector organisations funded by the Council to ensure they are aligned with our priorities

What did we do?

- The review was undertaken by a steering group made up of representatives from the third sector, an independent chair and officers from across the Council. The final recommendations were considered and approved by the Policy and Resources

Cabinet Board in December 2013. In addition to identifying where the target savings of £400k could be allocated, the Steering Group made a number of recommendations aimed at further improving the value for money and governance arrangements for third sector funding. These recommendations include the adoption of a corporate commissioning framework and a review of benefits advice and job search support provided by the third sector. These reviews aim to ensure services are well targeted and that the arrangements offer the best use of available funding across the county borough. An action plan has been developed which sets out how all the recommendations will be implemented during 2014/15.

Section 3 Progress made on securing continuous improvement

We have a general duty under the Local Government (Wales) Measure 2009 to ‘make arrangements to secure continuous improvement in the exercise of its functions’. To achieve this, we have to ensure we have the right skills, capacity and governance in place. We have taken deliberate steps to make sure that this is the case and this section describes the work we have done and will continue to do.

- a. **Planning for Improvement** – during 2013/14, we reviewed our key plans and further integrated our key planning activities. The outcomes were as follows:
- **Improvement objectives** – we reviewed our improvement objectives for 2014/15, to ensure a sharper focus on the objectives, taking account of the very challenging financial situation we face;
 - **Single Integrated Plan** – with our partners, we reviewed our priorities within the Single Integrated Plan and agreed the focus for action in the next 12 month period. The overall priorities remained the same;
 - **Forward Financial Plan** – we revised the Plan to ensure our forward planning takes account of the significantly reduced settlement we received from Welsh Government. This included reducing our workforce through our early retirement/voluntary redundancy scheme;
 - **Asset Management** – we reviewed a number of our asset plans to ensure that they inform and are informed by our corporate priorities and are connected to our revenue and capital budgets. These included asset plans for Property, Vehicle and Highways. The asset plan for Information Technology is being updated;
 - **Transformation programme** – we reviewed our transformation programme agenda to reflect the austerity measures imposed. The agenda now reflects more service-led changes. Each improvement objective has sufficient resources dedicated to deliver the work;
 - **Performance Management Framework** – we reviewed our performance management arrangements to improve our business planning arrangements and strengthen our corporate performance management framework (more detail in part b below); and
 - **Human resources** – The human resources division is a Council wide resource for the provision of specialist advice and support on areas such as occupational health, learning and development and health and safety. The division is also responsible for putting in place the necessary employment framework, e.g. employment policies, procedures and training, so that managers can become more effective in maximising the performance of their employees and teams. Since 2009, despite our ever increasing change management programme, with its consequential workforce

implications, the cost of the team has been reduced by a third, with savings of over £600k per annum being accrued, linked to a reduction in staffing resources of around a third. Despite the reduced headcount, the service delivery has been mostly maintained through careful restructuring built around the needs of our service areas, along with an extensive upskilling of professional human resource staff via training and planned personal development opportunities. Human resource staff development has focused primarily on supporting our priorities, particularly the delivery of workforce management of change activity across all service areas, including schools. In the last financial year, the team supported measures to safeguard employment. This included the development, negotiation and implementation of a workforce strategy collective agreement across several collective bargaining groups, providing significant cost reductions to our paybill, a voluntary redundancy scheme, recruitment restrictions and significant redeployment activity.

b. Implementing Improvement Actions - last year said we would undertake a number of improvement works. Details of our progress in the areas we mentioned in our last Corporate Improvement Plan are:

Page 115

- **Strengthen our corporate performance management framework** - last year we undertook a review of our corporate performance management arrangements. The review concluded that our performance management framework was inconsistently applied and no longer fully fit for purpose. Collaboratively, we developed improvement actions which resulted in a revised corporate performance management framework formally being approved by elected Members in March 2014. The revised framework provides a clear “golden thread” from Single Integrated Plan, through to the Corporate Improvement Plan, departmental business plans, performance scorecards and employee appraisal. Actions completed to date include: a revised appraisal system for chief officers and heads of service to make explicit reference to their respective responsibilities and accountabilities for delivering our agreed improvement and budget priorities, together with a new focus on appraising desired behaviours and completion of departmental business improvement plans by heads of service. Work in progress is concentrated upon the development of performance scorecards at accountable manager levels and in ensuring greater levels of participation in the employee development review process. We recognise that there is more work to do to develop a consistent corporate culture of performance challenge to aid continuous improvement at both officer and Member levels where performance monitoring results in actions that drive performance improvement. There is also a need to make further progress in developing a clear outcome focus within departmental business plans.
- **Review and update our corporate performance dashboard/use visual management techniques** – this formed part of the performance management review as mentioned above. Following the review we plan to pilot a monthly

report with 25 headline measures from the corporate improvement plan and to make this information more visual by producing graphs that can be easily displayed, in order to facilitate and drive continuous improvement.

- **Further alignment of the Council's improvement work with the Member scrutiny forward work programme** – last year we recognised that our scrutiny and member development arrangements needed to be strengthened. The Leader and Chief Executive, commissioned a review of our democratic arrangements and in July 2014, a number of proposals to modernise and strengthen arrangements were agreed for implementation, these included:
 - Ensuring the roles and responsibilities of scrutiny committees are further developed;
 - A more consistent approach to the development of forward work programmes is in place across all Cabinet boards;
 - Better democratic oversight of collaboration activities;
 - Better coordination of member development and support opportunities; and
 - Implementing a replacement committee administration system (Moderngov). Further details of the proposals can be found in the following report: [‘Democratic Process – Strengthening and Modernising Arrangements in Neath Port Talbot County Borough Council’](#) 2nd July 2014 (full Council).
- **Review the way in which the Council discharges its statutory duties to ‘compare’ and ‘collaborate’ under the Local Government Wales Measure 2009** – refer to Section 7 Benchmarking.
- **Improve Member support and development** – we introduced schemes that support elected Members in their personal development and in producing annual reports for their respective electorates.

c. Monitoring and Evaluating Improvement - last year, on a regular basis, senior officers and elected Members, used the mechanisms in place to monitor the delivery of our improvement objectives, which included:

- Scrutiny of monthly highlight reports prepared for each of the six improvement objectives, which contained information on achievements, risks, budget position, benefits tracking and the work to be completed during the next phase;
- Quarterly budget and Forward Financial Plan monitoring reports;
- Scrutiny on a quarterly basis of our full suite of performance indicators; and
- Half yearly progress report on our Corporate Improvement Plan Delivery Programme (1st April to 30th September).

d. Governance for Continuous Improvement - last year we made a commitment to ensure that we would improve our governance arrangements as we delivered our improvement objectives. The work of the Governance Group (which

oversees our governance functions), included a comprehensive forward work programme to manage the governance issues identified in our Annual Governance Statement for 2012/13 – more details can be found at: [Insert link to 13/14 AGS when available](#)

The Corporate Governance Group took on board feedback from the Wales Audit Office’s improvement study on ‘Local Authority Reviews of Governance’, for which the key learning points included:

- The council’s review of its governance arrangements had been sufficiently wide-ranging, thorough and robust for the most part;
- In producing the Annual Governance Statement the Council has for the most part identified areas in need of improvement in its governance arrangements and made plans to address them;
- No real comprehensive training in place for staff and Members on governance issues;
- Consideration of governance arrangements is not fully embedded in the process for the rationalisation of partnerships;
- Processes with supporting evidence are not available to demonstrate whether specific governance arrangements are being delivered satisfactorily; and
- In the absence of support and contact with services, council wide development of governance will not be comprehensively ‘owned’ by all services.

Section 4 Finance and Spending

On the whole, we have achieved what we set out to do and delivered cashable savings of £7.031million and managed a targeted underspend of £2.571million (which was added to our general reserves at year end). This resulted in total savings for the year of £9.6 million. Last year, our Capital Programme totalled £53.7 million and we delivered significant achievements, some of which included large scale modernisation and improvement projects which are referred to elsewhere in this report.

*Council Fund	Expenditure 2013/2014	£'000
Education, Leisure and Lifelong Learning		£107,111
Social Services, Health and Housing		£78,035
Environment		£33,168
Corporate Services		£18,234
Transfer to Reserves		£384
Total Directly Controlled Expenditure		£236,932
Expenditure		
Directly Controlled Expenditure		£236,932
Capital Financing		£16,602
Levies, Contributions and Miscellaneous Funds		£6,999
Council Tax Support		£15,892
Contingencies and Reserves		£2,010
Housing Revenue Account balances		-£8,499
Outcome Agreement Grant.		-£1,477
Net Expenditure		£268,459
Income		
Revenue Support Grant and NNDR		-£218,969
Council Tax Income		-£57,422
Less Discretionary Rate Relief		£152
Total Income/Budget Requirement		-£276,239
Net Expenditure from/to (-) General Reserve		-£7,780

In terms of our revenue budget, during 2013/14 it cost approximately £268 million to provide all our services. The largest areas of expenditure were on education and social services. A breakdown of our spending by service area is given in the table opposite.

*** Information as per draft statement of accounts as at 26th September 2014.**

Section 5 Underpinning principles

a. Equalities - we said we would continue to work to remove or minimise disadvantages experienced by people due to their protected characteristics and to take steps to meet the needs of people from protected groups where these are different from the needs of other people. Work in re-establishing the Black and Minority Ethnic Forum, providing a variety of equalities related training sessions and working with Disability Network Action Group on literature for the new waste and recycling service have all contributed in working towards these goals. Further information on the Strategic Equality Plan Annual Report 2013/14 can be found at: **Insert link when available**

b. Welsh Language – during 2013/14, we made a number of significant steps in continuing to meet the commitments in our Welsh Language Scheme. These included enhanced Welsh language provision for people accessing services at Pontardawe One Stop; the commencement of work to determine the relevance and appropriateness of information contained on our website as well as the existence of equivalent Welsh web pages and making translation facilities the norm for scheduled Council meetings. Further information on the Welsh Language Scheme Annual Monitoring Report 2013/14 can be found at: **Insert link when available**

c. Sustainability – we said we would develop our corporate approach to sustainable development which included producing a sustainable development policy. In preparation for the Well-being of Future Generations Act, which requires sustainable development to be a central organising principle for public bodies, we established a task and finish group which produced a draft sustainable development policy. We have considered lessons learnt from our peer authorities at specific events held by the Wales Audit Office, the Welsh Government and Sustainable Development Co-ordinators Cymru, in conjunction with the Sustainable Development Commission Wales Commissioner and Welsh Local Government Association.

d. Engagement - during 2013/14, as part of our community leadership role, we engaged with a number of very diverse groups. Examples include the Youth Council, the Older Persons' Council, the Older Persons' Consultation Forum, the Black Minority Ethnic Forum; the Disabled Persons Advisory Group, and the Disability Network Action Group. As a result of the feedback/advice we have received, we have been able to make improvements in some service areas. More details can be found in the [Strategic Equalities Plan Annual Report 2012/13](#) (our 2013/14 report will be available later this year).

So that our citizens have a voice to influence the development of policies and strategies that affect their lives and inform the

way services are planned and delivered, we had a number of consultations running on our website <http://www.npt.gov.uk/haveyoursay>). Some of which included: proposed changes to our Community Meals Policy; Assisted Transport Policy; New Model for Modernising Day Services (Pan Disability) and Modernising Day Services (Older People); relocation of Morfa Afan day centre; review of services at Pontardawe One Stop Shop; Library Services review; and waste and recycling survey.

The outcomes of these consultations can result in some policies being amended. For example, in April 2014, proposals for the Council's new Assisted Transport Policy were revised to reflect feedback from a 90 day consultation with stakeholders. This included all current service users, the public and partner organisations. The original proposal involved taking into account individual circumstance by listing eligibility criteria against which each person would be assessed – these included access to a Motability vehicle or other benefits such as Disability Living Allowance. In light of the consultation responses, the policy was amended. As a result the reference to Motability vehicles was replaced with private vehicles and reference to benefits such as Disability Living Allowance, Personal Independence Payment were removed.

Page 10
Last year, we said we would develop an overarching Communications and Engagement Plan for our 'Rising to the Challenge' transformation programme. The aim of the plan was to ensure that communication and engagement activities in relation to our six improvement objectives were joined up, consistent and timely, and all stakeholders received information and engaged with the programme in ways most appropriate to them. To date there has been much progress in implementing the above and the following activities are just a few examples of what we have delivered:

- we re-branded our intranet site (our internal communication network) to launch and publish the six improvement objectives, in order to raise corporate wide awareness;
- we included monthly feature stories in relation to the six improvement objectives in our internal e newsletter called 'In the Loop' to target employees (of which 72% reside in the County Borough);
- we displayed mobile exhibition stands and posters in the main civic buildings, to promote our six improvement objectives and to raise awareness with the public;
- a number of presentations were given to organisations/equalities groups within Neath Port Talbot on the six improvement objectives. Comments received from the groups confirmed how useful the engagement activity had been; and

- the Chief Executive, Corporate Directors and the Leader of the Council, held a number of face to face “chat with the chief” sessions with staff, to explain the budget challenges and its implications.

During 2014/15, we will be focussing our engagement/consultation activities so that we better integrate budget and improvement planning arrangements and have organised a number of activities to involve a range of stakeholders.

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Section 6 Working in Partnership/Collaboration

We have a long term commitment to partnership working at all levels of activity and this commitment is clearly expressed in our key plans such as the Single Integrated Plan and the Corporate Improvement Plan.

Regional Level - at a regional level, we have been keeping collaborative working under close review to ensure that the programmes and projects are relevant to local people and that there is a clear business case supporting areas that are the focus of regional consideration. Currently, there is a mixed picture of outcomes being delivered at a regional level, these include:

- Western Bay Safeguarding Board making a clear difference in the priority given to safeguarding children and young people;
- The Integrated Family Support Service improving outcomes for vulnerable families and reducing pressure on children's social services; and many lower impact benefits from regional working on improved efficiency, resilience and shared learning amongst participating authorities;
- Regional arrangements related to school improvement; economic development; adult social care and youth offending are in formative stages; and
- Regional attempts to secure a collaborative solution for the treatment of food and residual waste continue.

Local Level - at a local level, the Local Service Board revised its role to reflect Welsh Government policy direction in "Shared Purpose - Shared Delivery". It published its first annual report based on the four specific priorities in the Single Integrated Plan which gave a mixture of good progress and some positive outcomes. Governance arrangements were also reviewed as part of the Single Integrated Planning process. The arrangements are intended to strengthen democratic accountability as well as improved challenge and performance management amongst Board members. Initial progress towards these objectives has been slow but there are plans to make more rapid progress in 2014/15. There are also plans for the Local Service Board to critically review the continued business case for wider partnership activity.

During the year, we also undertook work to assess the impact of the UK Government's changes to the welfare benefits system. Residents affected by the spare bedroom subsidy (bedroom tax) and the benefits cap were identified and we worked with partners to ensure that those affected had advance notice of the impact on their incomes and that, where necessary, discretionary housing payments were made available to those experiencing most hardship.

The council also protected investment in its Welfare Rights Service who were very proactive in ensuring a wide range of people were informed of the changes being introduced whilst also supporting a large number of people in appealing benefit decisions. Towards the end of the last financial year (2013/14), we developed a strong partnership across a wide range of local agencies to ensure that people on low incomes who needed help and support could access the local services available. Mitigating the impact of welfare benefits changes has been set as a priority within the Single Integrated Plan by the Council and its Local Service Board partners. This is also a priority in our Corporate Improvement Plan for 2014/15. Further information on the work undertaken is available [here](#) (our Single Integrated Plan Annual Report 2013/14).

Section 7 Benchmarking (how we share and compare our information to improve performance)

We use performance information in a range of ways to see how we compare to other councils and how we can learn and improve within our service areas. These include:

- sharing and comparing performance of our 44 nationally reported performance indicators with the rest of Wales;
- comparing our information with other councils through benchmarking groups and benchmarking data for our service areas; and
- visiting other councils to learn from their best practice and hosting visits for other councils to share our best practice.

Below are some examples of how we shared and compared our information last year, to improve our performance:

- as part of the collaboration agenda we work closely with Trading Standards in Swansea to share resources and good practice across the region;
we visited Bridgend County Borough Council to look at their call management system to see how they use it to monitor calls and improve customer service using call coaching methods. We recognized that this resource has the potential to significantly improve coaching and lead to more efficient use of team leader and customer service officer time. We have now purchased the same call management system. It is being used to monitor the way jobs are recorded, to ensure they are correctly logged, enquiries are consistently managed and the customer experience is improved;
- as part of our ongoing efforts to modernise administrative processes within Democratic Services we visited the National Assembly for Wales, Torfaen Council, Monmouthshire County Council and Merthyr Tydfil County Borough Council. The visits enabled us to start to identify ways we can develop our internal administrative processes and improve the support we offer to Members and officers;
- as a member of the Planning Officers Society Wales, we used benchmarking data to improve the efficiency of our planning application process and increase savings in the service; and
- our membership of the property management Consortium of Local Authorities in Wales, enabled us to share good practice. Through the Consortium we have hosted a number of visits from a range of public bodies in England and Wales and recently provided advice to the Government of Western Australia via a series of conference calls.

Section 8 What Our Regulators have said

a. Wales Audit Office - the Local Government (Wales) Measure 2009 requires the Auditor General to produce an Annual Improvement Report for each council in Wales. The report covers two assessments: the first is the Council's delivery and evaluation of services based on the Annual Report 2012/13 'Doing What Matters' and the second is how well the Council is planning for improvement in delivering its services based on the Corporate Improvement Plan 2013/16 'Rising to the Challenge'. Overall the Auditor General concluded that:

- the Council has made some improvements, such as in Education, Adult Social services and Community Safety but particular challenges remain in Children's Services;
- the Council is taking appropriate steps to improve its ability to evaluate its own performance;
- the Council is reviewing and changing its arrangements for planning and supporting improvement to meet the challenges ahead; and based on the conclusions outlined in the report, the Council is likely to meet the requirements of the Local Government Wales Measure 2009 for 2014/15 in securing continuous improvement.

You can read the Wales Audit Office Annual Improvement Report 2013 in the 'publications' section of the Wales Audit Office website: <https://www.wao.gov.uk>

b. Care and Social Services Inspectorate for Wales – the latest inspection of our Children's Social Services took place in November 2013 to find out whether sufficient progress was being made to improve the quality and consistency of services for the children and young people of Neath Port Talbot who are in need of support or protection.

Key findings from the inspection were:

- since the last inspection significant progress has been made to strengthen the management team who have a clear direction to take forward the improvement agenda;
- there has been strong political and corporate support for the improvement agenda;
- there has been effective prioritisation of the actions set out in the improvement plan; and

- despite the significant amount of work which has been carried out this has not as yet resulted in consistent improvement in performance and quality across the planning and delivery of children's services.

You can read more details about the inspection [here](#) or in the 'our reports' section of the Care and Social Services Inspectorate for Wales website: <http://cssiw.org.uk>

c. Estyn - during the 2013/14 academic year, 9 of our schools were inspected by Estyn, who provided an overall assessment on each school based on current performance (1) and prospects for improvement (2):

- 2 schools were assessed as Good (1) & Good (2);
- 2 schools required some local authority monitoring but were assessed as Good (1) & Good (2);
- 4 schools required further monitoring by Estyn, 1 was assessed as Good (1) & Adequate (2), 2 were assessed as Adequate (1) & Good (2) and 1 was assessed as Adequate (1) & Adequate (2). If an inspection team judges that a school has some important areas for improvement, then Estyn will monitor the school at a later stage (usually a year to 18 months later). Inspectors judge whether the school has improved enough to be removed from the monitoring list or whether it needs to be identified as requiring significant improvement or special measures; and
- school was assessed as Adequate (1) & Unsatisfactory (2). In accordance with the Education Act 2005, Her Majesty's Inspectorate for Education and Training in Wales is of the opinion, that special measures are required in relation to this school. The school, with the local authority will draw up an action plan which shows how it is going to address the recommendations. Estyn will monitor the school's progress on a termly basis.

Estyn school inspection reports can be found by visiting the Estyn website: www.estyn.gov.uk

d. Other audits - during 2013-2014 we were audited by the Information Commission Officer. The purpose of the audit was to provide the Information Commissioner and us with an independent assurance of the extent to which we, within the scope of the audit was complying with the Data Protection Act. The Information Commission Officer report was reported to Policy and Resources Scrutiny Committee on 27th March 2014.

The overall findings of the Audit are ones of "limited assurance". Of the various grades of outcome, this is the third out of four. We specifically asked the Information Commission Officer to look at areas where we were conscious that improvement was necessary;

rather than to look at areas where we were confident that we were performing well (e.g. Data Security). Learning from the audit will be reflected in our forward planning arrangements. Following the audit undertaken by the Information Commission Officer the Policy and Resources Scrutiny Committee/Board endorsed a recommendation that data protection issues be added to the remit of the Governance Group.

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Section 9 Have your say on what matters to you

We would like to hear what you thought of this summary report or on future priorities for improvement the Council should consider when planning and delivering services, please send them to the Chief Executive, Neath Port Talbot County Borough Council, Civic Centre, Port Talbot, SA13 1PJ or email them to: improvement@npt.gov.uk

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Page 128

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

SUMMARY ANNUAL REPORT

Assessment of our performance 2013-2014



Introduction

The Council has a legal duty to produce an annual report that summarises performance during the last financial year. This is a short version of the Council's Annual Report for 2013/14, explaining the progress we made against our six Improvement Objectives.

If you want to read more, a full version of the report and performance measures can be found on the Council's website:

www.npt.gov.uk/improvement

(If you require this information in larger print or in an alternative format, please contact the Corporate Strategy Team on 01639 763677 or email: improvement@npt.gov.uk)

In order to be sustainable and to reduce printing costs, a paper copy of the full Annual Report and the full suite of performance indicators is available at these locations:

Neath One Stop Shop, Civic Centre, Neath SA11 3QZ

Port Talbot Civic Centre, Port Talbot SA13 1PJ

Pontardawe Library, Holly Street Pontardawe SA8 4ET

Overall Assessment of Performance

We assess our overall performance in a number of different ways, including using a set of performance measures that cover a range of local authority service areas and comparing change activity against the milestones we set in the programmes and projects that support each of the corporate improvement objectives.

Overall, we improved or achieved maximum performance in 73.% (111) of our 152 comparable indicators (see table below); this is a significant improvement on the previous year's performance (of 57.5%) and against a backdrop of also delivering savings of £9.6 million during the year.

***Maximum Performance** - achieving either 100% or 0% (where lower performance figure is better) performance, where there is no scope for improvement for the relevant performance indicator. [Insert link to full suit when available](#)

	Performance change	2011-2012	2012-2013	2013-2014	
Page 131	↑	Improved or *Maximum Performance	56%	57.5%	73%
	↔	Performance Maintained	6.4%	2.6%	2%
	∨	Marginally Declined (by less than 5%)	13.4%	15.7%	10.5%
	↓	Declined (by more than 5%)	24.2%	24.2%	14.5%



Improvement Objective 1

Improve outcomes for children in need and children looked after by improving the performance of the Council's Children and Young People Services Department

Overall summary of our progress:

There has been significant improvement in the performance of our Children and Young People Services throughout 2013/14. This is evidenced through end of year results across the range of performance indicators, the findings of the Care and Social Services Inspectorate for Wales inspection in November 2013, the stability and capability of the workforce, feedback from staff and agency partners, internal and external case file audits and reducing the number of service user complaints. There remains more work to do to ensure that the quality of the work being completed is consistently of a high standard and that the progress made to date is embedded and built upon. The focus in 2014/15 is on making further improvements in the quality and consistency of social work practice, particularly focusing on having individual learning plans in place and prioritising activities that will support the improvements in the quality and consistency of practice that is now needed.

Improvement Objective 2

Raise educational standards and attainment for all young people

Overall summary of our progress:

We continued to implement our Strategic School Improvement Programme, which included opening a new state of the art primary school, Awel y Môr to replace Glan-y-Môr and Tirmorfa primary schools in September 2013. Pupil performance at Key Stage 4 (Year 11 pupils) in schools across the county borough (during 2012/13 academic year) secured a steady improvement and the wider external points scored by 16 year olds increased to 537 (last academic year 2011/12 it was 486 points). The percentage of pupils who achieved the level 2 threshold (grade A* to C) including English/Welsh first language and Mathematics increased and is above the Welsh average. Only two pupils left school without a recognised qualification. Most of the key stage outcome measures for literacy and numeracy improved and we saw an increase in the performance of pupils entitled to free school meals in most performance indicators. Attendance at secondary schools continued to increase and the number of days lost to fixed-term exclusions fell by a steady rate.



Improvement Objective 3

Maximise the number of adults who are able to live independently with or without support within the home of their choice within their community

Overall summary of our progress:

We have seen an acceleration of pace, in the delivery of a number of significant service changes as part of the transformation of adult social care in Neath Port Talbot. Despite continued resource pressures, community care has delivered improved performance, significant savings and made considerable progress in modernising traditional models of care and support. We are improving outcomes for people by focusing on assessments and care plans which maximise their independence. This has resulted in more cost effective commissioning and has made significant savings of £840k for the Transforming Adult Social Care programme, which includes £672k from the Pathways to Independence project and £115k in the Homecare Service. We have also made considerable improvements for older people by integrating services with the Health Board and the partnership with Grŵp Gwalia. The benefits of integrated working and redesign of the common access point (Community Gateway) and intermediate care services (Community Resource Team), has resulted in the reduction in delayed transfers of care, despite increasing numbers of frail, older people.



Improvement Objective 4

Support and invest in our town centres and communities to promote economic growth, regeneration and sustainability to maximise job opportunities and improve access to employment

Overall summary of our progress:

Overall, there has been good progress in many areas in terms of delivery of regeneration projects such as Harbourside, Croeserw Enterprise Centre and town centre improvements in Port Talbot and Pontardawe. Swansea Bay Campus and Coed D'arcy village will be developed over a number of years and we will continue to work with developers to maximise the best outcomes for local communities. We are also helping to create more jobs and supporting more local businesses.



Improvement Objective 5

Increase the percentage of waste recycled and composted

Overall summary of our progress:

Last year, we exceeded our statutory recycling target of 52%, achieving 54.04%. This has been achieved through ongoing improvements in waste management as part of the implementation of the Council's Waste Strategy, and recycling improvements at Household Waste and Recycling Centres. We heavily promoted recycling in a range of ways which included radio advertising, press releases, leafleting, our website and internally (e newsletter), which contributed to increased recycling participation rates across the county borough. We made changes to the trade waste service to increase recycling and introduced a new charging policy to ensure that all businesses pay the right amount for the waste they present for collection.



Better, Simpler, Cheaper

*improving customer experience, making
better use of public money*

Improvement Objective 6

To improve customer/citizen access to services and functions provided by the Council or on behalf of the Council and to improve the efficiency of those services and functions

Overall summary of our progress:

During the last financial year, we concentrated our efforts on streamlining our corporate administrative processes, offering more on-line services to local people and improving our corporate management information assets. As a result, we developed a range of e-procurement systems and tools to improve the way we purchase goods and services and realised £20k savings through improved efficiency. We continued our programme of service reviews to improve customer experience and efficiency and introduced a number of new on-line services. We also continued to implement our workforce strategy, which included recruitment restrictions and reducing sickness levels, although the 4.8% reduction missed our target of 10%. Further reduction in sickness levels remain a priority for 2014/15. We reviewed our performance management arrangements and began to implement the revised approach, which will support continuous improvement across the Council. We also undertook a review of the outcomes being achieved by Third Sector organisations funded by the Council to ensure they are aligned with our priorities and identified savings of £40k.

Finance and Spending

On the whole we have achieved what we set out to do and delivered cashable savings of £7.031 million and managed a targeted underspend of £2.571 million (which was added to our general reserves at year end). This resulted in a total savings for the year of £9.6m. Last year our Capital Programme totalled £53.718 million and we delivered significant achievements, some of which included large scale modernisation and improvement projects such as: the completion of Harbourway road infrastructure; regeneration schemes including improvement of our town centres; a new state of the art primary school Awel y Môr, and a new adult respite centre, Trem Y Môr, both in Port Talbot.

In terms of our revenue budget, during 2013/14 it cost approximately £268 million to provide all our services, the largest areas of expenditure were on education and social services.

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Performance Management Data.

2013-2014 –Performance (1st April 2013 – 31st March 2014)

Contents:

Section 1: Overall Summary of 2013-2014 Performance.

Section 2: Summary of 2013-2014 Performance by Service Area.

Section 3: Performance Management Data Tables (Where performance has declined by 5% or more for the period in comparison to the previous year, an explanation is provided directly below the relevant performance indicator).

Note: The following references are included in the table. Explanations for these are as follows:







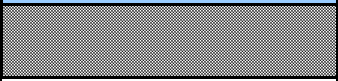



(NSI) National Strategic Indicators (NSIs) - are used to measure the performance of local authorities at a national level and focus on key strategic priorities. Local authorities are under a legal duty to collect & report on these measures.

(PAM) Public Accountability Measures - consist of a small set of “outcome focussed” indicators, selected initially from within the existing Performance Measurement Framework. They will reflect those aspects of local authority work which local authorities agree are considered to be important in terms of public accountability. For example, recycling, educational attainment, sustainable development, etc. This information is required and reported nationally, validated, and published annually.

(SID) Service Improvement Data - can be used by local authority services and their regulators as they plan, deliver and improve services. The make-up of this data set will be defined by local authorities according to need and value, collated centrally and shared within the local government community to support service improvement. The Data Unit will maintain centrally defined data definitions and associated guidance.

All Wales This is the figure calculated using the base data supplied by all authorities i.e. overall performance for Wales.

(L) Local Performance Indicator set by the Council.

	Performance Key
	Maximum Performance
	Performance has improved
	Performance has been maintained
	Performance is within 5% of previous years performance
	Performance has declined by 5% or more on previous years performance
	No comparable data (data not suitable for comparison / no data available for comparison)
	No All Wales data available for comparison.
	2013/14 NPT performance in upper quartile (top six of 22 local authorities) in comparison with All Wales national published measures (NSI & PAM's). There are 18 of 43 comparable measures in upper quartile in 2013/14.
	2013/14 NPT performance in mid quartiles (7 th – 16 th) in comparison with All Wales national published measures (NSI & PAM's). There are 15 of 43 comparable measures in mid quartiles in 2013/14.
	2013/14 NPT performance in lower quartile (17 th – 22 nd) in comparison with All Wales national published measures (NSI & PAM's). There are 10 of 43 comparable measures in lower quartile in 2013/14.

Section 1: Overall Summary of Performance for 2013-2014

Overall Performance of the Council's full suite of comparable performance indicators for 2013-2014 has significantly improved on the previous year. See table below:

	Improved or Maximum* Performance	Maintained Performance	Marginally declined - within 5%	Performance declined by 5% or more
2012-2013	57.5%	2.6%	15.7%	24.2%
2013-2014	73.0%	2.0%	10.5%	14.5%

* - Achieving either 100% or 0% (where lower performance figure is better) performance, where there is no scope for improvement for the relevant performance indicator.

Section 2 – Summary of 2013-2014 Performance by Service Area -

NB - Performance for 2012-2013 in brackets

Performance by Service Area	Improved/ Maximum Performance	Maintained Performance	Marginally declined - within 5%	Performance declined by 5% or more	No Comparable data	No of Performance Indicators
1 Chief Executive and Finance & Corporate Services	7 (6)	0 (0)	2 (3)	4 (1)	0 (0)	13 (10)
2. Education	15 (18)	2 (1)	3 (0)	2 (4)	0 (0)	22 (23)
3. Social Care – Youth Justice	5 (3)	0 (0)	0 (0)	1 (3)	0 (0)	6 (6)
4. Social Care – Children’s Services	33 (21)	0 (0)	0 (6)	7 (11)	5 (8)	45 (46)
5. Social Care – Adults Services	9 (7)	0 (0)	1 (4)	1 (0)	0 (0)	11 (11)
6. Housing – Homelessness and Housing Advice	3 (4)	0 (0)	3 (1)	0 (1)	0 (0)	6 (6)
7. Housing – Private Sector Renewal	4 (3)	0 (1)	0 (0)	1 (1)	2 (2)	7 (7)
8. Planning & Regulatory Services – Public Protection	7 (3)	0 (0)	0 (3)	3 (5)	0 (0)	10 (11)
9. Planning & Regulatory Services – Planning	1 (4)	0 (1)	2 (1)	2 (3)	4 (0)	9 (9)
10. Planning & Regulatory Services – Building Control	2 (1)	0 (0)	0 (1)	0 (0)	0 (0)	2 (2)
11. Economic Development	3 (3)	0 (0)	0 (0)	0 (0)	0 (0)	3 (3)
12. Asset Management	6 (2)	0 (0)	1 (1)	0 (4)	0 (0)	7 (7)
13. Leisure and Libraries	4 (2)	1 (1)	1 (2)	0 (1)	0 (0)	6 (6)
14. Environment & Transport – Waste Management	6 (4)	0 (0)	0 (1)	0 (1)	0 (1)	6 (7)
15. Environment & Transport – Transport and Highways	5 (5)	0 (0)	1 (0)	0 (1)	0 (0)	6 (6)
16. Environment & Transport – Countryside Management	0 (1)	0 (0)	1 (0)	0 (0)	0 (0)	1 (1)
17. Environment & Transport – Street Scene	1 (1)	0 (0)	1 (1)	1 (1)	0 (0)	3 (3)
Total Number of Performance Indicators	111 (88)	3 (4)	16 (24)	22 (37)	11 (11)	163 (164)
Overall Performance (%) of comparable measures	73.0% (57.5%)	2.0% (2.6%)	10.5% (15.7%)	14.5% (24.2%)		

Section 2 continued: Summary comments by Service Area

Chief Executive and Finance & Corporate Services

Sickness across the Council continues to fall from an average of 9.65 days per employee in 2012/13 to 9.19 days per employee (indicator 2) for 2013/2014. However this reduction of 4.8% is below the 10% target commitment the Council has made in the Workforce Agreement to reduce sickness absence in all service areas by March 2014. The reduction in the total workforce due to employees taking voluntary redundancy would have had a slight negative impact on the final year end sickness figures.

A task and finish group has recently reviewed the scope for further performance improvement in relation to sickness absence. There were three main areas identified:

1. The need for managers to continue to focus upon those employees with a short term persistent absence pattern - we have made significant improvement in this area moving from 1,477 staff identified with three or more absences to 686 at the last data.
2. There is scope to reduce the number of days lost as a result of long term absence by improved case management.
3. The Corporate Health Group are to mount a campaign focusing on mental health, this work is already in hand.

Our Customer Services team has seen an improvement in their average customer waiting times (face to face contact) from 13 minutes to 8 minutes. However, the service on average is taking longer to answer telephone calls. Comments why performance has declined in average time taken to answering telephone calls and the increase in abandoned telephone calls can be found in the data tables, below each indicator.

Education

Schools in NPT have secured a steady improvement in pupil performance at Key Stage 4. The wider external points scored by 16 years old has increased by 10.49% to 537. The percentage of pupils who achieved the level 2 threshold including English/Welsh first language and Mathematics increased and is above the Welsh average. Only 2 pupils left school without a recognised qualification. Attendance at secondary schools continues to increase and the number of days lost to fixed-term exclusions is falling at a steady rate.

Children's Services

During 2012-2013, Children & Young People Services agreed monthly improvement targets for eight priority measures with the Care and Social Services Inspectorate for Wales (CSSIW). During 2013-2014, the service has achieved the required standard for seven of the eight measures (which are listed below).

Children & Young People Services		
8 Priority Measures for 2013-2014	Target for 2013-2014	Quarter 4 performance 2013-2014
The percentage of first placements of looked after children during the year that began with a care plan in place.	90%	100%
The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations.	90%	87%
The percentage of referrals that are re-referrals within 12 months.	29%	22.1%
The percentage of looked after children reviews carried out within statutory timescales during the year.	90%	95%
The percentage of initial assessments completed within 7 working days	70%	80.6%
The percentage of required core assessments completed within 35 working days.	70%	70.2%

The percentage of child protection visits undertaken within 6 weeks.	90%	99.6%
The percentage of qualified and unqualified workers that receive supervision within 28 calendar days.	85%	92.5%

In relation to the 2013-2014 Children & Young People Services performance, comparison to the same position in 2012-2013 (83% comparable indicators improved or achieved maximum performance compared to 55% last year) clearly demonstrates considerable improvement in performance across the service. The aim for 2014-15 is not only to improve further on performance but also to achieve consistency in the quality and delivery of social work intervention.

Youth Justice

5 of the 6 Youth Offending Team performance indicators have improved or achieved maximum performance, particularly in relation to Education, Training or Employment (ETE). This has been achieved by effective multi agency working, not only with partner agencies but with external service providers such as 'Moving Forward'. We have utilised the skills of the Speech and Language Therapist based within the Youth Offending Team to enable us to communicate more effectively with young people and provide tailored interventions to young peoples communication needs. This is further supported by a Basic Skills tutor who offers a range of services to young people.

Adults Services

Performance in adult services has shown significant improvement, with the benefits of integrated working and redesign of the common access point (community gateway) and intermediate care services (community resource team), resulting in the reduction in delayed transfers of care for those aged 75 and over, (43 people this year compared to 73 last year, a decrease of 41%), despite increasing numbers of frail, older people and supporting more clients in the community.

Homelessness and Housing Advice

3 of the 6 homelessness performance indicators have improved/achieved maximum and the other half have seen a marginal drop in performance, despite a background of increased volume of approaches to the Housing Options Service. Performance remains above the All Wales figures for 2012-2013 for all six indicators.

Housing – Private Sector Renewal

The average time to deliver a Disabled Facilities Grant has decreased significantly (from 244 days to 204 days) due to continued improvements in the Community Occupational Therapist service, improvements made as a result of the Disabled Facilities Grant service ‘system thinking’ review and the continuous improvement environment have contributed towards the continued reduction in delivery time.

37% of private sector properties that had been vacant for more than 6 months at 1st April were returned to occupation during the year. The Council and partner agencies are making a concentrated effort to deal with Empty Homes, which is making owners of empty properties increasingly aware of the proactive approaches being taken to reduce wasted housing resources in Neath Port Talbot. In addition, reactive statutory enforcement action is being used by Environmental Health at Empty Properties, which focuses the owners attention to the options available to bring the property up to a standard for sale or rental. Also there are many external factors out of our control which can influence the figure, including economical climate and an improvement in the housing market in general.

Public Protection

70% of the public protection indicators have either achieved maximum performance or they have improved. Comments why 3 of their indicators have seen a drop in performance of 5% or more are detailed in the performance tables (Indicators 118 – 120).

Planning

The introduction of 4 new local planning indicators during 2013-2014 meant that only five of the nine planning indicators had comparable data, just one of these has shown improvement during the year. Looking at the indicators as a whole, the service has noted that this has been a challenging year for the service with a high level of complex applications and staff changes including the loss of a Team Leader since Summer 2013. Nevertheless NPT Planning service remains within the upper quartile of high performing Authorities. The recent reorganisation in the Development Management team, however,

has sought to address the team structure, following which efforts will continue to set the highest standards for service delivery in seeking to reclaim its number one position within the performance tables produced by the Welsh Government.

Building Control

Both of the Building Control performance indicators have improved and maintain high performance.

Economic Development

All three of the Economic Development indicators continued to improve in 2013-2014:

1. There has been a significant increase in L(ED)1 (jobs created as a result of financial support by the Local Authority), 255 compared to 137 the previous year. This increase is the direct result of more companies applying for loan/grant funding to support investments in capital equipment, website development, accreditations, training and general marketing activities.
2. There has also been a substantial increase in the number of new business start up enquiries assisted through the Business Services team. Enquiries have increased from 349 for 2012-2013 to 429 for the 2013-2014. This increase is due to the setting up of monthly Enterprise Clubs to provide support and advice on establishing and running a business to people registered unemployed through Job Centre Plus. The team have also found that changes to the Benefits process has meant more people are now considering self employment as a work option.
3. Over the past 12 months there has been a small increase in the number of business enquiries resulting in advice and/or information being given to local companies. This is the result of an increase in demand for support on a range of issues such as property, rates relief, local contract opportunities, tendering, events, etc

Asset Management

Of the 7 asset management performance indicators, 6 have shown improvement during 2013-202014 (an improvement on last years position). There has been an overall drop in the total number of buildings, and many of the buildings that have been disposed of/demolished were in the C (poor condition) and D (bad condition) categories. In addition there have been several new builds and some refurbishment schemes that have improved the condition grades.

Leisure & Libraries

Overall performance for libraries has marginally improved across most indicators compared to the previous year. This is due to targeted increased spending on the book fund and targeted spending and replacement of ICT hardware in order to improve the range of facilities at libraries.

Waste Management

The Council met and exceeded its statutory recycling target of 52%, achieving 54.04% for the year 2013-2014. This has been achieved through ongoing improvements in waste management as part of the implementation of the Council's Waste Strategy, and recycling improvements at Household Waste and Recycling Centres.

Transport and Highways

Condition of our roads has seen an improvement which can be attributed to the monies spent on resurfacing and surface treatments since the previous year.

Street Scene and Countryside Management.

Street scene and countryside management indicators have seen mixed performance, which includes a lower performance figure this year for fly tipping (please see an explanation for this under indicator 163).

Section 3 – 2013-2014 Performance Management Data Tables

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
1. Chief Executive's and Finance & Corporate Services									
1	Benefits M001 (Local)	Percentage of new claims correctly assessed.	100%	100%	100%	☺			—
2	CHR/002 (SID)	The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence.	10.07	9.65	9.19	↑	All Wales data not available at time of reporting.		—
3	CFH/008 (SID)	The percentage of non-domestic rates due for the financial year which were received by the local authority.	98.4%	97.3%	98.1%	↑		—	
Page 149	CS001 (Local)	Customer Services - Average customer waiting times (face to face contact)	N/a New	13 minutes	8 minutes	↑			—
	CS004 (Local)	Customer Services - Percentage of customers leaving before being seen (walk offs)	N/a New	1%	0.13%	↑			—
6	Benefits M002 (Local)	Average days taken for new claims from application to assessment.	14.32	15.71	15.68	↑			—
7	CFH/007 (SID)	The percentage of council tax due for the financial year which was received by the authority.	97.03%	97.1%	97.3%	↑	All Wales data not available at time of reporting.		—
8	7.7(L) (Local)	Percentage of standard searches carried out in 10 working days.	99.8%	99.4%	97.9%	∨			—

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
1. Chief Executive's and Finance & Corporate Services –Continued									
9	CFH/006 (SID)	The percentage of undisputed invoices which were paid within 30 days.	91.9%	92.4%	91.6%	v	All Wales data not available at time of reporting.		—
10	CHR/001 (SID)	The percentage of employees (including teachers and school based staff) who leave the employment of the local authority, whether on a voluntary or involuntary basis.	11.26%	7.88%	9.63%	↓			
Staff turnover rates have been affected by the Voluntary Redundancy exercise undertaken during 2013-2014.									
Page 150 11	CS002 (Local)	Customer Services - Average time to answer telephone calls	N/a New	28 seconds	30 seconds	↓			—
	<p>The average time to answer telephone calls has increased this year. Quarter 2, 2013 was a particularly busy period in relation to the demand placed on the contact centre. One of the reasons related to changes to the waste service, which impacted on the overall cumulative figure for the remainder of the year. We have also seen an increase in service related emails and online contacts from the public from 7,709 in 2012-2013 to 9,268 in 2013-2014, with the overall time to deal with these contacts increasing due to the complex nature of some. This form of contact although initially better for the customer does create duplication of Customer Services staff time to interpret and action.</p> <p>Improvements to the Online booking of Bulk Collections and an improved online ordering facility for ordering recycling bins and bags in the second half of 2013/14 has resulted in a reduction of time consuming repeat calls during the latter period of 2013-2014. It is anticipated that planned improvements to modernise and improve on-line transactions available to the public (as detailed in the 2014-2017 Corporate Improvement Plan) and the above improvements, will improve performance during 2014-2015. In addition, we continue to receive a large number of calls for NPT homes. Over the year the number of calls received from NPT homes has reduced. Work is ongoing with NPT Homes to further reduce these numbers.</p>								

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
12	CS003 (Local)	Customer Services - Percentage of telephone calls abandoned after 5 seconds	N/a New	10.5%	12.87%	↓			—
	<p>We have also seen an increase in the number of abandoned telephone calls in 2013-2014. Over the last financial year our Contact Centre headcount has reduced which has impacted on performance, temporary cover has helped to maintain business continuity, this should be alleviated when CCTV staff join the day time service provision within the Contact Centre in June 2014.</p> <p>In addition, as the main first point of telephone contact for the Council the nature of the Contact Centre business is such that we can receive a very high volume of calls in a very short period of time e.g. inclement weather. Our overall performance can be detrimentally affected by these sudden surges that are beyond our control and our capacity.</p> <p>This Performance indicator is linked to the one above and the above comment will apply for both indicators.</p>								
Page 1513	L(P) 13 (L) (Local)	Annual Savings (£)	£1,468,074	£1,462,117	£797,516	↓			—
	<p>The annual savings figure for 2013-2014 of £797,516 is lower than the previous two years as significant savings had been made in each of those years by tendering routes for Home to School transport for the first time. These savings achievements made through Home to School transport tendering were not likely to be repeated, as the majority of routes were now covered by contracts, hence, less savings for 2013-2014.</p> <p>The figure of £797,516 still had a contribution of £347,000 from Home to School Transport as tendering activity was still being undertaken, however on a reduced basis to the previous two financial years. Other savings areas for this financial year were as a result of tendering in the areas of Mechanical & Electrical Services, Library Books, Landline Telecommunications, Highway Products.</p>								

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
2. Education									
14	EDU/002ii (NSI) Joint 1 st	The percentage of pupils in local authority care, in any local authority maintained school, aged 15 as at the preceding August, who leave compulsory education, training or work based learning without and approved external qualification.	0%	0%	0%	😊	2.0%	0.0%	↑
15	EDU/015b (NSI) Joint 1 st	The percentage of final statements of special education need issued within 26 weeks excluding exceptions.	75%	100% #	100% #	😊	96.6%	100%	↑
16	EDU/002i (NSI/PAM) 7 th	The percentage of all pupils (including those in local authority care), in any local authority maintained school, aged 15 as at the preceding August, who leave compulsory education, training or work based learning without and approved external qualification.	0.4%	0.2%	0.1%	↑	0.3%	0.0%	↑
17	EDU/003 (NSI/PAM) 20 ^h	The percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment.	77.4%	80.6%	82.0%	↑	84.6%	86.5%	▼
18	EDU/004 (PAM) 19 ^h	The percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment.	64%	68.8%	73.1%	↑	77.2%	80.3%	↓

NB –With the exception of indicator 15, the 2013-2014 on this page is full year performance for the 2012-2013 Academic Year
- 12 months calendar year data (January – December)

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
2. Education									
19	EDU/008b (SID)	The number of permanent exclusions during the academic year per 1,000 pupils from Secondary Schools.	1	1.26 10 pupils	1.0 8 pupils	↑	All Wales data not available at time of reporting.		—
20	EDU/010a (SID)	The percentage of school days lost due to fixed-term exclusions during the academic year, in Primary Schools.	0.024%	0.012% 191 days	0.011% 174 days	↑	0.013%	0.008%	↑
Page 153	EDU/011 (NSI/PAM) 6th	The average wider point score for pupils aged 15 as at the preceding 31 August, in schools maintained by the local authority.	443	486	537	↑	505	536.5	↑
	22	EDU/010b (SID)	The percentage of school days lost due to fixed-term exclusions during the academic year, in Secondary Schools.	0.101%	0.111% 1,658 days	0.107% 1,568 days	↑	0.095%	0.058%
23	EDU/015a (NSI) 20st	The percentage of final statements of special education need issued within 26 weeks including exceptions	15.9%	27.7%#	32.0%#	↑	69.6%	92.2%	↓

NB –With the exception of indicator 23, the 2013-2014 on this page is full year performance for the 2012-2013 Academic Year
12 months calendar year data (January – December)

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
2. Education – Continued									
24	EDU/016b (PAM) 12 th	The percentage of pupil attendance in Secondary Schools.	91.9%	92.3%	92.6%*	↑	92.6%	93.3%	↔
25	EDU/017 (NSI) 7 th	The percentage of pupils aged 15 at the preceding 31 August in schools maintained by the local authority who achieved the level 2 threshold including a GCSE grade A-C in English or Welsh first language and Mathematics.	51.6%	54.1%	56%*	↑	52.5%	56%	↑
26	L(FP) 1+ (Local)	Number of full day childcare places provided.	1,233	1,707	1,800	↑			—
27	L(Yth)2+ (Local)	The percentage of 11 - 19 year olds in contact with the youth service.	24.06%	27.48%	33.07%	↑			—
28	L(SEN) 1a (Local)	Number of children with new statements of special educational needs.	94	112#	103#	↑			—
29	EDU/006ii (NSI) 14 th	The percentage of pupils assessed, in schools maintained by the local authority, receiving a Teacher Assessment in Welsh (first language) at the end of: Key Stage 3.	9.6%	10.3%	10.3%*	↔	17.0%	17.8%	↓
30	EDU/008a (SID)	The number of permanent exclusions during the academic year per 1,000 pupils from Primary Schools.	0.6	0.1 1 pupil	0.1* 1 pupil	↔	All Wales data not available at time of reporting.		—

- 12 months Calendar year data (January – December)

* – Full year performance figures for 2012-2013 academic year.

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
2. Education – Continued									
31	EDU/006i (SID)	The percentage of pupils assessed, in schools maintained by the local authority, receiving a Teacher Assessment in Welsh (first language) at the end of: Key Stage 2	15.6%	16.5%	16.4%*	v	20.0%	21.2%	↓
32	L(SEN) 1b (Local)	Total number of children with statements of special educational needs.	730	774#	788#	v			—
33	EDU/016a (PAM) 22 nd	Percentage of pupil attendance in Primary Schools.	92.5%	93.1%	93.0%*	v	93.7%	94.2%	v
34	EDU/009a (SID)	The average number of school days that permanently excluded pupils did not receive an offer of full time appropriate education provision during the academic year.	58.5	50.4	82.2*	↓	24.9	0	↓
		EDU009 guidelines states that the definition for Part Time provision is at least 10 hours per week. Neath Port Talbot Home Tuition policy states that pupils up to year 9 should receive 1 hour a day tuition, year 10 pupils 1.5 hours a day and year 11 pupils 2 hours a day. All the Neath Port Talbot Home Tuition statutory requirement have been met but they are in conflict with EDU009 performance indication guidelines. There has also been difficulty accommodating SEN pupils due to their complex needs. Also, three of the excluded pupils are Year 11 who finish education on the last Friday in June of the school year and are very difficult to place.							
35	EDU/009b (SID)	The average number of school days that permanently excluded pupils did not receive an offer of part time appropriate education provision during the academic year.	16.3	16.1	38.5*	↓	11.9	0.0	↓
		As above explanation for EDU009a.							

* – Full year performance figures for 2012-2013 academic year.

- 12 months Calendar year data (January – December)

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
3. Social Care - Youth Justice									
36	SCY/003b (SID)	The percentage of those children and young people with an identified need for treatment or other intervention, who receive that within ten working days of the assessment.	100%	100%	100%	😊	96.6%	100%	↑
37	SCY/001a (SID)	The percentage change in the average number of hours of suitable Education, Training or Employment (ETE) children and young people receive while within the youth justice system by Children and young people of statutory school age.	46.7%	0%	25.8%	↑	1.2%	7.0%	↑
38	SCY/001b (SID)	The percentage change in the average number of hours of suitable Education, Training or Employment (ETE) children and young people receive while within the youth justice system by: Young people above statutory school age.	58.7%	-9.7%	38.2%	↑	16.1%	24.1%	↑
39	SCY/003a (SID)	The percentage of children and young people in the youth justice system identified via screening as requiring a substance misuse assessment that commence the assessment within five working days of referral.	82.6%	92.7%	98.5%	↑	90.4%	99.6%	↑
40	SCY/002b (SID)	The percentage change in the proportion of children and young people in the youth justice system with suitable accommodation upon their release from custody compared with before the start of their custodial sentence.	25.0%	-20%	0%	↑	5.3%	14.3%	↓
41	SCY/002a (SID)	The percentage change in the proportion of children and young people in the youth justice system with suitable accommodation at the end of their court order compared with before the start of their court order.	1.2%	4.1%	-3.7%	↓	-1.7%	0.0%	↓
3 young people had a chaotic lifestyle and had ended their order living in unsuitable bed and breakfast accommodation or were at exposure of risk of harm. They had been in what is deemed suitable accommodation by the Youth Justice Board (YJB) indicators at the start of their intervention; all 3 were involved with Children Services, due to the chaotic nature of their lives Children Services were unable to find alternative accommodation. Whilst in unsuitable accommodation the young people received a high level of support from services to minimize risks identified.									

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
4. Social Care – Children’s Services									
42	SCC/013bi (SID)	The percentage of open cases of children who are allocated to someone other than a social worker where the child is receiving a service in accordance with his/her assessment or plan - Children on the child protection register.	0.2%	0%	0%	😊	0%	0%	↔
43	SCC/001a (PAM) Joint 1 st	Priority Measure: The percentage of first placements of looked after children during the year that began with a care plan in place.	57.8%	58.4%	100%	😊	90.9%	100%	↑
44	SCC/013ai (SID)	The percentage of open cases of children who have an allocated social worker - Children on the child protection register.	99.5%	99.8%	100%	😊	99.9%	100.0%	↑
45	SCC/030a (PAM) Joint 1 st	The percentage of young carers known to Social Services who were assessed.	100.0%	100%	100%	😊	85.9%	100%	↑
46	SCC/033e (NSI) Joint 1 st	The percentage of young people formerly looked after with whom the authority is in contact, who are known to be in suitable, non-emergency accommodation at the age of 19.	90.5%	92.3%	100%	😊	92.7%	95.9%	↑
47	SCC/041b (SID)	The percentage of eligible, relevant and former relevant children that have been allocated a personal advisor.	77.8%	96.0%	100%	😊	85.6%	100.0%	↑
48	SCC/044a (SID)	The percentage of children looked after who were permanently excluded from school during the previous academic year	0%	0%	0%	😊	0.1%	0.0%	↑


No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
4. Social Care – Children’s Services - Continued									
49	SCC/010 (SID)	Priority Measure: The percentage of referrals that are re-referrals within 12 months.	27.5%	35.9%	22.1%	↑	22.2%	17.3%	↑
50	SCC/021 (SID)	Priority Measure: The percentage of looked after children reviews carried out within statutory timescales during the year.	62.5%	69.2%	95.0%	↑	95.9%	97.9%	▼
51	SCC/025 (PAM) 14 th	Priority Measure: The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations.	52.7%	68.3%	86.9%	↑	85.3%	93.0%	↑
52	SCC/042a (SID)	Priority Measure: The percentage of initial assessments completed within 7 working days.	40.4%	38.1%	80.6%	↑	71.9%	89.3%	↑
53	SCC/043a (SID)	Priority Measure: The percentage of required core assessments completed within 35 working days.	No data	48.7%	70.2%	↑	81.2%	91.0%	↓
54	SCC/001b (SID)	For those children looked after whose second review (due at 4 months) was due in the year, the percentage with a plan for permanence at the due date.	87.7%	69.5%	89.8%	↑	93.4%	100.0%	▼
55	SCC/002 (NSI) 15 th	The percentage of children looked after at 31 March who have experienced one or more change of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March.	10.4%	15.8%	15.7%	↑	13.8%	11.0%	↓
56	SCC/004 (NSI/PAM) 6 th	The percentage of children looked after on 31 March who have had three or more placements during the year.	6.4%	8.7%	6.4%	↑	8.3%	6.5%	↑

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
4. Social Care – Children’s Services – Continued									
57	SCC/006 (SID)	The percentage of referrals during the year on which a decision was made within 1 working day.	89%	93.1%	97.2%	↑	96.3%	99.8%	↑
58	SCC/007a (SID)	The percentage of referrals during the year that were allocated to a social worker for initial assessment.	49.0%	48.5%	94.1%	↑	75.5%	81.9%	↑
59	SCC/007b (SID)	The percentage of referrals during the year that were allocated to someone other than a social worker for initial assessment.	14.7%	6.3%	4.4%	↑	7.9%	0.9%	↑
60	SCC/013a ⁱⁱ (SID)	The percentage of open cases of children who have an allocated social worker - Children looked after.	97.7%	95.2%	99.1%	↑	95.2%	100.0%	↑
	SCC/013a ⁱⁱⁱ (SID)	The percentage of open cases of children who have an allocated social worker - Children in need.	58.2%	66.3%	68.0%	↑	76.4%	92.3%	↓
61	SCC/014 (SID)	The percentage of initial child protection conferences due in the year which were held within 15 working days of the strategy discussion.	60.4%	67.8%	93.5%	↑	89.9%	97.8%	↑
63	SCC/015 (SID)	The percentage of initial core group meetings due in the year which were held within 10 working days of the initial child protection conference.	84.6%	82.3%	91.4%	↑	90.0%	95.8%	↑
64	SCC/022a (SID)	The percentage attendance of looked after pupils whilst in care in primary schools.	94%	90.1%	93.1%	↑	95.1%	96.0%	v
65	SCC/022b (SID)	The percentage attendance of looked after pupils whilst in care in secondary schools.	90.3%	83.8%	89.7%	↑	91.6%	93.3%	v

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
4. Social Care – Children’s Services – Continued									
66	SCC/024 (SID)	The percentage of children looked after during the year with a Personal Education Plan within 20 school days of entering care or joining a new school in the year ending 31 March.	42.3%	63.6%	85.7%	↑	62.7%	91.7%	↑
67	SCC/033d (NSI) 12 th	The percentage of young people formerly looked after with whom the authority is in contact at the age of 19.	77.8%	72.2%	95.7%	↑	93.4%	100%	↑
Page 160	SCC/033f (NSI) 8 th	The percentage of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19.	57.1%	46.2%	63.6%	↑	54.8%	66.1%	↑
	SCC/034 (SID)	The percentage of child protection reviews carried out within statutory timescales during the year.	90.7%	87.2%	97.5%	↑	98.1%	99.3%	▼
70	SCC/036 (SID)	The percentage of looked after children eligible for assessment at the end of Key Stage 3 achieving the Core Subject Indicator, as determined by Teacher Assessment.	10.0%	33.3%	55.6%	↑	37.2%	50.0%	↑
71	SCC/037 (NSI) 4 th	The average external qualifications point score for 16 year old looked after children, in any local authority maintained learning setting.	250	162	335	↑	262	293	↑
72	SCC/042b (SID)	The average time taken to complete initial assessments that took longer than 7 working days to complete.	33	30	18	↑	19	13	↑
73	SCC/43b (SID)	The average time taken to complete those required core assessments that took longer than 35 days.	No data	68	56	↑	58	49	↑


No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
4. Social Care – Children’s Services – Continued									
74	SCC/041a (NSI) 21 st	The percentage of eligible, relevant and former relevant children that have pathway plans as required.	44.4%	20.0%	69.8%	↑	89.2%	100%	↓
75	SCC/011a (PAM) 20 th	The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen by the Social Worker.	67.4%	79.2%	68.3%	↓	78.9%	89.9%	↓
Page 16 of 16	SCC/011b (NSI) 16 th	The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen alone by the Social Worker.	42.1%	43.1%	38.7%	↓	42.9%	54.4%	↓
	<p>The decrease in reported performance compared to the previous year, is due to the introduction of and the number of 'Desk Top' Initial Assessments completed, particularly during the latter half of the year.</p> <p>A “desk top” Initial Assessment is a brief assessment that is undertaken as a mechanism for initiating Child Protection Procedures. In 2013-14 new training on Child Protection procedures was introduced for all social workers, which includes the need for a "desk top" initial assessment to be undertaken, prior to a child protection investigation; these circumstances would not expect a child to be seen as part of the initial assessment. As this is a recent change in practice it would not have been in place when last year’s performance was reported. The fact that workers are now demonstrating that they are following the All Wales Child Protection Procedures is very positive.</p> <p>The above comment applies to both indicators SCC0011a & b.</p>								
77	SCC/013bii (SID)	The percentage of open cases of children who are allocated to someone other than a social worker where the child is receiving a service in accordance with his/her assessment or plan - Children looked after.	1.4%	0.6%	0.9%	↓	4.5%	0.0%	↑
The percentage increase is a result of 6 cases which are respite cases managed by the childcare disability team.									

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
4. Social Care – Children’s Services – Continued									
78	SCC/013biii (SID)	The percentage of open cases of children who are allocated to someone other than a social worker where the child is receiving a service in accordance with his/her assessment or plan - Children in need.	35.4%	29.4%	31.8%	↓	19.6%	5.2%	↓
	The is the result of a slight increase in the number of low level children in need cases being allocated to non qualified workers, thus freeing up qualified worker resource to deal with more complex cases.								
79	SCC/030b (SID)	The percentage of young carers known to Social Services who were provided with a service.	84.8%	84.2%	64.7%	↓	80.1%	97.9%	↓
	Due to a small cohort this indicator is subject to fluctuation year on year.								
80	SCC/035 (SID)	The percentage of looked after children eligible for assessment at the end of Key Stage 2 achieving the Core Subject Indicator, as determined by Teacher Assessment.	68.75%	52.9%	42.1%	↓	51.6%	66.3%	↓
	Due to the small cohort this indicator is subject to fluctuation year on year.								
81	SCC/044b (SID)	The average number of days spent out of school on fixed term exclusions for children looked after who were excluded during the previous academic year.	4.7	3.8	4.0	↓	6.8	4.9	↑
	Due to the small cohort this indicator is subject to fluctuation year on year.								

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
4. Social Care – Children’s Services – Continued									
82	Local	Priority Measure: The percentage of child protection visits undertaken within 6 weeks. .	N/a New	N/a New	99.6%	—			—
83	Local	Priority Measure: The percentage of qualified and unqualified workers that receive supervision within 28 calendar days.	N/a New	N/a New	92.5%	—			—
84	SCC/007c (SID)	The percentage of referrals during the year that did not proceed to allocation for initial assessment.	36.2%	45.2%	1.5%	—	16.7%	No data	—
85	SCC/40 (SID)	The percentage of placements started during the year where the child is registered with a provider of general medical services within 10 working days of the start of the placement.	System under development	N/a	93.0%	—	88.3%	98.7%	↑
86	SCC/045 (PAM) 	The percentage of reviews of looked after children, children on the child protection register and children in need carried out in line with the statutory timetable.	System under development	No data reported	82.2%	—	89.6%	94.8%	↓

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
5. Social Care - Adults Services									
87	SCA/018a (PAM) Joint 1 st	The percentage of carers of adult service users who were offered an assessment or review of their needs in their own right during the year.	100%	100%	100%	😊	85.8%	99.7%	↑
88	SCA/019 (NSI/PAM) Joint 1 st	The percentage of adult protection referrals completed where the risk has been managed.	92.7%	100%	100%	😊	94.45%	100%	↑
89	SCA/001 (NSI) 11 th	The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over.	9.81	5.97	3.49	↑	4.70	1.61	↑
90	SCA/002a (NSI) 5 th	The rate of older people (aged 65 or over): Supported in the community per 1,000 population aged 65 or over at 31 March.	95.07	99.98	107.8	↑	74.48	100.97	↑
91	SCA/003a (SID)	The percentage of clients who are supported in the community during the year, in the age groups: Aged 18-64.	91.72%	91.17%	92.45%	↑	93.84%	96.01%	▼
92	SCA/003b (SID)	The percentage of clients who are supported in the community during the year, in the age groups: Aged 65+	81.5%	79.4%	81.98%	↑	83.71%	85.50%	▼

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
5. Social Care – Adult Services – Continued									
93	SCA/007 (NSI) 13 th	The percentage of clients with a care plan at 31st March whose care plans should have been reviewed that were reviewed during the year.	79.1%	76.1%	81.7%	↑	81.1%	86.4%	↑
94	SCA/018c (SID)	The percentage of carers of adult service users who were assessed during the year who were provided with a service.	42.5%	44.6%	66.7%	↑	63.8%	85.9%	↑
95	SCA/020 (PAM) 16 th	The percentage of adult clients who are supported in the community during the year.	84.5%	82.6%	84.96%	↑	86.33%	87.74%	▼
	SCA/002b (NSI) 20 th	The rate of older people (aged 65 or over): Whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March.	25.7	23.36	23.86	▼	19.84	17.67	↓
	SCA/018b (SID)	The percentage of carers of adult service users who had an assessment in their own right during the year.	16.2%	23.9%	20.0%	↓	39.4%	53.5%	↓
97	Of the 434 carers who were offered an assessment or review during the 1st April 2013 to 31st March 2014, 87 had an actual assessment or review. This compares with 422 carers who were offered an assessment or review during the same period last year where 101 had an actual assessment or review. It is worth noting that only a small number of carers actually accept the offer of an assessment. We have increased staff capacity in the Carer's Service which should result in a rise in the number of assessments completed.								

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
6. Housing – Homelessness and Housing Advice									
98	HHA/016 (SID)	The average number of days all homeless families with children spent in bed and breakfast accommodation.	0	0	0	😊	22.91	5.13	↑
99	HHA/002 (SID)	The average number of working days between homeless presentation and discharge of duty for households found to be statutory homeless.	87.2	71	62	↑	135	74	↑
100	HHA/017b SID	The average number of days that all homeless households spent in other forms of temporary accommodation.	99.8	111.97	106.49	↑	159.19	72.46	↑
101	HHA/008 (SID)	The percentage of homeless presentations decided within 33 working days.	79.3%	96.6%	96.4%	v	87.5%	97.5%	↑
102	HHA/013 (NSI/PAM) 	The percentage of all potentially homeless households for whom homelessness was prevented for at least 6 months.	97.5%	97.1%	95.2%	v	66.4%	92.4%	—
103	HHA/017a (SID)	The average number of days that all homeless households spent in bed and breakfast accommodation	21.9	16.02	16.61	v	35.57	24.69	↑

* - A Wales Audit Office report (published in 2013 identified a wide variation in how local authorities interpret guidance for indicator HHA/013 relating to homelessness prevention, resulting in a wide variation of performance reported. Due to these variations, the Welsh Government Statistical Release will advise in the publication of this data that the indicator should not be compared across local authority boundaries, however comparisons can be made over time within individual local authorities.

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
7. Housing - Private Sector Renewal									
104	PSR/002 6 th	The average number of calendar days taken to deliver a Disabled Facilities Grant.	531	244	204	↑	239	206	↑
105	PSR/004 (NSI) 3 rd	The percentage of private sector dwellings that had been vacant for more than 6 months at 1 April that were returned to occupation during the year through direct action by the local authority.	18.10%	5.28%	37.38%	↑	9.23%	9.29%	↑
108	PSR/009a (SID)	The average number of calendar days taken to deliver a Disabled Facilities Grant for: Children and young people	622	386	310	↑	All Wales data not available at time of reporting.		—
	PSR/009b (SID)	The average number of calendar days taken to deliver a Disabled Facilities Grant for: Adults	525	233	197	↑			—
	PSR/007a (SID)	Of the Houses in Multiple Occupation known to the local authority, the percentage that: Have a full license.	1.7%	1.7%	1.4%	↓			—
All known Houses in Multiple Occupation have been licensed in the Borough. Six have a full licence compared to seven in 2012-2013. During 2013-2014 we have taken enforcement action against one landlord who owns a licensable house in Multiple Occupation and a draft licence with conditions was issued. However the property is currently unoccupied and the landlord is seeking advice to put in place new management agents and re-occupy with tenants during 2014-2015.									
109	PSR/007b (SID)	Of the Houses in Multiple Occupation known to the local authority, the percentage that: Have been issued with a conditional license.	0%	0%	0%	—	All Wales data not available at time of reporting.		—
110	PSR/007c (SID)	Of the Houses in Multiple Occupation known to the local authority, the percentage that: Are subject to enforcement activity.	0%	0%	0.2%	—			—

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
8. Planning and Regulatory Services - Public Protection									
111	PPN/001i (SID)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Trading Standards.	100%	100%	100%	☺	99%	100%	↑
112	PPN/001iii (SID)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Animal Health.	100%	100%	100%	☺	96%	100%	↑
113	PPN/001iv (SID)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Health and Safety	100%	100%	100%	☺			—
114	PPN/008iii (SID)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year: Animal Health.	100%	44%	100%	☺	61%	100%	↑
115	PPN/007i (SID)	The percentage of significant breaches that were rectified by intervention during the year for Trading Standards.	73.3%	70.4%	78.7%	↑	87.7%	96.4%	↓
116	PPN/008ii (SID)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year: Food Hygiene	93%	56%	79%	↑	92%	96%	↓
117	PPN/009 (PAM) 8 th	The percentage of food establishments which are 'broadly' compliant with food hygiene standards	87.03%	83.02%	92.2%	↑	90.3%	92.64%	↑

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
8. Planning and Regulatory Services - Public Protection									
118	PPN/001ii (SID)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Food Hygiene.	100%	99%	82%	↓	97%	100%	↓
	Out of a possible 324 high risk food businesses that were to be inspected during the year, 265 were carried out in this period. The Service specifically set the target for PPN/001ii at 80% for 2013-2014 (which was exceeded) so that they could tackle businesses in the lower risk categories which have not been inspected for some time and which upon inspection could be higher risk than they are currently scored at. The Food Standards Agency has warned Authorities that ignoring lower risk premises could be storing up problems for the future and therefore the Service's approach is in line with that advice.								
119	PPN/007ii (SID)	The percentage of significant breaches that were rectified by intervention during the year for Animal Health.	100%	90%	77.3%	↓	92.6%	100%	↓
	Of the 22 significant breaches that required rectification during the year, 17 were rectified by intervention for Animal Health. The Service will always act as quickly as possible to rectify <u>any</u> significant breaches but this is a category that relies on the Service firstly identifying the traders responsible to be able to take appropriate action. For some animal welfare issues, particularly relating to horses, identification some takes longer and in some instances it is not possible at all. The rectification of significant breaches is therefore not always entirely within our control and performance will fluctuate.								
120	PPN/008i (SID)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year: Trading Standards	70%	60%	56%	↓	60%	82%	↓
	Of the 366 new businesses identified by Trading Standards during 2013-2014, 204 were subject to a Trading Standards risk assessment visit or self-returned self-assessment questionnaire. New businesses are created very regularly and the Service sends each one a self assessment questionnaire as soon as possible after they have been detected. A slight delay in sending out a questionnaire will affect this performance indicator, particularly if new businesses are detected in the last few weeks of the financial year. The key points being that we act to detect all new businesses and that we contact each of them as soon as possible.								

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
9. Planning and Regulatory Services – Planning									
121	PLA/006(b) (NSI/PAM) 5 th	The number of additional affordable housing units provided during the year as a percentage of all additional housing units provided during the year.	34%	27%	69%	↑	37%	47%	↑
122	PLA/002 (SID)	The percentage of applications for development determined during the year that were approved.	95%	96.6%	95.5%	v	All Wales data not available at time of reporting.		—
123	PLA/004c (SID)	The percentage of householder planning applications determined during the year within 8 weeks.	95.3%	98.0%	94%	v			—
124	PLA/004b (SID)	The percentage of minor planning applications determined during the year within 8 weeks.	77.9%	75.5%	71.3%	↓			—
The percentage of minor planning applications determined during the year within 8 weeks (PLA/004b) shows a decrease from 75.5% to 71.3%, while PLA004c - The percentage of householder planning applications determined during the year within 8 weeks has reduced from 98% to 94%. While these drops are not significant, they are nevertheless indicative of the need to re-focus staff efforts on meeting and exceeding targets, given that these two indicators combined comprise over 60% of the total number of determined applications.									

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales	
9. Planning and Regulatory Services – Planning Con't										
125	PLA/004d (SID)	The percentage of all other planning applications determined during the year within 8 weeks.	82.9%	83.5%	73.9%	↓	All Wales data not available at time of reporting.		—	
	<p>The percentage of all other planning applications determined during the year within 8 weeks shows a significant drop from 83.5% to 73.9%. In addition to the complexity of applications, this indicator has been affected by the inclusion of 'conditions discharge' applications since 1st April 2013, many of which are affected by external consultee responses or the need to obtain additional submissions from applicants/agents. Efforts will continue to improve performance under this indicator including closer liaison with internal and external consultees to emphasise the importance of expeditious responses. Looking at the indicators as a whole, the service has noted that this has been a challenging year for the service with a high level of complex applications and staff changes including the loss of a Team Leader since Summer 2013. Nevertheless NPT Planning service remains within the upper quartile of high performing Authorities. The recent reorganisation in the Development Management team, however, has sought to address the team structure, following which efforts will continue to set the highest standards for service delivery in seeking to reclaim its number one position within the performance tables produced by the Welsh Government.</p>									
Page 47	PLA/M001 (Local)	Average time taken from receipt of application to validation of application -days	N/a New	N/a New	30.1 days	—			—	
	PLA/M002 (Local)	Average time taken from receipt of application to date decision is issued - days	N/a New	N/a New	87.6 days	—			—	
	128	PLA/M003 (Local)	Percentage of applications where the quality of the development has been improved (following negotiation by the case officer either at pre-application stage or during the course of the application).	N/a New	N/a New	36%	—			—
	129	PLAM/004 (Local)	The percentage of major planning applications determined during the year within 8 weeks.	N/a New	N/a New	23.1%	—			—
10. Planning and Regulatory Services – Building Control										
130	BCT/007 (SID)	The percentage of 'full plan' applications approved first time.	95.5%	97%	99%	↑	97%	99%	↑	
131	BCT/004 (SID)	Percentage of Building Control 'full plan' applications checked within 15 working days during the year.	98.2%	96.1%	98.1%	↑	93.6%	98.4%	↑	

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
11. Economic Development									
132	L(ED) 1 (Local)	Number of jobs created as a result of financial support by the Local Authority.	120	137	255	↑			—
133	L(ED) 2 (Local)	Number of new business start-up enquiries assisted through Business Services	100	349	429	↑			—
134	L(ED) 3 (Local)	Number of business enquiries resulting in advice, information or financial support being given to existing companies through Business Services.	300	651	682	↑			—
12. Corporate Health – Asset Management									
135	CAM/001ai (SID)	The percentage of the gross internal area of the local authority's buildings in condition categories: A – Good	8.4%	7.1%	7.2%	↑	All Wales data not available at time of reporting.		—
136	CAM/001aii (SID)	The percentage of the gross internal area of the local authority's buildings in condition categories: B – Satisfactory	39.8%	35.0%	41.2%	↑		—	
137	CAM/001aiii (SID)	The percentage of the gross internal area of the local authority's buildings in condition categories: C – Poor	41.04%	46.2%	42.2%	↑		—	
138	CAM/001aiv (SID)	The percentage of the gross internal area of the local authority's buildings in condition categories: D – Bad	10.8%	11.7%	9.45%	↑		—	

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
139	CAM//001bi (SID)	The percentage of the total value of required maintenance for the local authority's buildings assigned to works of priority level: 1 – Urgent work	21.1%	19.4%	15.2%	↑			—
140	CAM/001 biii (SID)	The percentage of the total value of required maintenance for the local authority's buildings assigned to works of priority level: 3 – Desirable work	21.7%	20.7%	24.2%	↑			—
141	CAM/001bii (SID)	The percentage of the total value of required maintenance for the local authority's buildings assigned to works of priority level: 2 – Essential work	57.1%	59.9%	60.6%	v			—

Page 173
13 Leisure and Libraries

142	LCL/001(b) (NSI) 4 th	The number of people using Public Libraries during the year, per 1,000 population.	6,926	6,831	6,839	↑	5,851	6,556	↑
143	LCL/002b (SID)	The percentage of available computer hours, in use.	49%	46%	48%	↑	39%	48%	↑
144	LCL/003 (SID)	The percentage of library material requests supplied within 7 calendar days.	69%	78%	83%	↑	69%	76%	↑
145	LCL/004 (SID)	The number of library materials issued, during the year, per 1,000 population.	4,218	4,146	4,190	↑	4,424	5,130	↓
146	LCL/002a (SID)	The number of publicly accessible computers per 10,000 population.	8	8	8	↔	9	11	v

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
147	LCS/002(b) (NSI) 22 nd	The number of visits to local authority sport and leisure centres during the year, per 1,000 population where the visitor will be participating in physical activity.	5,589	5,839	5,696	v	8,954	9,972	↓
14. Environment & Transport – Waste Management									
148	WMT/009b (NSI/PAM) 14 th	The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated bio wastes that are composted or treated biologically in another way.	41.83%	48.33%	54.04%	↑	54.33%	56.44%	v
149	WMT/004b (NSI/PAM) 3 rd	The percentage of municipal waste collected by local authorities sent to landfill.	28.3%	20.3%	14.04%	↑	37.72%	30.06%	↑
150	WMT/010ii (SID)	The percentage of local authority municipal waste: Recycled.	28.19%	34.92%	38.09%	↑	33.80%	38.01%	↑
151	WMT/010iii (SID)	The percentage of local authority municipal waste: Collected as source segregated biowastes and composted or treated biologically in another way.	13.46%	13.27%	15.76%	↑	18.44%	20.97%	↓
152	WMT/010i (SID)	The percentage of local authority municipal waste: Prepared for re-use.	0.18%	0.15%	0.18%	↑	2.09%	1.01%	↓

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
153	WMT/012 (SID)	The percentage of local authority collected municipal waste used to recover heat and power.	22.2%	27.54%	29.33%	↑	9.11%	14.29%	↑
15. Environment & Transport – Transport and Highways									
154	THS/009 (SID)	The average number of calendar days taken to repair street lamp failures during the year.	2.34	1.94	1.83	↑	4.75	3.07	↑
155	THS/011a (SID)	The percentage of: Principal (A) roads in overall poor condition.	8.8%	7.9%	6.8%	↑	4.4%	3.1%	↓
156	THS/011b (SID)	The percentage of: Non-principal/classified (B) roads in overall poor condition.	7.3%	6.7%	5.2%	↑	6.1%	5.1%	↑
157	THS/011c (SID)	The percentage of: Non-principal /classified C roads in overall poor condition.	8.1%	9.6%	8.2%	↑	18.9%	10.1%	↑
158	THS/012 (PAM) 4 th	The percentage of Principal (A) roads, Non-principal (B) roads and Non-principal C roads that are in overall poor condition.	8.26%	8.0%	6.7%	↑	13.2%	6.9%	↑
159	THS/007 (NSI) 6 th	The percentage of adults aged 60 or over who hold a concessionary bus pass.	89.1%	91.8%	88.9%	v	84.3%	88.8%	↑

No	PI Reference	PI Description	2011/12 Actual	2012/13 Actual	2013/14 Actual	Direction of Improvement 2013/14 against 2012/13	All Wales 2013/14	Welsh Upper Quartile 2013/14	Direction of Improvement against All Wales
16. Environment & Transport - Countryside Management									
160	CMT/001 (SID)	The percentage of total length of 'Rights of Way' which are easy to use by members of the public.	60%	68%	67%	v	69%	82%	v
17. Environment & Transport - Street Scene									
161	STS/005b (PAM) 9 th	The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness.	90%	83%	98.5%	↑	96.8%	99.2%	↑
162	STS/005a (SID)	The cleanliness Indicator	69	70	67.6	v	73.2	74.8	↓
163	STS/006 (NSI) 21 st	The percentage of reported fly tipping incidents cleared within 5 working days.	96.57%	95.25%	81.10%	↓	95.03%	98.35%	↓
	<p>2012-2013 data did not include all the relevant information (e.g. enforcement activity), all relevant data has been included in 2013-2014 which has resulted in the variance in performance. The authority operates a robust waste enforcement regime with a significantly high number of investigations and notices served. The impact of this is that the timescales associated with the investigations (to comply with legislation, these notices have a minimum 15 day timescale) and expiry of the notices has subsequently affected the Authority's ability to remove certain incidents within the prescribed target time of 5 working days. However as a result of serving these notices, a significant number of fly tipping incidents are removed by the perpetrator.</p> <p>We have also seen a reduction in the number of fly tipping incidents recorded by the Authority, possibly as a result of preventative works undertaken during the year e.g. community skip scheme, tyre amnesty event and the proactive work of the enforcement section.</p>								



2013- 2014 Performance Comparison – NPT compared to All Wales

The information included in this document provides information on the performance of our Council's National Strategic Indicators (NSI's) and Public Accountability Measures (PAM's) for 2013/2014 (which local authorities are required to collect & report), and using these measures provides a comparison with All Wales performance data for 2013-2014 and also sets out our rank and quartile position for each indicator .

This report also provides a year on year comparison for NPT performance for these 44 national indicators against our own performance in the previous year.

Key:

National Strategic Indicators (NSIs) - are used to measure the performance of local authorities at a national level and focus on key strategic priorities. Local authorities are under a legal duty to collect & report on these measures.

Public Accountability Measures - consist of a small set of “outcome focussed” indicators, selected initially from within the existing Performance Measurement Framework. They reflect those aspects of local authority work which local authorities agree are considered to be important in terms of public accountability. For example, recycling, educational attainment, sustainable development, etc. This information is required and reported nationally, validated, and published annually.

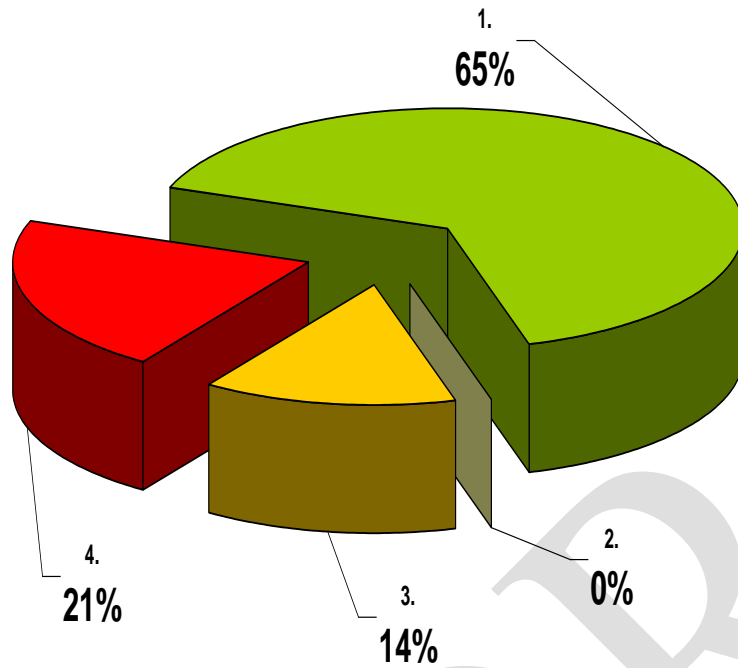
All Wales data -This data is calculated using the base data supplied by all authorities that is aggregated to provide an overall performance indicator value for Wales for each of the performance indicators.

Maximum Performance - Achieving either 100% or 0% (where lower performance figure is better) performance, where there is no scope for improvement for the relevant performance indicator.

Performance of our NSI's and PAMs compared to the previous year

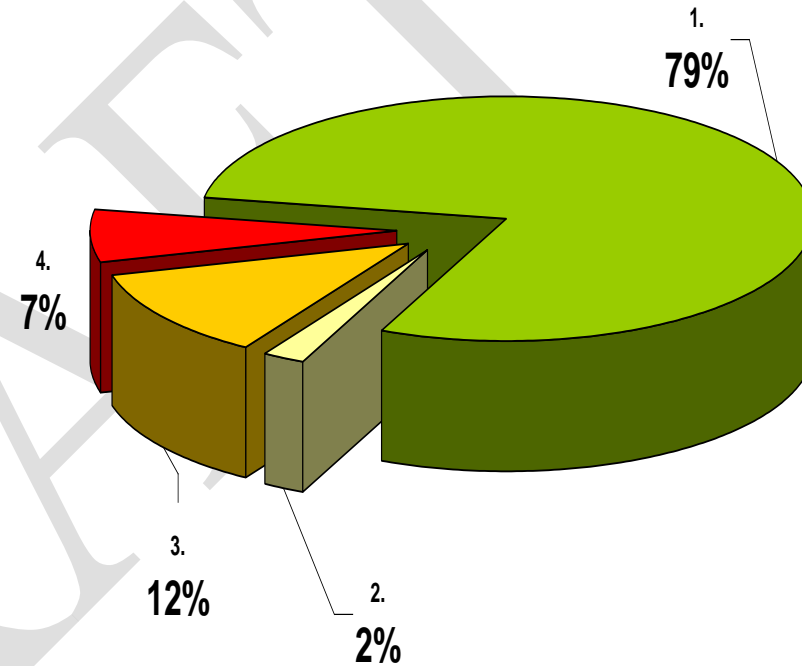
National Strategic and Public Accountability Measures

Did our 2012/13 performance improve on 2011/12 ?



National Strategic Indicators and Public Accountability Measures

Did our 2013/14 performance improve on 2012/13?



NB – both of the above performance charts are assessed using 43 of the 44 measures (1 measure non comparable i.e. SCC045, indicator 39).

1 Improved/Maximum Performance

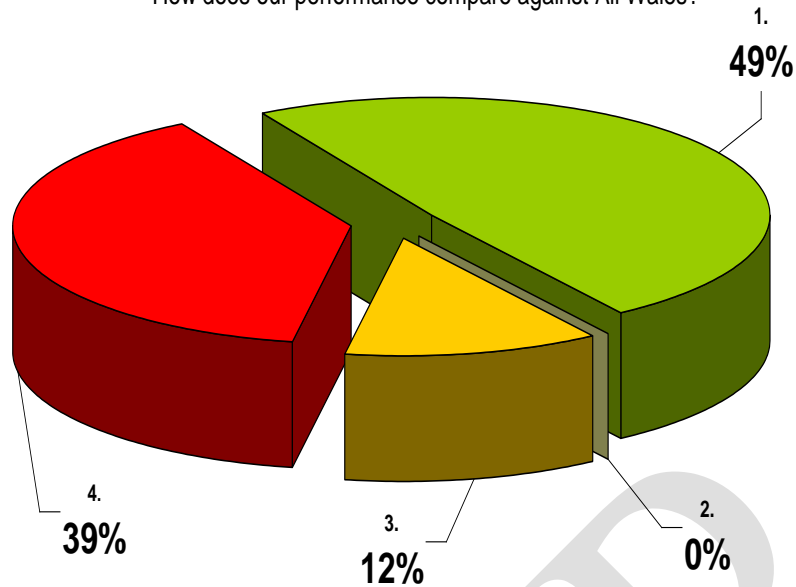
2 Performance Maintained

3 Marginally Declined within 5%

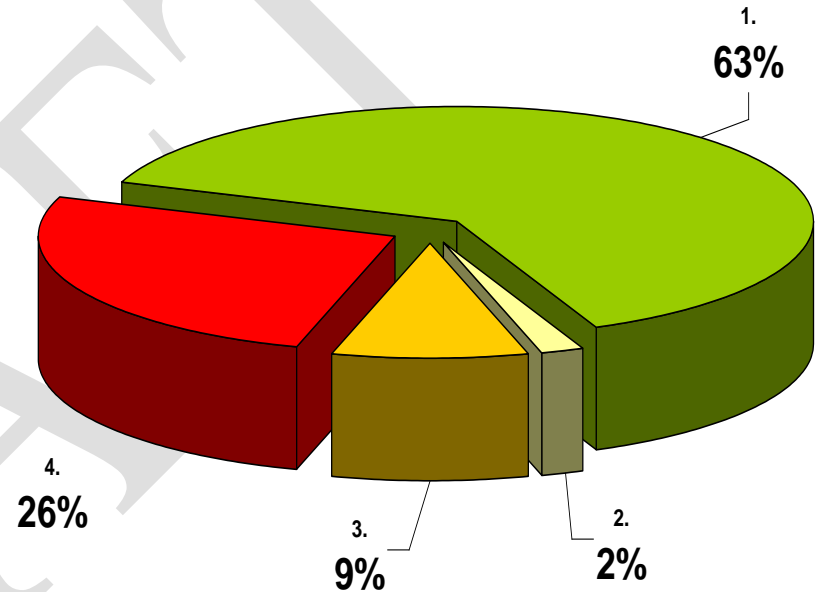
4 Declined by 5% or more

Our performance of our NSI's and PAMs compared against all Wales data

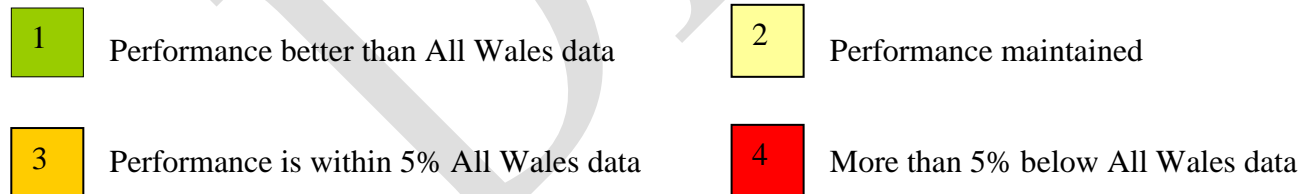
National Strategic and Public Accountability Measures
NPT 2012/13 against All Wales 2012/13
How does our performance compare against All Wales?



National Strategic Indicators and Public Accountability Measures
NPT 2013/14 against All Wales 2013/14
How does our performance compare against All Wales?



NB – both of the above performance charts are assessed using 43 of the 44 measures (1 measure non comparable in 2012/13 i.e. SCC045, indicator 39 and 1 measure non comparable in 2013/14 i.e. HHA013, indicator 44).



NPT - Quartile position of our performance indicators compared across Wales

	2012/13		2013/14
Upper (1 st) quartile 1 st – 6 th	10 Indicators	Upper (1 st) quartile 1 st – 6 th	18 Indicators
Mid (2 nd & 3 rd) Quartiles 7 th – 16 th	15 Indicators	Mid (2 nd & 3 rd) Quartiles 7 th – 16 th	15 Indicators
Lower (4 th) Quartile 17 th – 22 nd	18 Indicators	Lower (4 th) Quartile 17 th – 22 nd	10 Indicators
No Comparable Data	1 indicator	No Comparable Data	1 indicator
Total Indicators	44	Total Indicators	44

Service Area	NPT 2013/14 performance comparison with All Wales 2013/14 data by Service Area for NSI's and PAM's				
	Number of Performance Indicators	Better than all Wales Performance	Position across Wales (2012/2013 position in brackets)		
			Upper (1 st) Quartile (Top 6)	Middle (2 nd & 3 rd) quartiles (7 th to 16 th)	Lower (4 th) Quartile (17 th to 22 nd)
Education	11	5 (6)	3 (2)	4 (5)	4 (4)
Children's Services	13	8 (4)	5(1)	5 (6)	3 (5)
Adults Services	7	5 (3)	3 (3)	3 (0)	1 (4)
Homelessness and Housing Advice	1	N/a (1)	N/a (1)	N/a (0)	N/a (0)
Public Protection	1	1 (0)	0 (0)	1 (0)	0 (1)
Planning	1	1 (0)	1 (0)	0 (0)	0 (1)
Waste Services	2	1 (1)	1 (1)	1 (0)	0 (1)
Leisure and Libraries	2	1 (1)	1 (1)	0 (0)	1 (1)
Private Sector Renewal	2	2 (2)	2 (0)	0 (2)	0 (0)
Transport & Highways	2	2 (2)	2 (1)	0 (1)	0 (0)
Street Scene	2	1 (1)	0 (0)	1 (1)	1 (1)
Total	44	27 (21)	18 (10)	15 (15)	10 (18)

Performance Key	
Trend	
↑	Performance is better than All Wales data
↔	Performance maintained with All Wales
∨	Performance is within 5% of All Wales data
↓	Performance is more than 5% below All Wales data
—	No comparable data

All 44 NSI & PAM Indicators – NPT 2013/14 Actual against All Wales 2013/14 :

	PI Reference	PI Description	NPT Actual 11/12	NPT Actual 12/13	NPT Actual 13/14	All Wales 2013/14	2013/14 NPT Trend against All Wales	Rank and quartile position		
								2011/12	2012/13	2013/14
1	EDU/002ii (NSI)	The percentage of pupils in local authority care, in any local authority maintained school, aged 15 as at the preceding August, who leave compulsory education, training or work based learning without and approved external qualification.	0%	0%	0%	2.0%	↑	Joint 1 st	Joint 1 st	Joint 1 st
2	SCC/030a (PAM)	The percentage of young carers known to Social Services who were assessed.	100%	100%	100%	85.9%	↑	Joint 1 st	Joint 1 st	Joint 1 st

No	PI Reference	PI Description	NPT Actual 11/12	NPT Actual 12/13	NPT Actual 13/14	All Wales 2013/14	2013/14 NPT Trend against All Wales	Rank and quartile position		
								2011/12	2012/13	2013/14
3	SCA/018a (PAM)	The percentage of carers of adult service users who were offered an assessment or review of their needs in their own right during the year.	100%	100%	100%	85.8%	↑	Joint 1 st	Joint 1 st	Joint 1 st
4	SCA/019 (NSI/PAM)	The percentage of adult protection referrals completed where the risk has been managed.	92.7%	100%	100%	94.45%	↑	6 th	Joint 1 st	Joint 1 st
5	EDU/015b (NSI)	The percentage of final statements of special education need issued within 26 weeks excluding exceptions.	75%	100%	100%	96.6%	↑	21 st	Joint 1 st	Joint 1 st
6	SCC/033e (NSI)	The percentage of young people formerly looked after with whom the authority is in contact, who are known to be in suitable, non-emergency accommodation at the age of 19.	90.5%	92.3%	100%	92.7%	↑	No data	14 th	Joint 1 st
7	SCC/001a (PAM)	The percentage of first placements of looked after children during the year that began with a care plan in place.	57.8%	58.4%	100%	90.9%	↑	22 nd	21 st	Joint 1 st
8	* WMT/004b (NSI/PAM)	The percentage of municipal waste collected by local authorities sent to landfill.	28.3%	20.3%	14.04%	37.72%	↑	*2 nd	2 nd	3 rd
9	PSR/004 (NSI)	The percentage of private sector dwellings that had been vacant for more than 6 months at 1 April that were returned to occupation during the year through direct action by the local authority.	18.1%	5.28%	37.38%	9.23%	↑	4 th	7 th	3 rd

* Change of definition in 2012/13. 2011/12 PI formerly WMT004.

No	PI Reference	PI Description	NPT Actual 11/12	NPT Actual 12/13	NPT Actual 13/14	All Wales 2013/14	2013/14 NPT Trend against All Wales	Rank and quartile position		
								2011/12	2012/13	2013/14
10	LCL001b (NSI)	The number of people using public libraries during the year per 1,000 population.	6,926	6,831	6,839	5,851	↑	5 th	4 th	4 th
11	THS/012 (PAM)	The percentage of Principal (A) roads, Non-principal (B) roads and Non-principal C roads that are in overall poor condition.	8.26%	8.0%	6.7%	13.2%	↑	4 th	7 th	4 th
12	SCC/037 (NSI)	The average external qualifications point score for 16 year old looked after children, in any local authority maintained learning setting.	250	162	335	262	↑	4 th	19 th	4 th
13	SCA/002a (NSI)	The rate of older people (aged 65 or over): Supported in the community per 1,000 population aged 65 or over at 31 March.	95.07	99.98	107.8	74.48	↑	6 th	6 th	5 th
14	PLA/006(b) (NSI/PAM)	The number of additional affordable housing units provided during the year as a percentage of all additional housing units provided during the year.	34%	27%	69%	37%	↑	No data	18 th	5 th
15	THS/007 (NSI)	The percentage of adults aged 60 or over who hold a concessionary bus pass.	89.1%	91.8%	88.9%	84.3%	↑	5 th	4 th	6 th
16	PSR/002 (NSI/PAM)	The average number of calendar days taken to deliver a Disabled Facilities Grant.	531	244	204	239	↑	21 st	8 th	6 th
17	SCC/004 (NSI/PAM)	The percentage of children looked after on 31 March who have had three or more placements during the year.	6.4%	8.7%	6.4%	8.3%	↑	3 rd	10 th	6 th

No	PI Reference	PI Description	NPT Actual 11/12	NPT Actual 12/13	NPT Actual 13/14	All Wales 2013/14	2013/14 NPT Trend against All Wales	Rank and quartile position		
								2011/12	2012/13	2013/14
18	EDU/011 (NSI/PAM)	The average point score for pupils aged 15 as at the preceding 31 August, in schools maintained by the local authority.	443	486	537	505	↑	7 th	10 th	6 th
19	EDU/002i (NSI/PAM)	The percentage of all pupils (including those in local authority care), in any local authority maintained school, aged 15 as at the preceding August, who leave compulsory education, training or work based learning without and approved external qualification.	0.4%	0.2%	0.1%	0.3%	↑	11 th	8 th	7 th
20	EDU/017 (NSI)	The percentage of pupils aged 15 at the preceding 31 August in schools maintained by the local authority who achieved the level 2 threshold including a GCSE grade A-C in English or Welsh first language and Mathematics.	51.6%	54.1%	56%	52.5%	↑	No Data	9 th	7 th
21	SCC/033f (NSI)	The percentage of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19.	57.1%	46.2%	63.6%	54.8%	↑	No Data	16 th	8 th
22	PPN/009 (PAM)	The percentage of food establishments which are 'broadly' compliant with food hygiene standards	87.03%	83.02%	92.2%	90.3%	↑	8 th	20 th	8 th
23	STS/005b (PAM)	The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness.	90%	83%	98.5%	96.8%	↑	19 th	21 st	9 th
24	SCA/001 (NSI)	The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over.	9.81	5.97	3.49	4.70	↑	21 st	17 th	11 th

No	PI Reference	PI Description	NPT Actual 11/12	NPT Actual 12/13	NPT Actual 13/14	All Wales 2013/14	2013/14 NPT Trend against All Wales	Rank and quartile position		
								2011/12	2012/13	2013/14
25	EDU/016b (PAM)	The percentage of pupil attendance in Secondary Schools.	91.9%	92.3%	92.6%	92.6%	↔	6 th	11 th	12 th
26	SCC/033d (NSI)	The percentage of young people formerly looked after with whom the authority is in contact at the age of 19.	77.8%	72.2%	95.7%	93.4%	↑	No data	22 nd	12 th
27	SCA/007 (PAM)	The percentage of clients with a care plan at 31 st March whose care plans should have been reviewed that were reviewed during the year.	79.1%	76.1%	81.7%	81.1%	↑	11 th	19 th	13 th
28	EDU/006ii (NSI)	The percentage of pupils assessed, in schools maintained by the local authority, receiving a Teacher Assessment in Welsh (first language) at the end of: Key Stage 3.	9.6%	10.3%	10.3%	17.0%	↓	12 th	14 th	14 th
29	WMT/009b (NSI/PAM)	The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated bio wastes that are composted or treated biologically in another way.	41.83 %	48.33 %	54.04 %	54.33%	∨	*22 nd	19 th	14 th
30	SCC/025 (PAM)	The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations.	52.7%	68.3%	86.9%	85.3%	↑	22 nd	21 st	14 th
31	SCC/002 (NSI)	The percentage of children looked after at 31 March who have experienced one or more change of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March.	10.4%	15.8%	15.7%	13.8%	↓	10 th	16 th	15 th

* Change in definition in 2012/13. 2011/12 PI formerly WMT009

No	PI Reference	PI Description	NPT Actual 11/12	NPT Actual 12/13	NPT Actual 13/14	All Wales 2013/14	2013/14 NPT Trend against All Wales	Rank and quartile position		
								2011/12	2012/13	2013/14
32	SCC/011b (NSI)	The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen alone by the Social Worker.	42.1%	43.1%	38.7%	42.9%	↓	9 th	10 th	16th
33	SCA/020 (PAM)	The percentage of adult clients who are supported in the community during the year.	84.5%	82.55%	84.96%	86.33%	∇	17 th	19 th	16th
34	EDU/004 (PAM)	The percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment.	64%	68.8%	73.1%	77.2%	↓	18 th	17 th	19th
35	SCC/011a (PAM)	The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen by the Social Worker.	67.4%	79.2%	68.3%	78.9%	↓	15 th	11 th	20th
36	EDU/003 (NSI/PAM)	The percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment.	77.4%	80.6%	82.0%	84.6%	∇	18 th	18 th	20th
37	SCA/002b (NSI)	The rate of older people (aged 65 or over): Whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March.	25.7	23.36	23.86	19.84	↓	21 st	19 th	20th
38	EDU/015a (NSI)	The percentage of final statements of special education need issued within 26 weeks including exceptions	15.9%	27.7%	32.0%	69.6%	↓	22 nd	21 st	20th

No	PI Reference	PI Description	NPT Actual 11/12	NPT Actual 12/13	NPT Actual 13/14	All Wales 2013/14	2013/14 NPT Trend against All Wales	Rank and quartile position		
								2011/12	2012/13	2013/14
39	SCC/045 (PAM)	The percentage of reviews of looked after children, children on the child protection register and children in need carried out in line with the statutory timetable.	No Data	No Data	82.2%	89.6%	↓	No Data	No Data	20 th
40	STS/006 (NSI)	The percentage of reported fly tipping incidents cleared within 5 working days.	96.6%	95.3%	81.1%	95.03%	↓	10 th	11 th	21 st
41	SCC/041a (NSI)	The percentage of eligible, relevant and former relevant children that have pathway plans as required.	44.4%	20.0%	69.8%	89.2%	↓	21 st	22 nd	21 st
42	EDU/016a (PAM)	Percentage of pupil attendance in Primary Schools.	92.5%	93.1%	93.0%	93.7%	▼	20 th	21 st	22 nd
43	LCS/002(b) (NSI)	The number of visits to local authority sport and leisure centres during the year, per 1,000 population where the visitor will be participating in physical activity.	5,589	5,839	5,696	8,954	↓	22 nd	21 st	22 nd
44	HHA/013 (NSI/PAM)	The percentage of all potentially homeless households for whom homelessness was prevented for at least 6 months.	97.5%	97.1%	95.2%	66.4%	* see comment below	2 nd	2 nd	—

- * - A Wales Audit Office report (published in 2013 identified a wide variation in how local authorities interpret guidance for indicator HHA/013 relating to homelessness prevention, resulting in a wide variation of performance reported. Due to these variations, the Welsh Government Statistical Release will advise in the publication of this data that the indicator should not be compared across local authority boundaries, however comparisons can be made over time within individual local authorities.

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COUNCIL

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES - MRS.K. JONES

15th October 2014

SECTION A – MATTER FOR DECISION

WARDS AFFECTED: ALL

MODERNISING THE PLANNING COMMITTEE

Purpose of Report

To agree the Political Composition and Membership of the Planning Committee.

Background

As a result of the decision to be taken in relation to changes to the determination of Planning applications reported earlier by the Head of Planning and more particularly the proposed changes to the size of the Planning Committee, it will be necessary to re constitute the Planning Committee on the basis of 12 Members.

In line with the political proportionality rules this will result in the following allocations:-

- Nine Members of the Labour Group
- Two Members in the Plaid Cymru Group
- One Member in the Independent Democrats Group

A supplementary report will be circulated at the meeting outlining the proposed membership in line with the wishes of the relevant political groups.

Decision:

That the above proposals in relation to the Constitution of the Planning Committee be approved, with effect from 11th November, 2014

Reasons for Proposed Decision

To meet statutory requirements.

List of Background Papers

Positive Planning – Proposals to Reform the Planning System in Wales

Study into the Operation of planning Committees in Wales – Fortismere Associates with Arup.

Planning (Wales) Bill, as introduced

Report of the Head of Planning to Council 15th October 2014

Officer Contact:

Karen Jones, Head of Corporate Strategy & Democratic Services,
Telephone 01639 763284, email: k.jones3@npt.gov.uk

EXECUTIVE DECISION RECORD

CABINET

30th July, 2014

Cabinet Members:

Councillors: P.A. Rees (Chairman), M.L.James, E.V.Latham, Mrs.S.Miller, J.Rogers, A.H.Thomas and A.N.Woolcock

Officers in Attendance:

S.Phillips, J.Flower, H.Jenkins, A.Evans, N.Jarman, Mrs.K.Jones, A.Thomas, R.Gordon, Mrs.R.Crowhurst, N.Evans and Mrs.A.Manchipp

Wales Audit Office:

S.Barry

1. MEMBER'S DECLARATION OF INTEREST

Councillor P.A.Rees - re: Report of the Head of Resources and Commissioning as it related to the Bryncoch Pupil Referral Unit as he is Chairman of Governors at the Unit.

Report of the Corporate Directors' Group

2. BUDGET MONITORING 2014/15

Decisions:

1. That management arrangements be put in place to minimise overspends and the adverse impact on reserves;

2. That the proposed reserve movements and budget virements be approved and commended to Council where they exceed £500,000 in total;
3. That the new procedure in relation to the above report, in that it be reported to Cabinet Scrutiny Committee/Cabinet only, but that Members be invited to identify any additional reports they wish to commission from the relevant Director for further consideration by the appropriate Scrutiny Committee, be noted.

3. **CAPITAL BUDGET MONITORING 2014/15**

Decisions:

1. That the increased budget re Safe Routes in Communities, as contained in the circulated report, be approved;
2. That the expenditure to 16th July 2014, as contained in the circulated report, be noted.

Report of the Head of Corporate Strategy and Democratic Services

4. **WALES AUDIT OFFICE – ANNUAL IMPROVEMENT REPORT 2014**

Decision:

That the Annual Improvement Report and Compliance Certificate received from the Wales Audit Office be acknowledged and the Report be published on the Council's website.

Reason for Decision:

To meet the statutory requirements of the Local Government (Wales) Measure 2009.

Implementation of Decision:

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

5. **APPOINTMENTS TO BAGLAN BAY CO LTD AND TO COED DARCY LTD**

Decisions:

1. That, with effect from 31st August, 2014 until such time as he leaves his post:-
 - Mr.Gareth Nutt, Director of Environment, be appointed as a Director of Coed Darcy Ltd.;
 - Mr.Gareth Nutt, Director of Environment, be appointed as a Director of Baglan Bay Co. Ltd.
2. That indemnities in the form already agreed be provided for the officer concerned in respect of his Directorships.

Reason for Decisions:

To appoint to outside bodies and to provide indemnities for the new Director of Environment.

Implementation of Decisions:

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

Report of the Head of Business Strategy and Public Protection

6. **NEW COMPLAINTS PROCEDURE**

Decision:

That, following scrutiny of the report at a joint meeting of the Social Care, Health and Housing Scrutiny Committee and the Children, Young People and Education Scrutiny Committee held on 28th July, 2014, the Neath Port Talbot County Borough Council, Social Services Representation and Complaints Process Policy, Procedure and Guidance Documents by approved and adopted.

Reason for Decision:

To underpin the new Social Services Representation and Complaints Procedure which is to be implemented on 1st August 2014.

Implementation of Decision:

The decision will be implemented on 1st August, 2014 the Chairman of the Scrutiny Committee had agreed to this course of action.

Consultation

There has been external consultation with Welsh Government on the changes to the Social Services Representation and Complaints process.

Report of the Head of Resources and Commissioning

7. **STRATEGIC SCHOOL IMPROVEMENT PROGRAMME:
IMPLEMENTATION OF AMALGAMATION PROPOSALS,
FORMAL CONSULTATION ON AMALGAMATION
PROPOSALS AND FORMAL CONSULTATION ON A
PROPOSAL TO RECONFIGURE WELSH-MEDIUM
EDUCATION IN THE NORTH OF THE COUNTY BOROUGH
AND ESTABLISH SECONDARY WELSH-MEDIUM PROVISION
IN THE SOUTH**

Decisions:

1. That, in line with Section 53 of the School Standards and Organisation (Wales) Act 2013, the establishment of the following, be approved:
 - a special school with an attached Secondary Assessment Centre to replace Velindre Community School, Ysgol Hendre Special School and Bryncoch Pupil Referral Unit to open on 1st January 2015 with Velindre Community School, Ysgol Hendre Special School and Bryncoch Pupil Referral Unit closing on 31st December 2014;
 - a primary school to replace Cwmafan Infant School and Cwmafan Junior School to open on 1st January 2015 with the Infant and Junior schools closing on 31st December 2014.
2. That, in line with Section 48 of the School Standards and Organisation (Wales) Act 2013, consultation on proposals to establish the following, be approved:

- a primary school to replace Central Infant and Central Junior schools, to open on 1st September 2015 with the Infant and Junior schools closing on the 31st August 2015-consultation to take place during the Autumn Term 2014;
- a primary school to replace Neath Abbey Infant and Mynachlog Nedd Junior schools to open on 1st September 2015 with the infant and junior schools closing on the 31st August 2015- consultation to take place during the Autumn Term 2014;
- an ‘all-through’ school providing 3 -18 Welsh-medium education in the north of the County Borough and 11-16 Welsh-medium education in the south to open on 1st September 2016 with YG Ystalyfera and YG Y Wern closing on the 31st August 2016-consultation to take place during the Autumn Term 2014.

Reason for Decisions:

To enable the Council to:

- a. promote high standards and the fulfilment of every child’s potential
- b. meet its duty to secure efficient education in its area
- c. provide high quality special education within Neath Port Talbot, thereby avoiding out-of-county placements which are both costly and do not fully support the social, emotional and academic development of pupils within their local communities; and
- d. comply with legislative requirements.

Implementation of Decisions:

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

Consultation

- a. Proposals for Determination and Implementation
Have been formally consulted upon, including statutory publication.
- b. Proposals for Approval to Initiate Consultation
Formal Consultation will be undertaken during the Autumn Term 2014.

CHAIRMAN

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EXECUTIVE DECISION RECORD

CABINET

10 SEPTEMBER 2014

Cabinet Members:

Councillors: A.H.Thomas (Leader), P.A.Rees, M.L.James, Mrs.S.Miller,
P.D.Richards, J.Rogers and A.J.Taylor

Officers in Attendance:

S.Phillips, H.Jenkins, A.Evans, G.Nutt, Mrs.K.Jones, D.Rees and Mrs.A.Manchipp

1. **MEMBER'S DECLARATION OF INTEREST**

The following Member made a declaration of interest at the commencement of the meeting in respect of the undermentioned item:-

Councillor A.H.Thomas

The Report of the Head of Engineering and Transport re Consultation on the Removal of Council Subsidised Bus Services as he is a Board Member of DANSA.

2. **BUDGET SAVINGS PROPOSALS 2015/16 - CORPORATE SERVICES**

Decision:

That the consultation, with relevant stakeholders, on the proposals contained in the circulated report, be approved.

Reason for Decision:

To progress the budget proposals contained in the circulated report.

Implementation of Decision:

This decision is for immediate implementation. The Chairman of the Scrutiny Committee had agreed to this course of action and therefore there would be no call in of this decision.

Consultation:

Extensive consultation will be undertaken.

3. **PAINTINGS AND ARTEFACTS**

Decisions:

- 1 That the following four works of art, as identified in the circulated report, be designated for disposal via the specialist sale house of Southeby's at its earliest available sale, subject to a suitable reserve price :-

Ludwig Von Hofer Statue,
The Roman Emperor Statue,
Benjamin West American Picture and
Pair of Pictures attributable to the studio of Allan Ramsay.

2. That the remaining 60 works be retained by the Council and a proposal be developed to allow greater viewing potential for the remaining pictures.

Reason for Decisions:

To realise capital receipts for the Authority.

Implementation of Decision:

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

4. **CIVIC CATERING**

Decision:

That Officers investigate all potential options to remove the operating deficit from the Authority's Civic Catering Service, subject to all necessary consultation.

Reason for Decision:

To meet the commitments set out in the Council's Forward Financial Plan.

Implementation of Decision:

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

5. **FINANCIAL SAVINGS WITHIN THE GNOLL COUNTRY PARK**

Decision:

That the proposals, as set out in the circulated report, to achieve a saving of £142,000 in the running costs associated with the Gnoll Country Park, be taken forward.

Reason for Decision:

To allow the Park to continue running with minor impact to services, with the Visitors' Centre remaining open and continuing to provide café and toilet facilities.

Implementation of Decision:

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

6. **PARTIAL LARGE SCALE LIGHTING RENEWAL PROJECT**

Decision:

That given the revenue finance available to fund the completion of the project and the long term benefits including achieving the Forward Financial Plan

public lighting energy savings, which justify the capital expenditure, the final phase of the Lighting Renewal Project be approved.

Reason for Decision:

To confirm the Revenue funding commitment, that will enable the final phase of the Large Scale Public Lighting infrastructure to progress and give the ability to conduct the tender award process.

Implementation of Decision:

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

7. **TWYN-YR-HYDD, MARGAM PARK**

Decision:

That, for the reasons contained in the circulated report, Twyn-Yr-Hydd be market tested for sale, on a long lease basis, on the open market.

Reason for Decision:

To ascertain potential interest in this property.

Implementation of Decision:

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

8. **CONSULTATION ON THE REMOVAL OF COUNCIL SUBSIDISED BUS SERVICES**

(Councillor A.H.Thomas reaffirmed his interest in this item and withdrew during the discussion and voting thereon).

Decision:

That the proposed options One to Three for the termination of subsidised bus services within the local Authority area, be approved, for consultation purposes, to enable the Council to deliver the savings target for transport during the next financial year, as contained in the circulated report, with the consultation period running from 11th September to 24th October 2014.

Reason for Decision:

In order for a consultation process to be undertaken, with Members, Stakeholders and the general public via the Objective Consultation Tool, in order to better inform the decision to be taken in relation to the termination of subsidised bus services within the Local Authority area.

Implementation of Decision:

This decision is for immediate implementation. The Chairman of the Scrutiny Committee had agreed to this course of action and therefore there would be no call in of this decision.

Consultation:

There has been extensive consultation on these proposals as contained in the circulated report, and further consultation will be undertaken.

CHAIRMAN

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EXECUTIVE DECISION RECORD
CABINET BOARD – 31st JULY, 2014
ECONOMIC AND COMMUNITY REGENERATION

Cabinet Board Members:

Councillors: M.L.James (Chairman) and P.A. Rees

Officers in Attendance:

G.Nutt, D.Phillips, M.Bateman, Miss G.Cirillo and Mrs. J.Woodman-Ralph

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor M.L. James be appointed Chairman for the meeting.

2. **MINUTES OF THE ECONOMIC AND COMMUNITY REGENERATION CABINET BOARD HELD ON THE 27th JUNE, 2014**

Noted by the Committee.

Report of the Director of Education, Leisure and Lifelong Learning

3. **HEAD OF COMMUNITY DEVELOPMENT BUSINESS PLAN 1st APRIL 2014 – 31ST MARCH 2015**

Decision:

1. That the Head of Community Development Business Plan for 1st April 2014-31st March 2015, as detailed in the circulated report, be approved as per the amended recommendation proposed at the Scrutiny Committee.

Reason for Decision:

To implement the Council's revised Performance Management Framework.

Implementation of Decision:

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

4. **ACCESS TO MEETINGS**

Decision:

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 to the Local Government Act 1972.

Private Report of the Head of Property and Regeneration

5. **FORMER DUFFRYN AFAN PRIMARY SCHOOL, DUFFRYN AFAN**

Decision:

That the transfer of the former Duffryn Afan Primary School freehold land in exchange for the demolition of the school building and the use of clawback provision in the conveyance document, as detailed in the private circulated report, be approved.

Reason for Decision:

To remove a potential maintenance obligation on the Authority and to help facilitate a local business with positive employment opportunities.

Implementation of Decision:

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

6. **LAND OPPOSITE PURCELL AVENUE, SANDFIELDS, PORT TALBOT**

Decision:

That negotiations with St. Modwen's for the removal or variation of a restrictive covenant in exchange for an appropriate capital receipt, as detailed in the private circulated report, be continued.

Reason for Decision

To enable the Council to attain a capital receipt and enable residential units in an area of housing need.

Implementation of Decision:

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

CHAIRMAN

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EXECUTIVE DECISION RECORD

CABINET BOARD - 11 SEPTEMBER 2014

ECONOMIC AND COMMUNITY REGENERATION CABINET BOARD

Cabinet Board Members:

Councillors: A.J.Taylor (Chairman) and M.L.James

Officers in Attendance:

S.Brennan, R.George and Mrs.J.Woodman-Ralph

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor A.J.Taylor be appointed Chairman for the meeting.

2. **MINUTES OF THE ECONOMIC AND COMMUNITY REGENERATION CABINET BOARD HELD ON THE 31ST JULY, 2014**

Noted by Committee.

3. **ECONOMIC AND COMMUNITY REGENERATION PERFORMANCE INDICATORS FOR QUARTER 1 OF 2014/15**

Decision:

That the report be noted.

4. **ACCESS TO MEETINGS**

Decision:

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 to the Local Government Act 1972.

5. **THE DISPOSAL OF THE FORMER CADOXTON DAY CENTRE, BRYNCATWG, CADOXTON.**

Decision:

That, following consideration of the verbal update at the meeting, highlighting details of the purchase offer made by CMT and SMT for the former Cadoxton Day Centre, Bryncatwg, Cadoxton, as detailed in the private circulated report, the offer be approved.

Reason for Decision:

To enable the sale of surplus land and gain capital receipt.

Implementation of Decision:

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

6. **THE DISPOSAL OF THE FOMER GLYNDULAIS HOME FOR THE AGED, MARY STREET, CRYNANT**

Decision:

That following consideration of the verbal update at the meeting, highlighting details of the joint purchase offer made by Trinity Developments, Crynant Plant Ltd and GM for the former Glyndulais Home for the Aged, Mary Street, Crynant, as detailed in the private circulated report the offer be approved.

Reason for Decision:

To enable the sale of surplus land and gain capital receipt.

Implementation of Decision:

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

7. **PROPOSED LEASES OF THE SPORTS FACILITIES AT YNYSCORRWG PARK, GLYNNCORRWG, PORT TALBOT.**

Decision:

That the lease of the sports facilities at Ynyscorrwg Park, Glyncorrwg, Port Talbot to the Trustees of Glyncorrwg RFC and Glyncorrwg AFC, as detailed in the private circulated report, be approved.

Reason for Decision:

To allow for the sports facilities to continue to be used by the sports clubs and local community.

Implementation of Decision:

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

CHAIRMAN

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EXECUTIVE DECISION RECORD
CABINET BOARD – 31st JULY, 2014
CHILDREN, YOUNG PEOPLE AND EDUCATION

Cabinet Board Members:

Councillors: P.A.Rees (Chairman) and E.V.Latham

Officers in Attendance:

A.Evans, A.Jarrett, J.Burge, H.Roberts, I.Guy, and Mrs.J.Woodman-Ralph

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor P.A.Rees be appointed Chairman for the meeting.

2. **MEMBER'S DECLARATIONS OF INTEREST**

After clarification at the start of the meeting it was agreed that Councillor.P.A.Rees did not need to declare an interest in Minute Number 7, Report of the Head of Resources and Commissioning on the Establishment of a temporary governing body for the new single special school replacing Velindre Community School, Ysgol Hendre Special School and Bryncoch Pupil Referral Unit as the decision was to establish a new governing body for the new single special school. The decision to close Bryncoch Pupil Referral Unit was taken at a meeting of the Cabinet on the 30th July, 2014.

3. **MINUTES OF THE CHILDREN, YOUNG PEOPLE AND EDUCATION CABINET BOARD HELD ON THE 19th JUNE, 2014**

Noted by Committee.

Report of the Director of Social Services, Health and Housing

4. **REVISED STRATEGIC IMPROVEMENT PLAN CHILDREN AND YOUNG PEOPLE SERVICES**

Decision:

That the revised Children and Young People Services Strategic Improvement Plan, as detailed in the circulated report, be forwarded to Council for approval.

Reasons for Decision:

To continue the implementation of the recommendations from the CSSIW Inspection Report and to provide strategic direction for the Children's Services Improvement Programme.

Implementation of Decision:

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

Consultation

This item has been subject to extensive external consultation.

Report of the Head of Learning and Inclusion

5. BUSINESS PLANS

Decision:

That the amended recommendation proposed at the Children, Young People and Education Scrutiny Committee regarding the revised Education Development and Inclusion Delivery Plan for 2013/15 and the revised Adult Community Learning Improvement Plan for 2013-2015, be approved.

Reason for Decision:

To enable the Authority to implement its revised Performance Management Framework.

Implementation of Decision:

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

Report of the Head of Resources and Commissioning

6. ESTABLISHMENT OF A TEMPORARY GOVERNING BODY FOR THE PROPOSED NEW COMMUNITY PRIMARY SCHOOL REPLACING CWMAFAN INFANT AND CWMAFAN JUNIOR SCHOOLS

Decisions:

1. That a temporary governing body be established for the proposed new 3-11 'all through' community primary school replacing Cwmafan Infant and Cwmafan Junior Schools, as detailed in the circulated report;
2. That the temporary governing body include a staff governor;
3. That the amended recommendation proposed at the Children, Young People and Education Scrutiny Committee that nominations

be sought from elected Members of Wards within the designated area of Bryn and Cwmavon and when nominations have been received Children, Young People and Education Cabinet Board appoint the Local Authority Governor representatives to the temporary Governing Body, be approved;

4. That approval be granted for parent governors for the temporary governing body to be appointed by the current infant and junior school governing bodies, two from each respectively;
5. That one teacher and one staff governor be jointly appointed by the current infant and junior school governing bodies, if there was no mutual agreement between the two current governing bodies the Director of Education, Leisure and Lifelong Learning be authorised to make the appointments from the nominations submitted.

Reason for Decisions:

To enable the Authority to comply with the legislative requirements for the establishment of a new community school.

Implementation of Decisions:

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

7. **ESTABLISHMENT OF A TEMPORARY GOVERNING BODY FOR THE NEW SINGLE SPECIAL SCHOOL REPLACING VELINDRE COMMUNITY SCHOOL, YSGOL HENDRE SPECIAL SCHOOL AND BRYNCOCH PUPIL REFERRAL UNIT**

Decisions:

1. That a temporary governing body be established for the new Single Special School with attached Secondary Assessment Centre, as detailed in the circulated report;
2. That the temporary governing body include a staff governor and voluntary organisation representative;

3. That the amended recommendation proposed at Children, Young People and Education Scrutiny Committee that nominations be sought from elected Members of Wards within the designated area of Ysgol Hendre and Velindre, and the current Local Authority Governor Representatives of the federated Governing Body/Management Committee, and on receipt of those nominations, Children, Young People and Education Cabinet Board appoint the Local Authority Governor representatives to the temporary Governing Body, be approved;
4. Approval be granted for parent governors to be appointed to the above temporary governing body by the current federated Governing Body, with at least one nomination from Bryncoch Pupil Referral Unit where possible;
5. That one teacher and one staff governor be jointly appointed by the current federated Governing Body and Bryncoch Pupil Referral Unit Management Committee, if there is was no mutual agreement between the two as to the identification of the individuals, the Director of Education, Leisure and Lifelong Learning be authorised to make the appointment from the nominations submitted;
6. Approval be granted for one voluntary organisation representative to be appointed by SNAP Cymru.

Reason for Decisions:

To comply with legislative requirements for the establishment of a new community school.

Implementation of Decisions:

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

8. **RE-NAMING OF ‘TRADITIONAL WELSH’ PRIMARY SCHOOLS IN NEATH PORT TALBOT TO ‘WELSH MEDIUM’ PRIMARY SCHOOLS**

Decision:

Approval be granted for the Instrument of Government to be amended for each of the schools listed in the circulated report.

Reason for Decision:

To enable the Authority to achieve compliance with the Welsh Government definitions for Welsh language schools and greater consistency across the County Borough in line with the Welsh Government’s Welsh-Medium Education Strategy and the Council’s Welsh in Education Strategic Plan 2014-17.

Implementation of Decision:

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

Consultation

Consultation has taken place with all the schools affected by this proposal.

9. **SCHOOL TERMS AND HOLIDAY DATES 2016/17**

Decision:

That the school terms and holiday dates for the academic year 2016/2017, as detailed in the circulated report, be approved.

Reason for Decision:

To enable the Authority to meet its statutory requirement to determine school terms and holiday dates for Local Authority maintained schools.

Implementation of Decision:

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

CHAIRMAN

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EXECUTIVE DECISION RECORD**CABINET BOARD - 22 SEPTEMBER 2014****CHILDREN, YOUNG PEOPLE AND EDUCATION CABINET BOARD****Cabinet Board Members:**

Councillors: P.D.Richards (Chairman) and A.N.Woolcock

Officers in Attendance:

N.Jarman, C.Millis, A.Jarrett, Mrs.A.Thomas, Mrs.A.Manchipp, Ms.C.Gadd,
Mrs.J.Woodman-Ralph

1. APPOINTMENT OF THE CHAIRMAN

Agreed that Councillor P.D.Richards be appointed Chairman for the meeting.

2. MINUTES OF THE CHILDREN, YOUNG PEOPLE AND EDUCATION CABINET BOARD HELD ON 31ST JULY, 2014

Noted by Committee.

3. CHILDREN AND YOUNG PEOPLE SERVICES - KEY PRIORITY GRID PERFORMANCE REPORT

Members received a brief overview of the points raised in the Children, Young People and Education Scrutiny Committee and Officers confirmed that there were no issues for concern.

Decision:

That the report be noted.

4. **CHILDREN AND YOUNG PEOPLE SERVICES 1ST QUARTER PERFORMANCE INDICATOR REPORT**

Members discussed the points raised in the Children, Young People and Education Scrutiny Committee. Members queried the number of Looked After Children who did not receive a Personal Education Plan (PEP) within timescale within the 1st Quarter data. Officer confirmed that only six had actually not been completed within timescale and that a breakdown was available which contained more up to date information.

Decision:

That the report be noted.

5. **PERFORMANCE INDICATOR MONITORING REPORT 1ST QUARTER 2014/15 EDUCATION, LEISURE AND LIFELONG LEARNING**

Members asked that the questions raised by the Scrutiny Committee prior to this meeting would be forwarded to Education, Leisure and Lifelong Service by the Scrutiny Officer and the answers circulated to all Members of the Scrutiny Committee and Cabinet Board.

Decision:

That the report be noted.

6. **IMPLEMENTATION OF PENALTY NOTICES FOR NON-SCHOOL ATTENDANCE AT SCHOOL**

Decision:

That approval be granted to adopt and implement the Code of Conduct for Penalty Notices in relation to Irregular Attendance at School/Alternative Education Provision subject to the following additional recommendation as proposed by the Scrutiny Committee that arrangements be made to provide a Payment Plan to Parents.

Reason for Decision:

To enable the Authority to comply with its statutory duties.

Implementation of Decision:

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

Consultation:

External Consultation has taken place.

7. **WELSH IN EDUCATION STRATEGIC PLAN 2014-17**

Members asked for clarity on the results within the Equality Impact Assessment and expressed concern that the numbers of children attending Welsh Medium Primary Schools would decrease in the light of the proposed travel costs if they choose to attend a different Secondary School.

Decisions:

1. That the Welsh in Education Strategic Plan (WESP) 2014-2017, be adopted;
2. That the access arrangements to Welsh-medium schools as set on in the circulated report be not supported but that it be deferred and further consideration be given and brought back for Members' consideration.

Reason for Decision:

To enable the Council to meet its responsibilities in relation to the planning and delivery of Welsh-medium and bilingual education and to achieve the Welsh Government's outcomes and targets outlined in the Welsh-medium Education Strategy.

Implementation of Decisions:

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

8. **CORPORATE PARENTING STRATEGY**

Decision:

That, having given due regard to the Equality Impact Assessment, the Corporate Parenting Strategy be approved and referred to Council for endorsement.

Reason for Decision:

To ensure the continued implementation of the recommendations from the Care and Social Services Inspectorate Wales Inspection Reports and to provide strategic direction for the Children's Services Improvement Programme.

Implementation of Decision:

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

Consultation:

Extensive external consultation has taken place.

9. **EARLY INTERVENTION AND PREVENTION COMMISSIONING STRATEGY**

Decision:

That having given due to regard to the Equality Impact Assessment the Early Intervention and Prevention Commissioning Strategy, be approved, in addition Members noted the progress made in relation to the procurement process for the Early Intervention and Prevention Services Minute No 14 as below refers.

Reason for Decision:

To enable the Council to take forward the Early Intervention and Prevention Services.

Implementation of Decision:

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

Consultation:

The Early Intervention and Prevention Plan and Commissioning Strategy have been developed in partnership and representatives or organisations within the scope of the Strategy are members of the Think Family Partnership Board, the Executive Group and the Joint Commissioning Group and have contributed to discussions and decisions relating to the Plan and Strategy throughout the process.

10. **HILLSIDE ESTYN INSPECTION****Decision:**

That the report be noted.

11. **POLICY AND GUIDANCE ON INTERNET SAFETY FOR FOSTER CARERS AND LOOKED AFTER CHILDREN****Decision:**

That the Policy and Guidance on Internet Safety for Foster Carers and Looked After Children be approved and implemented.

Reason for Decision:

To promote safe internet use and support safeguarding arrangements which will be incorporated into the training and information for foster carers.

Implementation of Decision:

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

12. **THE NATIONAL INSPECTION OF SAFEGUARDING AND CARE PLANNING OF LOOKED AFTER CHILDREN AND CARE LEAVERS WHO EXHIBIT VIOLENT OR RISKY BEHAVIOUR****Decision:**

That the report be noted.

13. **OFFICER URGENCY ACTIONS**

Decision:

That the following Officer Urgency decision taken by the Head of Resources and Commissioning, in consultation with the requisite Members, be noted;

Officer Urgency Action No. 0297 – dated 5th September 2014

Appointment of Local Authority Governor Representatives to the Temporary Governing Body of Cwmafan Primary School.

Decision:

That the following Officer Urgency decision taken by the Director of Social Services, Health and Housing, in consultation with the requisite Members, be noted;

Officer Urgency Action No 0833 – dated 28th August 2014

Early Intervention and Prevention Services Tenders.

14. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in Paragraphs 12, 13, 14 and 16 of Part 4 of Schedule 12A to the Local Government Act 1972.

15. **HILLSIDE SECURE CENTRE**

Decision:

That the report be noted.

CHAIRMAN

EXECUTIVE DECISION RECORD
POLICY AND RESOURCES CABINET BOARD
4 SEPTEMBER 2014

Cabinet Members:

Councillors: A.H.Thomas (Chairman) and A.N.Woolcock

Officers in Attendance:

H.Jenkins, Mrs. K. Jones and Miss G. Cirillo

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor A.H. Thomas be appointed Chairman for the meeting.

2. **MINUTES OF THE POLICY AND RESOURCES CABINET BOARD HELD ON THE 24TH JULY, 2014**

Noted by the Committee

Report of the Head of Corporate Strategy and Democratic Services

3. **QUARTER 1 PERFORMANCE MANAGEMENT DATA - 2014/2015**

Decision:

That the report be noted.

Report of the Director of Finance and Corporate Services

4. MONITORING REPORT ON EXISTING FORWARD FINANCIAL PLAN SAVINGS

Decision:

That the report be noted.

5. MISCELLANEOUS GRANTS

Decisions:

1. That the following applications for miscellaneous grants, as detailed within the circulated, report be approved:-
 - (a) Glyncorrwg AFC, Lease of Playing Field, Glyncorrwg - £700 per annum;
 - (b) Trustees of Glyncorrwg RFC, Lease of Playing Field – Ynyscorrwg Park, Glyncorrwg - £1,100 per annum;
 - (c) Neath Pensioners Association, Neath – for the period 1st April 2011 to 31st March 2014 grant of £2,650 and thereafter a sum of £2,400 until the next rent review period;
 - (d) Pontardawe Arena Partnership, Pontardawe re: Natural Play Area at Glantawe Riverside - £350.00 per annum.
2. That the following application be deferred:-

Pontardawe Arena Partnership, Pontardawe re: Glantawe Riverside Park.

Reasons for Decisions:

1. Items at 1 (a) – (d) above are in accordance with approved criteria;
2. The Application at item 2 above is deferred for further information to be provided prior to consideration.

Implementation of Decisions:

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

Report of the Head of Financial Services

6. **NON-DOMESTIC RATES - ENHANCED LOCAL NEEDS SCHEME**

Decision:

That Neath Port Talbot County Borough Council adopt the Enhanced Local Needs Scheme, as detailed in the circulated report, and provide the relevant rate relief where qualifying criteria were met.

Reason for Decision:

To allow the Enhanced Local Needs Grant to be paid to businesses that met the set criteria.

Implementation of Decision:

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

7. **TREASURY MANAGEMENT MONITORING**

Decision:

That the report be noted.

Report of the Head of Legal Services

8. **CORPORATE SERVICES COMMENTS, COMPLIMENTS AND COMPLAINTS POLICY AND PROCEDURE MONITORING REPORT**

Decision:

That the report be noted.

9. **ACCESS TO MEETINGS**

Decision:

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

Private Report of the Head of Financial Services

10. **HOUSING BENEFIT WRITE OFFS**

Decision:

That the amount of Housing Benefit Write-Offs, as detailed in the private circulated report, be approved.

Reason for Decision:

The accounts are irrecoverable for the reasons given.

Implementation of Decision:

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

CHAIRMAN

EXECUTIVE DECISION RECORD
CABINET BOARD – 9 SEPTEMBER 2014
ENVIRONMENT AND HIGHWAYS CABINET BOARD

Cabinet Board Members:

Councillors: E.V.Latham and Mrs.S.Miller

Officers in Attendance:

D.Griffiths, R.R.George, Mrs.A.Manlipp, Lewis, Seller and Thomas and Mrs T.Davies

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor E.V.Latham be appointed Chairman for the meeting.

2. **MINUTES OF THE ENVIRONMENT AND HIGHWAYS CABINET BOARD HELD ON 11TH JULY, 2014**

Noted by the Committee.

3. **CORPORATE COMMENTS, COMPLIMENTS AND COMPLAINTS POLICY AND PROCEDURE**

Decision:

That the Comments, Compliments and Complaints monitoring report, be noted.

4. **ENVIRONMENT AND HIGHWAYS PERFORMANCE INDICATORS, QUARTER 1 OF 2014/2015**

Decision:

That the Environment and Highways Performance Indicators for Quarter 1 2014/15 monitoring report, be noted.

5. **LAND AT LOWER BRYNAMMAN - ORDER OF EXCHANGE (COMMON LAND)**

Decision:

That the application to amend the Register of Common Land, as detailed within the circulated report, be approved.

Reason for Decision:

To record correctly the status of the two parcels of land.

Implementation of Decision:

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

6. **PROPOSED PROHIBITION OF WAITING AT ANY TIME ORDER AT FFORDD AMAZON, CRYMLYN BURROWS**

Decision:

That having due regard to the Equalities Impact Assessment screening, approval be given for the proposed measures to be advertised, as indicated on the attached plan (Appendix A to the circulated report) and, subject to there being no objections, the Prohibition of Waiting at Any Time Order at Ffordd Amazon, Crymlyn Burrows, be implemented.

Reason for Decision:

To prevent indiscriminate parking in the interests of road safety.

Implementation of Decision:

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

Consultation:

This item has been subject to external consultation.

7. **PROPOSED PROHIBITION OF WAITING, LOADING AND UNLOADING AT ANY TIME ORDER COMMERCIAL ROAD, RESOLVEN**

Members noted the correct Plan, as tabled at the meeting.

Decision:

That having due regard to the Equalities Impact Assessment screening:-

- a. The objection be overruled and the objector informed accordingly;
- b. The objector be advised that there was an Individual Disabled Parking Place scheme available;
- c. The Prohibition of Waiting, Loading and Unloading at Any Time Order on Commercial Road, Resolven, be implemented as previously advertised.

Reason for Decision:

To prevent indiscriminate parking in the interest of road safety.

Implementation of Decision:

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

Consultation:

This item has been subject to external consultation.

8. **INDIVIDUAL DISABLED PARKING PLACE AT 6 HAFOD STREET, PORT TALBOT**

The Head of Engineering and Transport made a verbal amendment at the meeting to the recommendation, to include the following text (in italics).

Decision:

That, having due regard to the Equalities Impact Assessment Screening, the objections be overruled, *the Individual Disabled Parking Place at 6 Hafod Street, Port Talbot* be implemented as advertised and the objectors informed accordingly.

Reason for Decision:

The applicant has provided evidence to support their children's disabilities and that by providing a bay directly outside of their property it should not impact on the objectors current parking arrangements.

Implementation of Decision:

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

Consultation:

This item has been subject to external consultation.

9. **RENEWAL OF VEHICLE BRAKE TESTING EQUIPMENT**

Decisions:

1. That VLT Test Systems limited (Buckinghamshire) be approved as the Council's sole supplier and installer of Brake Testing Equipment;
2. That financial regulations and contract procure rules 3(x) be applied in order to accept a single quotation for the supply and installation, contained in 1. above.

Reason for Decisions:

To continue to set high vehicle maintenance safety standards for the Authority's fleet of vehicles as stipulated by the Authority's operator's licence.

Implementation of Decisions:

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

Consultation:

This item has been subject to external consultation.

10. **EXTENDING HOSPITAL PILOT SCHEME AND EXTENDING LIMITED SUNDAY SERVICES**

Decision:

That the report be noted.

11. **BUS BAY ALLOCATION, VICTORIA GARDENS BUS STATION, NEATH**

Decision:

That the report be noted.

12. **SWITCH DEED OF TERMINATION**

Members received a tabled copy of the Deed of Termination, which had re numbered Clauses to accord with the original SWITCH Agreement.

Decision:

That the Director of Environment be given delegated authority to agree the terms of the Deed of Termination to dissolve the SWITCH Consortium, as detailed within the circulated report.

Reason for Decision:

To complete the dissolution of the SWITCH Consortium.

Implementation of Decision:

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

Consultation:

This item has been subject to external consultation.

13. **2014 AIR QUALITY PROGRESS REPORT AND DETAILED ASSESSMENT REPORTS**

Decisions:

1. That the contents of the 2014 Air Quality Progress Report and 2014 Detailed Assessment Report, be noted;
2. That both reports be made available to the public and other stakeholders via the Authority's website and a copy sent to the Welsh Government for information.

Reason for Decisions:

To provide information about air quality in accordance with legislative requirements.

Implementation of Decisions:

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

14. **CONTAMINATED LAND STRATEGY 2014**

Decision:

That the 12 week consultation process for the Contaminated Land Strategy 2014, as detailed within the circulated report, be approved, and the findings used to produce a Revised Contaminated Land Strategy for implementation within the Authority.

Reason for Decision:

A change in Welsh Government's Contaminated Land Statutory Guidance and recent financial constraints has led to the need to revise the Authority's current Contaminated Land Strategy to make it fit for the future.

Implementation of Decision:

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

15. **FORWARD WORK PROGRAMME 2014/15**

Decision:

That the Environment and Highways Cabinet Board Forward Work Programme, as circulated at the meeting, be noted.

CHAIRMAN

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EXECUTIVE DECISION RECORD

CABINET BOARD – 15 SEPTEMBER 2014

SOCIAL CARE, HEALTH AND HOUSING CABINET BOARD

Cabinet Board Members:

Councillors: J.Rogers and P.D.Richards

Officers in Attendance:

Mrs A.Thomas, Mrs C.Marchant, Mrs L.Morgan, G.Evans, G.Griffiths,
Mrs.A.Manchip and Mrs T.Davies

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor J.Rogers be appointed Chairman for the meeting.

2. **MINUTES OF THE SOCIAL CARE, HEALTH AND HOUSING
CABINET BOARD HELD ON 17TH JULY, 2014**

Noted by the Committee.

3. **QUARTER 1 2014 PERFORMANCE INDICATORS - SOCIAL CARE,
HEALTH AND HOUSING**

Members discussed the Performance Indicators and queried why PPN/001 (SID) (page 16 to the circulated report) relating to Health and Safety was classed as 'on hold' with 0% performance for both 2013/14 and 2014/15. The Head of Service advised Members that she would find out the answer and provide them with the information.

Members felt that they would prefer to see the Performance Indicators displayed as actual figures rather than percentages, but Officers explained this was due to Welsh Government's reporting requirements.

With regard to HHA/017 (SID) on page 26 to the circulated report (the average number of day that all homeless households spent in either bed and breakfast accommodation or other forms of temporary accommodation) Officers explained that there had been a 'log jam' with homeless people waiting to move into one bedroom accommodation due to the changes brought about by Welfare Reform (particularly the 'Bedroom Tax'). Members noted that due to changes being introduced in April 2015 to the Housing Wales Act, which would open up the private rental sector, Officers were hopeful that they would have more access to one bedroom properties.

Members noted that since the circulated report had been published, the rate of delayed transfers of care for social care reasons per 1000 population aged 75 or over (SCA/001 (NSI)) had fallen. It was hoped that this trend would continue as more money was put into intermediate tier services.

Decision:

That the report be noted.

4. **OFFICER URGENCY ACTION**

Decision:

That the following urgency decision taken by the Head of Community Care and Housing Services, in consultation with the requisite Members, be noted:-

Officer Urgency Action No. 0834 dated the 26th August, 2014

Direct Payments Provider.

5. **OFFICER URGENCY ACTION**

Decision:

That the following urgency decision taken by the Head of Community Care and Housing Services, in consultation with the requisite Members, be noted:-

Officer Urgency Action No. 0798 dated the 21st August, 2014

Housing Renewal Area, Framework of Contrators.

6. **PROPOSED RELOCATION OF ARWELFA DAY CENTRE (UPPER AFAN VALLEY)**

Members emphasised that good consultation with Local Members would be key. Officers provided an overview of the Equalities Impact Assessment, which was included within the circulated report.

Decision:

That having given due regard to the Equality Impact Assessment, approval be given to consult for 30 days on the proposed relocation of Arwelfa Day Service from its current location at Eastern Avenue, Croeserw, Cymmer to the Croeserw Community Enterprise Centre, Croeserw, Cymmer, Port Talbot.

Reason for Decision:

To ensure the future delivery of an active day service for older people in Neath Port Talbot within a suitable fit-for-purpose building which can provide all the amenities necessary for the day service to successfully operate. The decision also allows for the re-use of the vacated Arwelfa Day Centre site.

Implementation of Decision:

The decision is for immediate implementation due to the timescales required for the consultation period.

Consultation:

This item will be subject to a 30-day consultation with service users.

7. **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL AND NPT HOMES - SHARED ALLOCATION POLICY**

Members received an overview of the circulated report, which included an Equalities Impact Assessment, and noted the key differences between the current and proposed policies, one of which would be the move from a points based system to a banding based assessment of need.

Members were pleased to note that the new system would make the application process much simpler for applicants. It was hoped that waiting lists would reduce and it would make it more efficient for adapted properties to be allocated.

Officers confirmed that following the proposed consultation, the report would be brought back before the Social Care, Health and Housing Cabinet Board for decision.

Decision:

That having given due regard to the Equality Impact Assessment, the consultative draft allocation policy (as detailed in the circulated) be approved, and that consultation on the Policy be undertaken over the next three months.

Reason for Decision:

To enable the Authority to fulfil its statutory obligations.

Implementation of Decision:

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

Consultation:

This item will be subject to extensive consultation and engagement.

8. **TO RECEIVE THE FORWARD WORK PROGRAMME 2014/15**

Decision:

That the report be noted.

CHAIRMAN