



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

10.00 am FRIDAY, 28 OCTOBER 2016

COMMITTEE ROOMS A/B - NEATH CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members
2. To receive the Minutes of the Economic and Community Scrutiny Committee held on September 16th 2016 (*Pages 5 - 12*)
3. To receive the Scrutiny Forward Work Programme 2016/17. (*Pages 13 - 18*)
4. To scrutinise information and monitoring issues being reported by:

Report of the Head of Transformation

5. Project Development & Funding Unit Service Report Card (*Pages 19 - 34*)

Report of the Head of Property and Regeneration

6. Architectural Services Service Report Card (*Pages 35 - 50*)
7. To select appropriate items from the Cabinet Board Agenda for pre-scrutiny (Cabinet Board reports enclosed for Scrutiny Members).
8. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972

9. Access to Meetings to resolve to exclude the public for the following item(s) pursuant to Section 100A(4) and (5) of the Local Government Act 1972 and the relevant exempt paragraph 14 of Part 4 of Schedule 12A to the above Act.

PART 2

10. To scrutinise private information and monitoring issues being reported by:

Private Report of The Head of Transformation

11. Baglan Community Centre (Exempt under Paragraph 14) (*Pages 51 - 58*)
12. To select appropriate private items from the Cabinet Board Agenda for pre-scrutiny (Cabinet Board Reports enclosed for Scrutiny Members).

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Monday, 24 October 2016

Committee Membership:

Chairperson: **Councillor A.Llewelyn**

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

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

Notes:

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

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ECONOMIC AND COMMUNITY REGENERATION SCRUTINY COMMITTEE

(Committee Rooms A/B - Neath Civic Centre)

Members Present:

16 September 2016

Chairperson: Councillor A.Llewelyn

Councillors: M.Crowley, A.Jenkins, M.Jones, D.Keogh,
Mrs.M.A.Lewis and S.Rahaman

**Officers In
Attendance** S.Brennan, S. Curran, C. Plowman and
P.Walker

Cabinet Invitees: Councillors M.L.James and A.J.Taylor

It was with deep regret that the Chair advised the Committee of the death of Mr. Russell Ward, Chief Executive of Celtic Leisure and former Officer of Neath Port Talbot County Borough Council. As a mark of respect Members stood for a minute's silence.

1. **DECLARATIONS OF INTEREST FROM MEMBERS**

The following Member made a declaration of interest at the commencement of the meeting:

Cllr C.M. Crowley: Private Report of the Head of Property and Regeneration re: Little Warren Playing Fields and Pavilion as he is President and Trustee of Aberavon Green Stars RFC.

2. **MINUTES OF THE ECONOMIC AND COMMUNITY SCRUTINY COMMITTEE HELD ON 15TH JULY 2016.**

Members asked for an update in relation to the action to the European Structural Funds Update following EU Referendum Result report whereby the Committee had requested that a letter be drafted to the UK and Welsh Government requiring the commitment to replace the loss of EU funding in Wales. Members were informed that

the letter would be drafted and sent on behalf of the Committee in due course.

In relation to Digital Advertising Boards, Members asked for an update in relation to the size of the screens and whether or not live events will be broadcast. The Committee were informed that the precise size of the screens has not been determined but the size will be significant; live broadcasts have not been included as part of the proposal at present but could be considered as the project progresses and Members felt that live broadcasts could enhance the value of the screens going forward.

The Committee noted the Minutes.

3. **SCRUTINY FORWARD WORK PROGRAMME 2016/17.**

Members were reminded that the next meeting of the Committee will be a Special Budget Meeting to consider the Budget and Forward Financial Plan proposals under the remit of the Committee and will be held on 21st October 2016.

The Committee noted the Forward Work Programme.

4. **CORPORATE IMPROVEMENT OBJECTIVE- PROSPERITY FOR ALL (REGENERATION AND EMPLOYMENT)- QUARTER 1 2016-17**

Members received the Corporate Improvement Objective-Prosperity for All (Regeneration) Quarter 1 information as contained within the circulated report.

Members were provided with a progress update for the first three months of 2016/17 for Regeneration and were informed that overall all activities planned for 2016/17 are on track for completion despite ongoing challenging circumstances surrounding the economy.

The Committee received information about the work that the Economic Development Team have been involved with including; private investment to Aberafan Seafront, the next phases of re development of Neath Town Centre and plans for camping and caravan facilities at Margam Park.

Members noted the appointment of a Business Development Officer to focus on the economic development elements of tourism and

asked if the officers' details could be circulated to them for their information.

The Committee were informed of the Economic Development Team's responsibility in delivering community benefits to increase supply chain opportunities for local businesses and identifying local jobs for local people. Members noted the issues that can arise when smaller businesses attempt to put bids together for larger projects and the challenge that this can present which can often be a barrier to them. Members questioned if the paperwork is as simplified as possible and while Officers confirmed that while every effort is made to simplify the process, legally there are still procurement and health and safety issues which always need to be addressed through the bidding process.

Members were pleased to note that funding has been secured for the establishment of a Regional Marketing Suite at the Bay Campus which involves the development of a Regional 3D Map and they welcomed a future demonstration of the map to a meeting of the Committee.

The Committee queried what actions were taken by the team to assist with smaller start-up businesses. Officers explained that bids are welcomed through the Coastal Community Scheme which offers this sort of support to new businesses.

Following scrutiny it was agreed that the report be noted.

5. **PHYSICAL ACTIVITY AND SPORT SERVICE (PASS) SERVICE REPORT CARD**

The Committee received the report card for the Physical Activity and Sport Service (PASS) Team, as detailed within the circulated report.

The PASS Team supports projects and initiatives to provide opportunities to enable the Community to become more active and enjoy healthier lifestyles. It is a non- statutory service with the majority of the revenue budget grant funded and has on average 20 full time equivalent employees.

Members were pleased to note the performance in the Service Performance Quadrant on the percentage of children hooked on sport which is measured by Sport Wales every two years. In 2015 Neath Port Talbot was number one in Wales for participation with 55% against a Welsh average of 48%.

Members noted that all revenue expenditure is within budget and no FFP savings are at risk.

Members appreciated that the team had previously had an excellent sickness record but that during this period there were two cases of long term sickness absence which had affected the teams' performance in this area. Members went on to note that in addition to holding Performance Development Reviews the service area annually holds a planning day to agree targets for the year which offers staff the opportunity to engage further with the process.

Members questioned how the Walking Groups were advertised and even though there is information available online this information is limited.

Following scrutiny, it was agreed that the report be noted.

6. PONTARDAWE ARTS CENTRE REPORT CARD

The Committee received the report card for the Pontardawe Arts Centre as detailed within the circulated report.

Pontardawe Arts Centre aims to improve the cultural offer in the County Borough by the delivery of a balanced artistic programme within the resources available working in partnership with the Arts Council of Wales and Film Agency Wales. Theatres and the Arts are a non- statutory service and whilst the core revenue budget has been reduced for two consecutive years, grant funding is received to fund the service. There are 7.8 full time equivalent staff.

Members were pleased to note despite the budget cuts of 2014/15 and achieving the necessary savings to come in on budget the venue still maintained its target performance and delivered on all its priorities for the period with user figures, ticket and ticket sales increasing.

Members noted how the loss of the Marketing Officer had had a profound effect on the performance of the team and that maintenance instead of growth is being concentrated on going forward with an increased use of volunteer staff

Members were pleased to note that there was no sickness within the team in 2015/16 and that no employees had left due to unplanned departures.

Members discussed the Centre's use of Social Media and commented that while the Centre's presence on Twitter was highly visible their Facebook presence is less prolific and more difficult to find. Officers committed to feeding this back the Centre staff.

Members asked if information in relation to all three Art Centres be brought together in a future report so that a solid comparison of data and performance could be made.

Members raised an issue in relation to Welsh translation whereby an error had recently occurred in the translation of a word giving it a different meaning than what was intended. Officers were aware of the issue being referred to and were looking into it further.

Following scrutiny, it was agreed that the report be noted.

7. COMMUNITY DEVELOPMENT SERVICE REPORT CARD & UPDATE ON COMMUNITY CENTRES

The Committee received the report card for the Community Development Service as detailed within the circulated report.

The Section's key priority is to provide a community service through community centre buildings which meet the community need, encourage community involvement and work towards achieving healthy safe sustainable and confident local neighbourhoods of all age groups. It is a non statutory service with 5 full time equivalent staff members.

Members heard how the Forward Financial Plan for 2015-16 required revenue budget savings of £450,000 to be added to the existing identified Forward Financial Plan savings of £50,000 which resulted in a total saving of £500,000. The achievement of these savings a complete review of the building stock of the 12 community centres was undertaken.

The Committee discussed the priorities of the section and were encouraged that a new Service Level Agreement will require the community centres to routinely collect data within agreed set templates.

Members were pleased to note the very low levels of sickness absence within the team.

Members queried the transfer of Taibach Community Centre and asked for a report on the complaints apparently raised about cleanliness and other management issues at Baglan Community Centre and how they are being addressed to be brought to a future meeting.

Following scrutiny, it was agreed that the report be noted.

8. **PRE-SCRUTINY**

The Committee scrutinised the following matters:

Cabinet Board Proposals

8.1 Quarterly Performance Management Data 2016-2017- Quarter 1 Performance (1st April 2016-30th June 2016)-Education, Leisure and Lifelong Learning.

Members received the quarter 1 performance management data as included in the circulated report.

Members noted that there had been an increase in the number of people using Public Libraries in the first 3 months of 2016/17 but a slight decline in the number of library materials issued during this period. The increase in numbers is largely attributed to the extra work staff are doing to attract audiences to the venues for activities and events and Members praised the staff for their work and commitment whilst providing an excellent service.

Members asked if this increase in visitor numbers had translated into any increased revenue and it was explained that the service does not currently generate income from visitors. A future service model of libraries was discussed such as exploring 'internet café' options, introducing coffee machines and focussing on income generation.

Following scrutiny, it was agreed that the report be noted.

8.2 Quarterly Performance Management Data 2016-2017- Quarter 1 Performance (1st April 2016-30th June 2016)-Environment.

Members received the quarter 1 performance management data as included in the circulated report.

Following scrutiny it was agreed that the report be noted.

9. **ACCESS TO MEETINGS**

Resolved: that pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in paragraph 12 and 14 of Part 4 of Schedule 12 A to the above Act.

10. **PRE-SCRUTINY**

The Committee scrutinised the following matters:

Cabinet Board Proposals

10.1 Celtic Leisure- Quarter 1 Performance

Members received information in relation to the performance of Celtic Leisure for the first quarter as contained in the circulated report.

Members heard how the trading surplus in the first quarter of this financial year is £21k showing a positive variance of £48k against the submitted business plan which predicted a £27k deficit in the first quarter. Total company income for the first quarter was £57k ahead of the budgeted position.

Members praised the performance of Celtic and reiterated their praise of the late Russell Ward, Chief Executive of Celtic Leisure.

Following scrutiny it was agreed that the report be noted.

10.2 Proposed Redevelopment of Aberavon House, Port Talbot.

Members received information in relation to the proposed redevelopment of Aberavon House, Port Talbot as contained within the circulated report.

Following scrutiny, the Committee were supportive of the proposals to be considered by the Cabinet Board.

CHAIRPERSON

**Economic and Community Regeneration Scrutiny Committee
Forward Work Programme 2016/17**

Date of Meeting	Agenda Item
3 June 2016	
	Pre-scrutiny of Cabinet Board Items
15 July 2016	
	NPT Works Report Card
	Quarterly Performance Monitoring (Q4)
	Pre-scrutiny of Cabinet Board Items
16 September 2016	Quarterly Performance Monitoring (Q1)
	Quarterly Performance Monitoring Celtic Leisure (Q1)
	Local Authority Partnership Agreement and PASS Service Report Card

	Pontardawe Arts Centre Report Card
	Community Development Service Report Card and Update Report on Community Centres
	Prosperity for All Highlight Report (Regeneration and Employment)
	Pre-scrutiny of Cabinet Board Items
21 st October 2016	SPECIAL BUDGET SCRUTINY
28 October 2016	
	Architectural Services Service Report Card- Simon Brennan/Clive Bernard
	Project Development and Funding Unit Report Card- Andrew Thomas/Paul Hinder
	Annual Report Celtic Leisure- Andrew Thomas/Paul Walker/Celtic Leisure – POSTPONED
	PRIVATE- Update on Community Centre Issues- Paul Walker
	Pre-scrutiny of Cabinet Board Items

9 December 2016	Margam Park Report Card- Andrew Thomas/Michael Wynn
	Princess Royal Theatre Report Card- Andrew Thomas/Paul Walker
	Prosperity for All Highlight Report (Regeneration and Employment)- Simon Brennan
	Welsh Public Library Standards Report – Andrew Thomas/Wayne John
	Library Services Report Card – Andrew Thomas/Wayne John (include breakdown of usage and patterns of use)
	Annual Report Celtic Leisure- Andrew Thomas/Paul Walker/Celtic Leisure
	Quarterly Performance Monitoring (Q2)- Cabinet
	Quarterly Performance Monitoring Celtic Leisure (Q2)- Cabinet
	Pre-scrutiny of Cabinet Board Items
20 January 2017	European Funding Team Service Report Card- Simon Brennan/ Lisa Willis

	Property, Estates and Facilities Service Report Card- Simon Brennan/David Phillips
	Development Management Report Card- Nicola Pearce/Steve Ball
	Accessed Managed Services Report Card – Chris Millis/Paul Walker
	Pre-scrutiny of Cabinet Board Items
3 March 2017	Planning Policy Service Report Card- Nicola Pearce/Ceri Morris
	Building Control Service Report Card- Nicola Pearce/Paul Davis
	Regeneration and Economic Development Service report Card- Simon Brennan/Andrew Collins
	Prosperity for All Highlight Report (Regeneration and Employment) – Simon Brennan
	Quarterly Performance Monitoring (Q3)- Cabinet
	Quarterly Performance Monitoring Celtic Leisure (Q3)- Cabinet
	Pre-scrutiny of Cabinet Board Items

**** TOWN CENTRE REGENERATION WILL BE INCLUDED AS A SPECIAL MEETING****

****TOURISM WILL BE HELD AS A TASK AND FINISH INQUIRY****

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

ECONOMIC AND COMMUNITY REGENERATION SCRUTINY COMMITTEE

28th October 2016

Report of the Head of Transformation A. D. Thomas

Matter for Monitoring

Ward(s) Affected: All

Project Development & Funding Unit Service Report Card

Purpose of the Report

1. To present for Scrutiny the Report Card for the Project Development and Funding Unit within the Directorate of Education, Leisure and Lifelong Learning.

Executive Summary

2. The Project Development & Funding Unit is a valid contributor to fostering community spirit, growing inward investment and promoting better health and well-being, by helping to generate the best financial opportunities for education, culture, environmental and leisure based activities.

The Unit is responsible for seeking out grant aid for a range of client groups which include the Voluntary Sector, Schools, Town and Community Councils and the Directorate of E.L.L.L. as a whole.

The Report Card, in Appendix A summarises the Service priorities, key measures and the financial performance associated with the Project Development & Funding Unit in 2016/17.

Background

3. The Project Development and Funding Service is a non - statutory service which generates in excess of £700,000 annually from externally sourced grants. In addition, the Unit is now responsible for managing 12 separate Community Benefit Grant Schemes which originate from Wind, Solar, Biomass and Opencast Planning Consents.

The Unit works closely with the Strategic Schools Improvement Programme (SSIP) Team in the derivation of the Community Impact Assessments (CIA's) that underpin the SSIP decision making processes.

98% of respondents in a recent Customer Satisfaction Survey indicated that the citizen centred service provided was both efficient and effective.

Financial Impact

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

Equality Impact Assessment

5. There are no equality impacts associated with this report.

Workforce Impacts

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

Legal Impacts

7. There are no legal impacts associated with this report.

Risk Management

8. There are no risk management issues associated with this report.

Consultation

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

Recommendations

10. That the report be noted.

Appendices

11. Service Report Card

List of Background Papers

12. None

Officer Contact

13. Paul Hinder

Project Development & Funding Manager

01639 763390

p.hinder@npt.gov.uk

Service Report Card 2016-2017

E.L.L.L. Project Development & Funding Service

Section 1: Brief description of the service

Unit is responsible for making Grant Applications and assisting the voluntary sector (this annually equates to approximately 45% of the Unit's Officer time and resource), assisting schools (18% of Unit's resource), Community Councils (9% of resource), NPO & CBC Councillors (10% of resource), Charities & Trusts (6% of resource), E.L.L.L. (5%) and other Directorates (7%), whilst improving inward investment and building local capacity.

The Unit is responsible for the management and the administration of all Community Benefit Funds (12 to date) that originate from Renewable Energy Developments such as Wind, Solar, Biomass and Hydropower.

The Unit is the provider of the Community Impact Assessments that support the Strategic Schools Improvement Programme which links to the Corporate Improvement Plan Priority 'Better Schools, Brighter Prospects'.

The Unit acts in an Advisory capacity by signposting customers to the most relevant sources of funding available.

A non-statutory service which assists both statutory (Education) and non-statutory client groups working in the leisure, recreational, cultural, heritage, environmental and economic regeneration Sector.

Number of staff = 1.8 FTE.

Section 2: Overall Summary of Performance for 2015-16 Financial Year

All but one of the Service priorities have been met or exceeded (% success rate {number by percentage of assists that were converted to grant acquisitions} down from forecast 60% to 51% but monetary value of grant drawn in {the value of inward investment achieved for the County} up from targeted £600,000 to £726,532). 16% of the Unit's core budget underspent. Number of grant assists static with 98 clients served.

Customer Satisfaction Survey results indicate:-

- 80% of Client Groups worked with are now better equipped to write Grant Applications
- 81% of the Organisations that have worked with the Project Development & Funding Unit have strengthened their partnership working
- 86% of clients feel that they have built capacity and confidence within their Organisation as a result of working with the Unit
- 92% of those surveyed indicated that the assistance given by the Unit had helped their Organisation to achieve its outcomes
- 98% of respondents agreed that the Service provided by the Unit had been both efficient and effective.

There was no Employee sickness in 2015/16. 0.0 days sickness per FTE.

The one non-managerial member of staff has completed a Development Review/Performance Appraisal in 2015/16.

**Section 3:
Service Priorities 2016-17**

Priority	Actions to deliver priority	Officer Responsible	Timescale	What will be different? Measures and/or Outcomes
<p>1: To sustain the level of Grant acquisition/take up.</p>	<p>To work more flexibly, efficiently and economically by making best use of both a limited staffing resource and a modest core budget.</p>	<p>Paul Hinder</p>	<p>To end March 2017</p>	<p>£700,000+ acquired each year from external sources. Improved Success Rate – Number of Clients worked with: Number of successful grant acquisitions. Prioritise workload to reduce time invested in marginal, non – essential activity. Increased productivity measured in terms of building confidence and capacity amongst client User Groups.</p>
<p>2: To manage effectively a growing range of Renewable Energy Community Benefit Funds</p>	<p>To refine existing documentation and procedures to better facilitate the processes involved in setting up new Grant Schemes for new beneficiaries across the County Borough.</p>	<p>Paul Hinder</p>	<p>To end of March 2017</p>	<p>New sources of grant aid available to communities not previously benefiting. More new Organisations applying and benefiting more frequently from an injection of grant aid.</p>
<p>3: To better understand what success looks like for the Unit</p>	<p>Research Customer Satisfaction, both internal and external.</p>	<p>Paul Hinder</p>	<p>Biannually</p>	<p>A robust evaluation of customer responses to a Survey which measures satisfaction, the efficiency of the Unit, the Unit's ability to build confidence and capacity in bid writing and to</p>

				identify where improvements lie.
4.To a valid contributor to the Strategic Schools Improvement Programme (S.S.I.P)	Production of timely Community Impact Assessments (C.I.A.'s)	Paul Hinder	On a needs basis.	Pursuit of the S.S.I.P. agenda in terms of consolidating the offer of 'Right Schools, Right Places – fit for 21 st Century Learning'.

**Section 4:
Service Performance Quadrant 2016-17**

Progress on Service Priorities:-

Priority 1

Performance measured at the end of 2nd Quarter suggests the Unit in 2016/17 will greatly exceed the number of assistances given in 2014/15 and 2015/16

The Unit is on course to assist an equivalent number of Projects valued over £50k in 2016/17 as it was in 2015/16

The success rate of the Unit in the first 6 months of 2016/17 is less than that achieved for Full Year 2014/15 and 2015/16. The outcome of bids made in the 1st and 2nd Quarter of 2016/17 will become known in 3rd and 4th Quarter which will have a positive effect on this Priority.

The Unit has secured far greater investment in the first 6 months of 2016/17 compared to the two previous year's performance. Projections suggest that the Unit will exceed 2016/17 targets with Grant acquisition likely to be valued at in excess of £870,000

Priority 2

This has peaked at 12 Community Benefit Schemes with the Unit being called upon to manage community contributions derived from Wind, Solar, Biomass and Mineral deposits

The number of communities served by the Community Benefit Schemes has grown to 15 as more and more communities fall within the geographic area of benefit associated with the development of Renewable Energy sources. These include Wind and Solar Farms, Biomass Plants and Opencast operations in the Afan, Amman and Dulais Valleys, the Vale of Neath, Port Talbot and Margam.

Priority 3

To be evaluated in the 4th Quarter – end of year out turn

Priority 4

This will continue in 2016/17 with the production of a Community Impact Assessment to support the proposed amalgamation of Dyffryn Upper and Lower with Groes Primary School. The Unit will respond to other CIA requests made of it in 2016/17 as and when these arise within the Tier 1 SSIP.

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	2015 -16 Qtr.2 (cumulative)	2016-17 Qtr. 2 (cumulative)
Service Measure 1: Number of clients worked with (Priority 1.)	92	98	48	88
Service Measure 2: Number of major projects (over £50k) developed (Priority 1.)	11	16	6	8
Service measure 3: Number of clients receiving grants as a consequence of assistance given by the Unit –% Success Rate (Priority 1.)	51 (55%)	50 (51%)	21 (43%)	38 (43%)
Service measure 4: Value of grant aid drawn in to the County as a consequence of the assistance given by the Unit (Priority 1.)	£778,562	£726,532	£361,755	£631,603
Service measure 5: Number of Community Benefit Schemes managed (Priority 2.)	7	9	9	12
Service measure 6: Number of new communities (Wards) served by new Community Benefit Schemes (Priority 2.)	9	11	11	15

Service measure 7: Percentage of respondents (within a Customer Satisfaction Survey) stating that the Unit was both efficient and effective in its Service delivery (Priority 3.)	98% (Base data of 104)	Biannual Survey	Biannual Survey	Customer Satisfaction Survey to be carried out in Qtr.4
Corporate measure (CM01): a) Number of transactional services fully web enabled b) Number of transactional services partially web enabled				Nil – Under development with the ELLL' Digital by Choice' Champion

**Section 5:
Financial Quadrant 2016-17:**

Summary of financial performance:-

Priority 1

Cumulative performance in 2nd Quarter 2016/17 supports the hypothesis that the Unit will call down more Grant aid in 2016/17 than comparative figures available for 2015/16 and 2014/15. The value of the Grant aid drawn into the County as a result of the intervention of the Project Development & Funding Unit in 2016/17 is projected to be worth 12x that of the value of NPTCBC finances spent on the Unit's salaries and Establishment Costs.

The underspend in each year is associated with spending less on Supplies and Service and generating Income in the form of the Administration Fees charged to each of the Community Benefit Funds that the Unit is called upon to manage.

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	2016-17 (projected to year end)
Priority 1: To sustain the level of Grant acquisition/take up	£778,562	£726,532	£873,603
Corporate Measure (CM02): % revenue expenditure within budget	10% underspend	16% underspend	11% underspend
Revenue Budget £	£90,999 Actual £81,988	£91,159 Actual £76,767	£93,363 Actual £82,651
Corporate Measure (CM03): Amount of FFP savings at risk	n/a New	None	None

**Section 6:
Employee Quadrant 2016-17**

Summary of employee performance:-

Note1 – 2014/15 Sickness Absence due to one member of staff undergoing hospitalisation and home recuperation following invasive surgery.

Note 2 - 2015/16 to 2nd Quarter 2016/17 – No Sickness Absence from a staffing complement of 1.8 FTE's

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Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	2016-17 Qtr. 1 (cumulative)	2015-16 Qtr.2 (cumulative)	2016-17 Qtr.2 (cumulative)
Service: Project Development & Funding Total Service FTE days lost in the period	9.5 Days see Note 1	0.0 see Note 2	0.0	0.0	0.0
Directorate: E.L.L.L.	9.5 Days	9.0 Days	2.3 Days	Not available at the time of reporting	
Council:	9.4 Days	9.7 Days	2.4. Days	Not available at the time of reporting	

Note 1 – This member of staff has been temporarily lost by secondment to the Corporate ‘Digital by Choice’ Programme and will not be within the remit of this Unit in 2016/17

	2015-16 Actual (Full Year)	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Corporate Measure (CM11): Staff engagement Measure	New	New	Not part of pilot. Still being developed.
Corporate Measure (CM05): % of staff who have received a performance appraisal during 2016-17 (Target 100%)	100%	100%	
Corporate Measure (CM03): Number of non-managerial staff who have received a performance appraisal during 2016-17	0.8 FTE	0.8 FTE	See Note 1 above.
Corporate Measure (CM06): Number of employees left due to unplanned departures	0	0	See above- Re: secondment. This post is to be back filled in October 2016

Section 7: Customer Quadrant 2016-17

Summary of customer performance:-

Note 1 –Positive feedback from the Customer Satisfaction Survey and the Unit receives many appreciative comments, as a result of successfully securing Grant aid for many of its grateful customers.

Measure	2015-16 Actual (Full Year)	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Priority 3: To better understand what success looks like for the Unit (Biannual Customer Satisfaction Survey)	Biannual (not in 2015/16)	Biannual	Customer Satisfaction Survey in Qtr.4
Corporate Measure (CM07): Total number of complaints Internal External (from the public)	None received.	None received.	None received.
Corporate Measure (CM08): Total number of compliments Internal External (members of the public)	None received. See Note 1 above	None received.	None received.

Corporate Measure (CM09): customer satisfaction measure/s

Biannual Customer Survey (not in 2015/16 as insufficient staffing resource). Performance in 2013/14 measured in 2014/15 with a Satisfaction Rate of 98%

Performance and a measure of effectiveness and efficiency in 2016/17 to be explored with a cross section of client groups in the 4th Qtr.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Economic & Community Regeneration Scrutiny Committee

28th October 2016

Report of the Head of Property & Regeneration

Simon Brennan

Matter for Monitoring

Wards Affected: All

Architectural Services & Project Management Report Card

Purpose of Report

1. To present for Scrutiny the Report Card for the Architectural Services & Project Management Unit.

Executive Summary

2. The Economic & Community Regeneration Cabinet Board on the 15th July 2016 approved the Divisional Business Plan for Property & Regeneration.
3. Each Business Unit within the division is required to complete a Report Card for each financial year, outlining the following:-
 - Performance against last year's Action Plan and Targets.
 - The challenges and opportunities faced in the short and medium term.
 - The actions and targets for the 12 months from April 2016 to March 2017.
4. The Report Card, set out in Appendix A, summarises the service priorities, key measures and key actions for the Architectural Services and Project Management Unit.

Consultation Outcome

5. Employees within the individual services and external customers where relevant have been consulted in the development of the Report Card.

Financial Impact

6. The work of the Section is funded by a combination of existing revenue and capital budgets, grants and external fee income.

Equality Impact Assessment

7. Not applicable.

Workforce Impacts

8. These are covered in the appended report card.

Legal Impacts

9. Not applicable.

Risk Management

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

Recommendation

11. This item is for monitoring purposes.

Reasons for Proposed Decision

12. Not applicable.

Implementation of Decision

13. Not applicable.

Sustainability Appraisal

14. The activities of the Environment Directorate have an impact on all themes of the Corporate Performance Plan. Operational Business Plans contribute to service improvement by setting out service specific priorities for the next 12 months and how they will be met. Managers are required to consider Corporate policies such as equalities and health when determining how they meet their service priorities.

Appendices

15. Appendix 1 - Architectural Services & Project Management Report Card.

List of Background Papers

16. Property & Regeneration Operational Business Plan - Economic & Community Regeneration Cabinet Board - 15th July 2016

Officer Contact

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Service Report Card 2016-2017

Architectural Services & Project Management

Quarter 2 Update – (1st April 2016 – 30th September 2016)

**Section 1:
The actions and targets for the 12 months from April 2016 to March 2017**

The Architectural Services Department is a multi-disciplinary, in-house consultancy responsible for the innovative design and procurement of community and cultural buildings and for the repair and maintenance of the Council's extensive building portfolio. The Department has achieved considerable success, repeatedly matching and exceeding the aspirations of various clients, bringing additional value and specific benefits to the communities of Neath Port Talbot.

The Department has the capability and resource to lead and co-ordinate whole project life cycles including:-

- Providing a significant and integral input into grant funding application processes.
- Engendering a collaborative ethos in establishing project briefs with other departments and external agencies ensuring stakeholder buy-in.
- Considerable expertise in establishing and implementing the most beneficial forms of procurement.
- Establishing and managing team structures including the appointment and management of external consultants and contractors where appropriate.
- Creating design solutions that successfully achieve client objectives and criteria.
- Managing design, programme, cost, value and risk often within exceptionally tight programmes and budget constraints. Dealing with conflict and providing extensive experience in negotiation ensuring wherever possible positive outcomes.
- Work collaboratively with the City and County of Swansea, Carmarthenshire and Pembrokeshire local authorities to establish a South West

Wales Construction framework which is used to appoint consultants and contractors to assist in the delivery of our project work.

- Administering and managing the construction process with robust governance assuring quality control, health and safety management, value for money and building performance.
- Providing a considerable resource in post-construction services ensuring a smooth and workable hand-over process and subsequent control of end-user issues.
- Managing and delivering the repair and maintenance of council properties utilising innovative and effective management systems.
- Staff numbers have decreased significantly over the last five years as a result of ER/VR to 22 FTE's. The complexity of the procurement and delivery process, together with the financial value of the schemes have, however, increased.
- The department's work streams have contributed to the delivery of two of the Corporate Improvement Priorities i.e. Better Schools Brighter Prospects (Strategic School improvement Programme) and Prosperity for All (Promoting Economic Growth).

Section 2: Overall Summary of Performance for 2015-16 Financial Year

The past year has seen the Department manage a number of significant developments within Neath Port Talbot which have had a huge positive impact on both the local and wider community. There were no reportable accidents or injuries to staff during 2015/16.

The projects include:-

Ysgol Bae Baglan – A £40m All-Through Community School (Ages 3-16) for 1550 pupils. (see Figure 1 below)

A new comprehensive school built to replace the former schools of Traethmelyn Primary and Sandfields, Glanafan and Cwrt Sart Comprehensive.

Aberavon Leisure & Fitness Centre – A £13.5m project completed within budget and to programme. (see Figure 2 below)

The Leisure Centre was built to replace the former Afan Lido/Aquadome Leisure Centre. It was opened to the public in January 2016 and has been extremely well received by both patrons and the local community.

Ysgol Gyfun Ystalyfera (Phase 1) – A £15m scheme currently in progress providing a new Teaching Block as part of the 21st Century Schools Programme. (see Figure 3 below)

The new teaching block has in excess of 35 classrooms and teaching spaces including new Technology and Science Labs, a Learning Resource Centre and a 'Grab and Go' catering facilities.

Neath Town Centre Regeneration (See Figure 4 below)

A £13m development involving the demolition of the existing Magistrates Court and the construction of a new 600 space Multi-Storey Car Park, approximately 2100m² of retail space currently occupied by Wilko's and a small commercial office currently occupied by Shop mobility. The project was completed within budget and to programme and since it's opening in September 2015 has received positive feedback from end users.

We have successfully managed the property related projects and programmes identified in the 2015/2016 capital programme to ensure they were completed within their allocated budgets and to programme:-

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- The property maintenance budget allocation for 2015/2016 was circa £1million. This was managed to ensure that the Council's existing property portfolio is maintained and remains operational for use by a variety of service users.
- Our service budget for 2015/2016 was £1,317,838 and we had an overspend for the year of £90K. This was due to a corporate decision to reduce the price of our professional fees charged. This was reported during the 2015/2016 budget monitoring reports. The additional funding has subsequently been given to the Environment Directorate which is reflected in the 2016/2017 service budget.
- Our 2015/2016 average full time equivalent days lost figure of 1.6 days was significantly below the Council's average of 9.7 days. There has been one unplanned employee departure during the year and we are currently trying to recruit a replacement.
- We carried out a number of informal staff development reviews in 2015/2016 to identify training requirements and to gauge staff satisfaction and plan to carry out formal reviews for every member of staff in Quarter 3 of 2016/2017.
- We did not have any recorded complaints during the year (the same as the previous year). We receive many informal compliments when buildings are completed but these are not recorded.

Figure 1



Figure 2



Figure 3



Figure 4



**Section 3:
Service Priorities 2016-17**

Priority	Actions to deliver priority	Officer Responsible	Timescale	What will be different? Measures and/or Outcomes
<p>1. Completion of YGG Ystalyfera Phase 1 and negotiate contract price for Phase 2 which will lead to the construction of a lower school facility for circa 220 pupils.</p>	<p>Continue to project manage the construction phase at site and to monitor the programme and expenditure.</p> <p>Awarded the pre-construction work for Phase 2 to Dawnus Construction and work alongside them to agree the design and cost profile to enable the build contract to be awarded.</p>	<p>Clive Barnard</p>	<p>Complete Phase 1 Jan 2017</p> <p>Start on site for Phase 2 Feb 2017</p>	<p>A new school block to replace older school blocks which have been demolished.</p> <p>A new lower school teaching block for pupils aged 3 – 11 to replace the existing schools admin block which will be demolished.</p>
<p>2. Agree fixed contract sums for the construction of two new comprehensive schools; Namely, a new Welsh Medium Comprehensive School at the former Sandfields School site (Value £17m), which will involve the demolition of the existing buildings prior to construction commencement and a new 'All Through' Comprehensive School at the existing Dyffryn School site (£35m). It is intended that site works will commence in spring</p>	<p>Work alongside the appointed contractor for both projects to progress the design and specification to align with the intended build programme and available budgets and to award the build contracts in March 2017.</p>	<p>Clive Barnard</p>	<p>March 2017 to start building works</p>	<p>New schools will be provided.</p>

2017 with a building completion and handover date of September 2018, and a full site handover in March 2019 for the Dyffryn site and a full handover for the Welsh Medium Comprehensive planned for September 2018.				
3. Demolition of Cwrt Sart Comprehensive School and procurement of a new 450 pupil Primary School on the site at a cost of circa £7m. Site works are programmed to start early summer 2017 for completion by September 2018.	Award a demolition contract to demolish the existing school – start demolition Oct/Nov 2016	Clive Barnard	Oct/Nov 2016	Cleared site to build a new primary school. See tender for the new school build in the spring of 2017 and award the build contract.
4. Progress feasibility works and complete design and options proposals including cost estimates for a new Theatre at the Plaza Cinema site and the refurbishment and remodelling of the Princess Royal Theatre.	Present a report to the ECR Board before Christmas 2016 presenting various design options and cost estimates for consideration.	Clive Barnard	Oct/Nov 2016	Proposals for a new Theatre.
5. Demolition of the old multi-storey car park and former Tesco store in Neath Town Centre.	Seek tender and planning approval to demolish	Clive Barnard	Jan/Feb 2017	Cleared site available for the next phase of the re-generation scheme.
6. Restoration and refurbishment of Margam Castle.	Prepare a feasibility report and cost estimate	Clive Barnard	Nov 2016	
7. Complete all property related	Design & Project Management	Clive Barnard	Ongoing up	Ongoing programme of work

works and projects identified in the 2016 / 2017 Capital Programme: i) 22No. Education projects @ £1.2m ii) 14No. Leisure sector projects @ £200k iii) DDA projects @ £150k iv) Health and Safety projects @ £850k	principles applied to ensure the successful completion of all project work to meet the annual programme deadlines.		to March 2017	throughout 2016/2017. The majority of the Education projects were completed over the school summer holiday period.
8. Manage the revenue maintenance budget of £1m	Design & Project Management principles are applied to ensure the successful completion of all project work to meet the annual programme objectives.	Clive Barnard	Ongoing up to March 2017	Ongoing programme of work throughout 2016/2017.

Section 4: Service Performance Quadrant 2016-17

Priority 1 - Complete Phase 1 of YGG Ystalyfera and negotiate a contract for Phase 2

Phase 1 works are currently on programme to be completed in January 2017 and we are working on the design development of Phase 2 and aim to submit a planning application in November/December 2016 and to start works on site in February 2017 as planned.

Priority 2 - Agree contract sums for new schools at Ysgol Newydd Margam and Ysgol Newydd Gymunedol Gymraeg

We have appointed a contractor, and a design team and we are working alongside them to develop design proposals and to establish a firm contract price for both projects. We intend to submit planning applications in November 2016, fix contract sums by February 2016 and start on site on both projects in March 2017. Demolition work will also commence at the former Sandfields site in October 2016 and we are currently on programme to complete both projects by September 2018.

Priority 3 - Demolition of Cwrt Sart Comprehensive School

We have awarded the demolition contract for Cwrt Sart. The demolition works should be completed by February 2017 and we are seeking tender to appoint a contractor to build a new school on the site to meet the programme deadline of September 2018.

Priority 4 - Complete a feasibility study of The Plaza.

The feasibility study is largely complete and a report is being prepared for presentation to the ECR Board.

Priority 5 - Demolition of the old multi storey car park and former Tesco store in Neath.

We are currently seeking tenders for demolition and hope to award a demolition contract in January/February 2017.

Priority 6 - Restoration and refurbishment of Margam Castle.

We have appointed consultants to prepare a feasibility study and cost estimate and both documents will be completed by November 2016.

Priority 7 - Complete all property related works in the 2016/2017 capital programme.

The majority of the capital programme works have been completed. The programme is continually monitored and all works will be completed within budget.

Priority 8 - Manage the revenue maintenance budget of circa £1m

The revenue maintenance work is carefully managed throughout the year and there are no budget issues to report.

**Section 5:
Financial Quadrant 2016-17:**

Summary of financial performance.

The overspend in 2015-16 was due to a corporate decision to reduce the value of the on-cost multiplier, this was reported as an overspend during the 2015/16 budget monitoring reports and the funding has now been given to the Environment Directorate.

The budget allocation for 2016/2017 has been adjusted to account for the on-cost multiplier reduction and it is anticipated that there will not be an overspend this year.

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	2016-17 Qtr. 1 (projected to year end)
Corporate Measure (CM02): % revenue expenditure within budget Revenue Budget	-0.63% underspend £8,216 £1,306,097	6.41% overspend £90,332 £1,317,838	0% over/underspend £0 £1,357,183
Corporate Measure (CM03): Amount of FFP savings at risk	n/a	There are no items included in the FFP that directly affect the departmental budget.	

Section 6: Employee Quadrant 2016-17

Summary of employee performance

Sickness levels have decreased this year over last year, equating to 1.9 days being lost per FTE employee which is below the Council average. Staff have been advised of the sickness management procedures and the section is continually monitoring sickness absence and is looking to improve on their sickness record during 2016/17.

There has not been any reportable accidents or injuries to staff and the department has a robust approach to H&S management of staff and also for project work.

There was one unplanned employee departure during the last twelve months (Sept 2015). We are currently looking to recruit a replacement, however, this is proving difficult as the standard of applications received does not meet the essential criteria necessary for the post.

Staff development reviews are scheduled to take place over the next few months and staff satisfaction surveys will be undertaken as part of these reviews.

NB – Qtr. 1 sickness data reported. Quarter 2 sickness data not available at the time of reporting.

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Corporate Measure (CM04): Average FTE (full time equivalent) working days lost due to sickness absence				
Service: Architectural Services & Project Management	2.7 days	1.6 days	0.9 days	0.7 days
Total Service FTE days lost in the period	27	23	22	15

Directorate: Environment	9.8 days	10.2 days	2.1 days	2.4 days
Council	9.4 days	9.7 days	2.2 days	2.4 days

	2015-16 Actual (Full Year)	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Corporate Measure (CM11): Staff engagement Measure	New	(See NB. 2)	
Corporate Measure (CM05): % of staff who have received a performance appraisal during 2016-17 (Target 100%) Number of staff who have received a performance appraisal during 2016-17	0%	0	Appraisals are scheduled to be carried out over the next few months.
Corporate Measure (CM06): Number of employees left due to unplanned departures	1 (1 Q.S. left in Sept 2015 to join Swansea C.C.)	0	0

Section 7: Customer Quadrant 2016-17

Summary of customer performance

Architectectural Services & Project Management has no complaints or compliments to report during 2015/2016.

Measure	2015-16 Actual (Full Year)	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Corporate Measure (CM07): Total number of complaints			
Internal	0	0	0
External (from the public)	0	0	0
Corporate Measure (CM08): Total number of compliments			
Internal	0	0	0
External (members of the public)	0	0	0
Corporate Measure (CM09): customer satisfaction measure/s	None	None	Client satisfaction surveys are being measured during 16/17. See note below.

Note:

The department has started to issue Client satisfaction surveys to other departments and to key stakeholder, seeking feedback of project performance.

Survey responses received to date are as follows:-

- Ysgol Bae Baglan - Very good
- Ysgol Gyfun Gymraeg Ystalyfera (Phase 1) - Very good
- Caegarw Gypsy Site Extension - Very good

Survey responses are pending for:-

- Aberafan Leisure and Fitness Centre
- Neath Town Centre Re-generation (Phase 1)
- Adventure Golf Centre at Aberavon
- Adaptations at Ysgol Hendrefoilan Campus
- Community Employability Centre at Port Talbot

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