



ENVIRONMENT AND HIGHWAYS SCRUTINY COMMITTEE

10.00 am THURSDAY, 1 SEPTEMBER 2016

MEETING ROOM, GNOLL COUNTRY PARK

PART 1

1. To receive any declarations of interest from Members
2. To receive the Minutes of the Environment and Highways Scrutiny Committee held on 7th July 2016. *(Pages 5 - 10)*
3. To receive the Scrutiny Forward Work Programme 2016/2017. *(Pages 11 - 14)*
4. To scrutinise information and monitoring issues being reported by:

Report of the Head of Streetcare

5. Corporate Improvement Objective - Reduce, Reuse, Recycle Report - Quarter 1 2016-17 *(Pages 15 - 24)*

Report of the Head of Engineering and Transport

6. Road Safety Report Card *(Pages 25 - 38)*
7. Engineering Services Report Card *(Pages 39 - 50)*
8. To select appropriate items from the Cabinet Board Agenda for pre-scrutiny (Cabinet Board reports enclosed for Scrutiny Members).
9. 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

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

PART 2

11. 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

Wednesday, 24 August 2016

Committee Membership:

Chairperson: Councillor I.D.Williams

Councillors: M.Crowley, D.W.Davies, Mrs.R.Davies, S.K.Hunt, I.B.James, R.James, E.E.Jones, C.Morgan, S.Rahaman and Mrs.A.Wingrave

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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ENVIRONMENT AND HIGHWAYS SCRUTINY COMMITTEE

(Committee Rooms A/B - Neath Civic Centre)

Members Present:

7 July 2016

Chairperson: Councillor I.D.Williams

Vice Chairperson: Councillor

Councillors: D.W.Davies, Mrs.R.Davies, S.K.Hunt,
E.E.Jones, S.Rahaman and Mrs.A.Wingrave

Officers In Attendance Mrs.N.Pearce, M.Roberts, D.Griffiths,
Mr. S Cook, N.Evans, A.Lewis and M. Thomas

Cabinet Invitees: Councillors E.V.Latham and Mrs.S.Miller

1. **TO RECEIVE THE MINUTES OF THE ENVIRONMENT AND HIGHWAYS SCRUTINY COMMITTEE HELD ON 26 MAY 2016.**

Members noted the minutes.

2. **TO RECEIVE THE SCRUTINY FORWARD WORK PROGRAMME 2016/2017.**

Members noted the forward work programme.

3. **PRE-SCRUTINY**

The Scrutiny Committee scrutinised the following matters:

Cabinet Board Proposals

i. **Environment and Highways Performance Indicators for Quarter 4 of 2015/2016**

Members considered the joint report on performance management and noted the waste services department had achieved the statutory target of 58% and were advised by officers that work will now continue to work towards the next targets of 64% and 70%.

Members noted that later on in the meeting there were reports in relation to footpaths and asked what the budget situation was for the maintenance of footpaths in the County Borough. Officers stated that the budget had reduced annually and the funding that was now available was purely for maintenance only. In recent times footpaths near urban areas have been targeted and tarmacking had been undertaken, this will allow the service to target well used routes in rural areas.

Officers also advised that footpath maintenance is now a reactive service which responds when particular complaints are received and also prioritises the footpaths that are more frequently used. Officers continued that there were currently two officers available to undertake the maintenance across the County Borough.

Members asked whether the Community Benefit Funds could be used for the maintenance of footpaths and officers replied that the allocation of the funding was out of their control although money cannot be spent on revenue projects.

Following scrutiny the report was noted.

ii. Asset Sponsorship

Members considered a report in relation to asset sponsorship and the need to vary the existing contract with Immediate Solutions and the procurement procedures necessary to address the longer term position.

Officers highlighted that the current contract had been in place since 2011 and it helps deliver £96k that can assist with the delivery of the Council's Forward Financial Plan. The requirement for a new contract will look to extend the positions available for sponsorship to include street lighting and grass verges for example.

Members noted that there was a fine balance between generating income that is not detrimental to the environment or safety. Members asked if barriers were allowed on pavements and if not is it enforced. It was confirmed that as it stood there were several sites in use and if Members had specific examples of other sites then they should inform officers who could make arrangements to remove them.

Members requested that the location of the sites be circulated for their information.

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

iii. Environmental Health and Trading Standards – Changes to Officer Delegation

Members were reminded that previously the functions of Environmental Health and Trading Standards had moved to become the responsibility of the Head of Planning.

This report sought to add the Housing (Wales) Act 2014 to the list of legislation that is enforced by the Environmental Health and Trading Standards Service.

Members noted that this was an important area as the Council now had powers to deal with private sector landlords and derelict housing which will be an important area to monitor going forward.

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

iv. Business Improvement District

Members considered a report that sought approval to introduce free car parking in Neath Town Centre Multi Storey Car Park after 3pm.

Officers highlighted that the initiative would be trialled for a 12 month period with the Council reviewing whether the initiative had had an adverse effect on the Council's parking income.

Members raised concern that there has been an effect on footfall in Neath Town Centre due to revised traffic orders and how could this be quantified. Officers stated that it would be very difficult and costly to undertake a survey to identify any changes in footfall to shops.

It was noted that officers within the property section would have information on how all town centres are performing. The last survey indicated that Neath town centre was performing well.

Officers suggested that if a footfall survey was required, then the Chamber of Trade or BID could fund it.

Members continued to speak about the issues on a Sunday following previous agreement to amend Traffic Orders and there are suggestions that the town centres were quieter but in contrast to this it was suggested there had been little change to how busy the town was and the main difference was it was now safer. However, it was noted that there remains a potential problem with street furniture and it was agreed that the Head of Planning bring the policy on street furniture and street traders to a future meeting of the Committee.

Officers stated that the parking initiative cannot be implemented until the Neath Business Improvement District is legally constituted.

Members noted that the third recommendation contained within the report should read "that the enforcement of the top level car park during the 12 month period be suspended after 3pm".

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

v. Foot Golf within the Gnoll Country Park

Members considered the report that highlighted a potential income stream for the Council through the introduction of foot golf at the Gnoll Country Park.

Members welcomed the additional facilities to generate income and stated that given all the changes to the park over the last couple of years in response to Forward Financial Plan Challenges it was suggested that the next meeting of the Committee due to be held on 1st September be held at the Gnoll Country Park and provide Members with an opportunity to visit the special visitor attractions on the park.

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

vi. Operational Business Plan for Waste Services 2016/2017

Members considered the Business Plan for Waste Services which highlighted that there was now a new statutory target of 64% waste not sent to landfill. Members welcomed the work of recycle plus and were advised that a review would be undertaken in the autumn of 2017 of recycle plus and any additional initiatives that are implemented.

Members questioned Trade Waste and a previous report that originally highlighted an overspend of £68k but in another forum a figure of £35k was highlighted. Members were advised that the reports were each reporting on slightly different things. Income from trade waste had fallen which is reported as an overspend.

Members were advised that potentially there will be changes to the terms and conditions of refuse staff and a consultative meeting had been held with trade unions and this was in relation to catch up days following Bank Holidays.. Currently catch up days are done on a voluntary basis but although gaps can potentially be filled by agency workers if it is not made compulsory then there is potential for service failure.

In relation to agency workers Members questioned whether this affected service delivery. Officers confirmed that the impact is generally limited as driver roles are covered internally and agency staff are only used as loaders..

Members asked for an update on the number of applications made for an exemption to the side waste policy. It was confirmed that currently there had been circa 750 applications some of which are being visited where the requests seem excessive. Crews are recording where some individuals are putting out too many bags and these properties are being visited also.

Members asked for clarity on the hygiene service budget and officers confirmed that it is part of the overall waste budget.

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

vii. Operational Business Plan for Neighbourhood Services

Officers presented the operational business plan for Neighbourhood Services.

Members questioned the cleaning regime for bus shelters and were advised that it was generally ad hoc and on request. Further information stated that some bus shelters are not owned by us and are cleaned by the advertiser who has funded the bus shelter or Community Council.

Members asked why the figure for parks/playing fields was so high considering the Council had disposed of a large number of

parks/playing fields. Members asked for a breakdown on the funding at a future meeting.

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

CHAIRPERSON

**Environment and Highways Scrutiny Committee
Forward Work Programme 2016/17**

Date of Meeting	Agenda Item
7 th July 2016	Quarter 4 Performance Monitoring
	Pre-Scrutiny of Cabinet Items
1 st September 2016	Road Safety Service Report Card
	Engineering Design and Programme Management Service Report Card
	Quarter 1 Performance Monitoring
	Reduce, Reuse Recycle Highlight Report
	Pre-Scrutiny of Cabinet Items
13 th October 2016	Neighbourhood Services Service Report Card
	Waste Services Service Report Card

	Highways and Drainage Service Report Card
	Pre-Scrutiny of Cabinet Items
8 th November 2016	Special Budget Scrutiny
24 th November 2016	Highways Development Control Service Report Card
	Parking Services Service Report Card
	Environmental Health and Trading Standards Service Report Cards
	Quarter 2 Performance Monitoring
	Reduce, Reuse Recycle Highlight Report
	Pre-Scrutiny of Cabinet Items
5 th January 2017	Planning Policy Countryside and Wildlife Service Report Card

ECR to be invited to consider Planning report Cards	Building Services and Lighting Services Service Report Cards
	Pre-Scrutiny of Cabinet Items
16 th February 2017	Integrated Transport Unit Report Card
	Quarter 3 Performance Monitoring
	Reduce, Reuse Recycle Highlight Report
	Pre-Scrutiny of Cabinet Items
30 th March 2017	
	Pre-Scrutiny of Cabinet Items

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Scrutiny Committee

1st September 2016

Report of the Head of Streetcare

M. Roberts

Matter for Monitoring

Wards Affected: All

Corporate Improvement Objective – Reduce, Reuse, Recycle Report – Quarter 1 (April 1st – 30th June) 2016-17

Purpose of Report

- 1 To provide Members with the Reduce, Reuse, Recycle Highlight Report – Quarter 1, 2016-17, which provides a progress update for the first three months of 2016-17 for one of the six Corporate Improvement Plan objectives which falls within the remit of the Environment & Highway Scrutiny Committee. The report will enable the Environment & Highways Scrutiny Members to discharge their functions in relation to performance management.

Executive Summary

- 2 Overall we are on track to deliver what we have planned to deliver during 2016-2017
- 3 We are progressing well with the Council's Waste Strategy and have met the most recent statutory target of 58% for combined reuse, recycling and composting performance.
- 4 We continue to change the way we deliver our services as agreed previously by Members with a view to achieving the next target of 64% in 2019/20.

Financial Impact

- 5 The performance described in the attached highlight report is being delivered against a challenging financial backdrop

Equality Impact Assessment

- 6 In delivering the reduction, reuse and recycling of waste, equality issues are considered as part of the formal decision process in relation to individual measures.

Workforce Impact

- 7 Any workforce impacts are identified and considered as part of the decision process for individual measures to reduce, reuse and recycle waste. Ongoing service changes previously approved by Members as part of the Council's Waste Strategy are altering the day to day waste collection operations.

Legal Impact

- 8 To support the discharge of the duty placed on the Council, as contained within the Local Government (Wales) Measure 2009, to 'make arrangements to secure continuous improvement in the exercise of its functions'.

Risk Management

- 9 Failure to have robust performance monitoring arrangements could result in poor performance going undetected.

Consultation

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

Recommendation(s)

- 11 For Members to note the progress report for Reduce Reuse, Recycle corporate improvement objective as contained within the attached highlight report

Reason for Proposed Decision(s)

12 Matter for monitoring. No decision required.

Implementation of Decision

13 Matter for monitoring. No decision required

Appendices

14 Appendix 1 – Reduce, Reuse, Recycle Highlight Report – Quarter 1, 2016-17

List of Background Papers

15 The Neath Port Talbot Corporate Improvement Plan – 2016/2019
“Rising to the Challenge”

Officer Contact

16 Andrew Lewis, Waste & Neighbourhood Services Manager,
Telephone 01639 686021. E-mail: a.lewis@npt.gov.uk

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Corporate Improvement Priority: Increase the percentage of waste recycled and composted

RAG Status	Summary of Progress
Green	<p>With the further roll-out of our improved weekly recycling service, together with the implementation of our side waste restriction policy, which is in addition to the fortnightly collection of residual waste and smaller wheeled bins, we have continued to promote the shift from a throwaway society to one that recycles first.</p> <p>We continue to realise performance through current arrangements for waste treatment and disposal, whilst progress is being made towards putting in place a new waste services contract.</p>

Page 19 What will be different? (Outcomes)	Lead Officer	RAG Status	Progress
More people will have an extended recycling service (e.g. collect more items such as batteries) and their waste sorted at the kerbside.		Green	<ul style="list-style-type: none"> • % of households on recycle+ - Phase II roll out of Recycle+ completed (almost 40,000 properties now serviced by new scheme.) A total of £688,840 in grant funding has recently been secured from WG under the CCP funding regime, part of which will be used to supplement the third and final phase of roll out which is on track for completion by end of March 2017. • Household participation – last survey indicated an 80.5% participation rate. It is proposed to conduct another survey following completion of the roll out of Recycle+ in March 2017. Communication and engagement work has continued as resources have allowed, including school visits, road shows/ local events, social media and local press/radio promotions. <p>First phase of the side waste restriction policy introduced in June 2016 to further increase household recycling. To date 526 properties have been issued with exemptions from the</p>



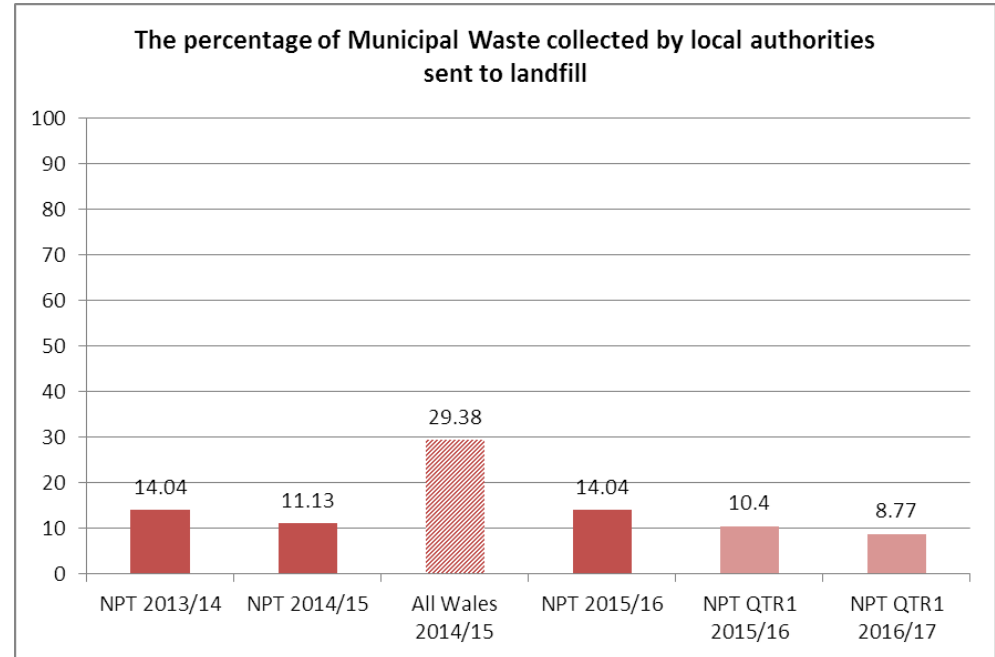
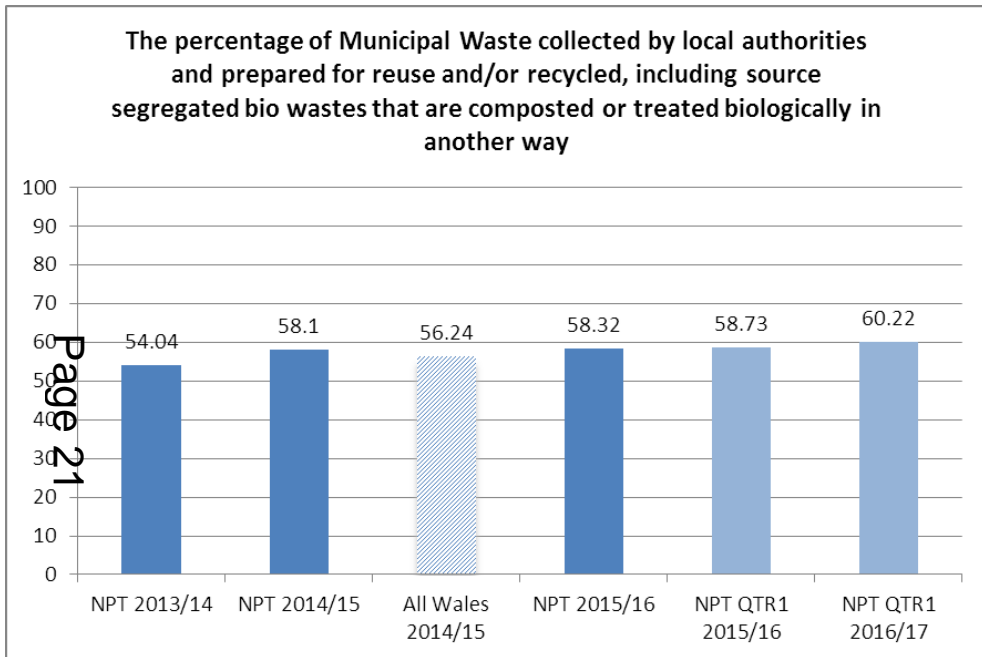
Reduce, Reuse, Recycle

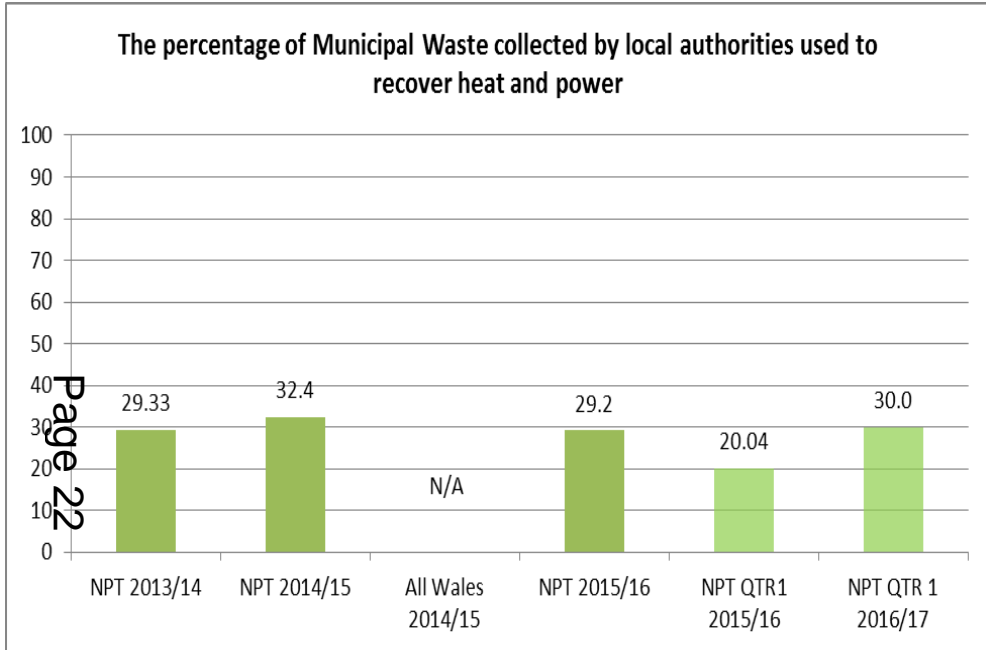
towards zero waste

Highlight Report – April to June 2016

			<p>restrictions, with 276 applications pending.</p> <p>Waste analysis has been carried out which is used to inform future awareness activities/promotions.</p> <p>High trade waste producers are being contacted and encouraged to recycle.</p> <ul style="list-style-type: none"> • Have achieved the 2015/16 statutory target of 58%. Current performance indicates an increase from 58.73% in first quarter 2015 (April to June) to 60.22% for first quarter 2016.
<p>2. Page 20 New contract arrangements will be in place for waste treatment and disposal to ensure we are getting the best deal for the Council.</p>		<p>Green</p>	<ul style="list-style-type: none"> • MREC procurement including food waste treatment is on-going. • A longer term cost model for NPT to achieve the 70% target is planned to be produced once the issue of longer term waste treatment/disposal arrangements is resolved. <p>Service performance for the first quarter 2016 (April to June):</p> <ul style="list-style-type: none"> • The % of municipal waste sent to landfill – 8.80% • The % of municipal waste used to recover heat and power – 30%

Measures: Graphs





Corporate Risks (Corporate Risk Register):

Ref	Section	Risk Description	Mitigating Action	Latest L'hood score June 16	Latest L'hood impact June 16	Latest Total score at June 16	Latest Proximity at June 16	Target Date	Risk owner
ENV03	Streetcare	Waste Management – failure of public to participate and accept the necessary changes to meet statutory requirements and avoid fines.	Continue to implement a communication and engagement strategy, piloting of service change and phasing in of disposal restrictions.	4	5	20 H	1	On going	Head of Streetcare
ENV01	Streetcare	Waste Management – failure to procure replacement longer term residual and food waste treatment/disposal arrangements plus longer term material transfer and disposal arrangements for recylates	Put in place new waste services arrangements	5	4	20 H	1	On going	Head of Streetcare Director of Finance & Corporate Services
ENV02	Streetcare	Waste Management- Failure to meet statutory targets for reuse, recycling, composting (particularly 70% target) and biodegradable waste to landfill, plus associated fines and reputational damage.	Further changes to be made to the way we collect waste, including the expansion of the Recycle+ kerbside sort recycling service; put in place longer term arrangements for the treatment of food waste by anaerobic digestion (which means composting food waste to produce	4	5	20 H	1	On going	Head of Streetcare



Reduce, Reuse, Recycle

towards zero waste

Highlight Report – April to June 2016

			energy and fertilizer) and residual waste, plus restrictions on side waste.						
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Risks are assessed in terms of proximity i.e. when the risk would occur. Estimating when a risk would occur helps prioritise the risk.

The proximity scale to be used is:

1. Zero to one year
2. One year to two years
- Two years to three years
- Three years plus

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Scrutiny Committee

1st September 2016

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Monitoring

Wards Affected: All

Engineering and Transport – Road Safety Report Card

Purpose of Report

1. To present for Scrutiny the Report Card for the Road Safety Unit.

Executive Summary

2. The Environment and Highways Cabinet Board on the 26th May 2016 approved the Divisional Business Plan for Engineering and Transport.
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 Road Safety 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 delivered is funded by a combination of existing revenue budget, Grant 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 Road Safety Report Card.

List of Background Papers

16. Engineering & Transport Business Plan - Environment and Highways Cabinet Board – 26th May 2016.

Officer Contact

17. Joy Smith Road Safety and Business Performance Manager
Tel. No. 01639 686581
email: j.smith@npt.gov.uk

Service Report Card 2016-2017

ROAD SAFETY SERVICE

Section 1: Brief description of the service

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Road Safety is a statutory responsibility for all Local Highway Authorities embedded within the Road Traffic Act 1988 Section 39, placing a duty to prepare and carry out a programme of measures designed to promote road safety.

The programme of work developed by a small team of 6 professionals within the Road Safety Units Education, Training and Publicity team is designed to address real time concerns and emerging trends, which in turn address casualty statistics and community concerns, whilst helping to maintain dialogue with our many partners.

In its advisory capacity the team liaise with staff across the authority and our local businesses on all aspects of driving for work and driver training, in terms of their responsibility under the Corporate Manslaughter Act 2007 and Health and Safety at Work Act 2009.

Road Safety contributes to the Safer, Brighter Future objectives contained within the Improvement Plan, through delivery of our extensive road safety programme outlined within the Road Safety Strategy 2015/2020.

- Road Safety Education and Training for Children, Learner and Young Drivers/Passengers.
- Motorcycle casualties, particularly young moped riders and adult riders on larger bikes.
- Vulnerable Groups – Older Drivers, Pedestrians, Cyclists.
- Local Businesses – those driving for work.

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

Our extensive training packages have attracted a high level of participants from our identified high risk road user groups; namely - Drivers 573 candidates, with a License acquisition pass rate where applicable of 82%, Motorcyclists 185 candidates and our Schools/College Education Programme has seen over 22,000 pupils receiving early road safety intervention

Statistically, the recently published Welsh Government 'Road Casualties in Wales 2014' recorded an increase of 3 people 'killed or seriously injured' on the County Highway based on the previous year. Whilst disappointing we remain on target to achieve a 40% reduction by 2020 with an overall 28% reduction currently based on the 2004–08 average.

Page 29 Encouragingly, the number of persons slightly injured has reduced significantly from 347 in 2013 to 284 in 2014, a 47% reduction overall compared to the 2004–08 average.

Work in supporting the on- going SIP programme through delivery of the safe routes agenda is on-going. We produce risk assessments, attend public meetings and secure WG funding to support identified highway improvements aligning with the aims contained within the Better Schools, Brighter Prospect agenda.

Balanced budget achieved with FFP savings identified and delivered.

Delivered targets set corporately for reducing sickness/absence levels.

We received no complaints during the year and received 5 external and 1 internal compliments. Our adult Driver/Rider training courses saw 84% of participants scoring their learning experience as Very good – Excellent.

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

Priority	Actions to deliver priority	Officer Responsible	Timescale	What will be different? Measures and/or Outcomes
<p>Priority 1 Casualty reduction through the implementation of the NPT Road Safety strategy in line with WG policy, creating safer and healthier communities</p> <p style="text-align: center;">Page 30</p>	<ul style="list-style-type: none"> • Maintain/develop current/new schemes and initiatives, addressing trends highlighted within accident statistics. • Further promote Internal/External driver training and licence acquisition • Increase promotional activities throughout the county borough, i.e. Anti-Drink Drive, Speed etc. 	<p>Road Safety Manager</p>	<p>March 17</p>	<p>Reduction in casualties on the County Highway network</p>
<p>Priority 2 Develop business cases and implement projects identified in the Local Transport Plan and Capital Programme to promote connectivity, growth and economic development</p>	<ul style="list-style-type: none"> • Develop and progress business cases and feasibility studies for Bid submission to secure grant funding 	<p>Road Safety Manager</p>	<p>Ongoing</p>	<p>Funding secured and project delivered i.e. Road Safety, Safe Routes in communities, SIP</p>

<p>Priority 3 Introduction of adult cycle training in line with the NPT Road Safety Strategy</p>	<ul style="list-style-type: none"> • Delivery of targeted training programme 	<p>Road Safety Manager</p>	<p>March 17</p>	<p>Reduction in cyclist casualties on the County Highway network</p>
<p>Priority 4 Proactively support Corporate initiatives, through further development of good working relationships with other agencies and supporting cross Directorate working groups.</p>	<ul style="list-style-type: none"> • Driving at Work Policy • Road Safety Strategy • SIP Programme • Health and Safety at Work Act 2009 • Corporate Manslaughter Act 2007 	<p>Road Safety Manager</p>	<p>Ongoing</p>	<p>Reduction in casualties on the County Highway network</p>
<p>Priority 5 Improve attendance at work through better sickness management</p>	<ul style="list-style-type: none"> • Maximise attendance at work 	<p>Road Safety Manager</p>	<p>Ongoing</p>	<p>Reduction in days lost</p>

Section 4: Service Performance Quadrant 2016-17

We have made good progress with our priorities during the 1st quarter of 2016–17:

Priority 1 – Implementation of the Road Safety Strategy

- A work programme has been established for all current projects
- Our Internal/External professional driver training and licence acquisition training has seen a 5% uptake increase from the 1st quarter last year
- The Team have attended two public community days promoting the Summer anti Drink Drive Campaign 2016

Priority 2 – Develop business case to support bid submissions to secure grant funding

- Grant funding secured: 400k Safe Routes in Communities, 324k Road Safety Capital, 78k Road Safety Revenue
- New work programme established and commenced for funding streams

Priority 3 – Introduction of adult cycle training

- Promotional information created and cascaded via Council's Intranet service, Evening Post, Celtic Leisure and Road Safety social media accounts
- Training dates set
- Suitable venue and training area found with risk assessment in place

Priority 4 – Proactively support Corporate initiatives

- Risk assessments produced in support of the SIP programme and public meetings attended
- Young Persons Steering Group meetings attended
- Driving at Work Policy amended and promoted to reflect amendments to Manager – driver licence checking and Driving a Minibus for Work

Priority 5 – Maximise attendance at work

- See Section 6

Measure	2014-15 Actual	2015-16 Actual	Comparative Performance	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Service Measure 1. Number of trainees partaking in Professional Driver Training and licence acquisition (Priority 1)	N/A*	222	N/A	91	96
Service Measure 2 : Number of trainees partaking in Adult Cycle Training Courses (Priority 1 & 3)	N/A	N/A	N/A	N/A	New - training conducted during Quarter 2
Service measure 3: Number of risk assessments carried out in Support of SIP programme (Priority 4)					
Corporate measure (CM01): a) Number of transactional services fully web enabled	1	1	N/A	1	1**
b) Number of transactional services partially web enabled	3	3	N/A	3	3**

* data for 2014-15 is un comparable - new accredited training courses introduced during 2015 - 16 which are on-going

** we have a number of web pages that provide information to the public. During 2016 – 17 the road safety team will consider how we can further improve our web pages working in conjunction with Digital by Choice champions

Section 5: Financial

The Unit has managed resources within budget contributing 135k to the FFP since 2014–15

Additional training income has been generated externally from City and County of Swansea, Bridgend County Council, SWWTRA and Neath Port Talbot Homes. With SLA's in place to support the School Crossing Patrol Service.

Measure	2014-15 Actual	2015-16 Actual	2016-17 Qtr. 1 (projected)
Corporate Measure (CM02): % revenue expenditure within budget	100%	100%	100%
Revenue Budget £	£324,251	£322,339	£335,421(whole)
Corporate Measure (CM03): Amount of FFP savings at risk	No risk	No risk	No risk

Section 6: Employees

Exceeding expectation we have achieved a 68% reduction in sickness between the 2014-15 figure of 28 FTE days lost, and 9 FTE days lost during 2015–16.

It is therefore disappointing to note that Qtr.1 for 2016-17 has seen a rise in the FTE days. All sickness is being managed in line with the sickness management procedure.

Measure	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 : Road Safety	2.3	0.7	1.4
Service FTE days lost in the period	28 days	9 days	17 days
Directorate: Environment	10.2	2.1	2.4
Council	9.7	2.2	2.4

	2015-16 Actual	2015-16 Qtr.1 (cumulative)	2016-17 Qtr.1 (cumulative)
Corporate Measure (CM11): Staff engagement Measure	New	New	Awaiting staff engagement tool kit
Corporate Measure (CM05): % of staff who have received a performance appraisal during 2016-17 (Target 100%)	100%	0	0
Number of staff who have received a performance appraisal during 2016-17	N/A	0	0
Corporate Measure (CM06): Number of employees left due to unplanned departures	0	0	0

Section 7 : Customer

The Road Safety Unit received six compliments and no complaints during 2015-16. We have seen a significant rise in external compliments during the first quarter of 2016 – 17 due to an increase in our social media activity.

The quality and relevance of Driver/Rider road safety education/training is continually measured and monitored through evaluation of both pre and post workshops.

It is evident from results shown in evaluation assessments, that education/training within the Unit continues to run successfully and smoothly.

Measure	2014-15 Actual	2015-16 Actual	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Corporate Measure (CM07): Total number of complaints	0	0	0	0
Internal	0	0	0	0
External (from the public)				
Corporate Measure (CM08): Total number of compliments	0			
Internal	2	1	0	0
External (members of the public)		5	3	26
Corporate Measure (CM09): customer satisfaction measure/s	93%*	87%*	84% *	91%*

* % of participants returning their evaluation forms following Driver/Rider training courses, with 100% scoring their learning experience as very good to excellent.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Scrutiny Committee

1st September 2016

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Monitoring

Wards Affected: All

Engineering and Transport – Engineering Unit Report Card

Purpose of Report

1. To present for Scrutiny the Report Card for the Engineering Unit.

Executive Summary

2. The Environment and Highways Cabinet Board on the 26th May 2016 approved the Divisional Business Plan for Engineering and Transport.
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 Engineering 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 delivered is funded by a combination of existing revenue and capital budget, Grant 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 Engineering Services Report Card.

List of Background Papers

16. Engineering & Transport Business Plan - Environment and Highways Cabinet Board – 26th May 2016.

Officer Contact

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Service Report Card 2016-2017

ENGINEERING SERVICES

Section 1: Brief description of the service

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The Engineering Section consists of Twenty four staff undertaking a variety of Statutory and Regulatory functions.

The Engineering Services unit is a multi-disciplinary, in house service responsible for the design and site supervision of the construction of the civil engineering schemes in the Council's revenue and capital programme, including grant funded works. The unit includes the traffic section which is revenue funded. The unit also undertakes work for the South Wales Trunk Road Agency, other divisions/Directorates and neighbouring Authorities.

Programme Management and Commissioning unit is responsible for sourcing external funding through grants, programme monitoring and select list and framework contracts.

The Section is located under the Head of Engineering and Transport within the Environment Directorate.

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

- The reduction in staff numbers has been managed to reflect ongoing reductions in the Councils Capital Programme.
- Use of the South West Wales Civil Engineering Contract and serial tenders has reduced the time and cost involved in procurement
- Collaborative working with City and County of Swansea on schemes and using sharing specialist resources has maintained continuity of workload and covered gaps in specialist skills. i.e. Telematics, Bridge schemes and Coastal Protection work.
- Integrated working between the design teams has smoothed out peaks/troughs in workload and capacity.
- The staff skill base has enabled the completion of significant projects.
- Working on SWTRA Schemes has maintained continuity of the work load.

Sickness levels were below the Councils average, making the FTE days lost equating to 3.3 per FTE.

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

Priority	Actions to deliver priority	Officer Responsible	Timescale	What will be different? Measures and/or Outcomes
1: Complete the A474 Neath River Bridge Bont Fawr Aqueduct Strengthening and A4107 Pontrhydyfen masonry Wall Schemes.	Construction Contracts have been signed, Contractors are on site and good progress is being made.	H.I.Hasan	March 2017	100% completed
2: A474 Alltwen Hill bridge strengthening	Design team progressing on the detailed design.	H.I.Hasan	September 2017	100% completed
3: Complete Safe Route to school and safe Route in communities schemes	Detailed design completed and work issued for construction.	H.I.Hasan	March 2017	100% completed
4: Train and develop staff in Technical and project management skills.	Training courses to be identified as part of Cooperate Performance Development Review.	H.I.Hasan	Reviews to be is undertaken at the end of each financial year	Subject to resources being available.
5: To contribute to transport policy, long term planning and prioritisation of projects for delivery through the capital programme.	Annual report prepared and submitted to the WG.	H.I.Hasan	January 2017	100% completed
6: Develop further communications between various units to improve dissemination of information.	Accountable managers meeting to be held and discuss progress.	H.I.Hasan	On-going	100% completed

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

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	Comparative Performance	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)	Target
Service Measure 1: e.g. % (Priority 1)	0%	0%	N/A	0%	10%	100%
Service Measure 2: e.g. % (Priority 2)	0%	0%	N/A	0%	5%	100%
Service measure 3: e.g. % (Priority 3)	0%	0%	N/A	0%	5%	100%
Service measure 4: e.g. % (Priority 4)	0%	0%	N/A	0%	10%	ongoing
Service measure 5: e.g. % (Priority 5)	0%	0%	N/A	0%		ongoing
Service measure 6: e.g. % (Priority 5)	0%	0%		0%	0%	ongoing
Corporate measure (CM01):			N/A			
a) Number of transactional services fully web enabled	None	None		N/A	N/A	
b) Number of transactional services partially web enabled	None	None		N/A	N/A	

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

As at the end of March 2016, Engineering Service budget is £108,592.00

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 £	223% overspend £74,765	236% overspend £108,592.00	0% £138,569.00
Corporate Measure (CM03): Amount of FFP savings at risk	No FFP items	No FFP items	No FFP items

Notes

1

2

1. The net budget of the section was £74,765.00 in 2014/15 so the variance is a significant proportion. The main reason for the overspend was a £22,000 variance in bridges maintenance which was less than 5% of the budget.
2. As reported in the budget monitoring reports throughout 2015/16, due to a corporate accountancy change, the Engineering Services had an overspend of £103,000 which accounts for the majority of the reported overspend. This has now been financed corporately and will not arise in future years.

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

Sickness levels have decreased this year over last year equating to 3.3 days being lost per FTE employee and below the Council average. Staff have been advised accordingly of the sickness management procedures, and are looking to improve on their sickness record during 2016/17.

There was no unplanned employee departure during the last twelve months.

All team members are awaiting the new employee development review forms from the centre.

Measure	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: Engineering	3.3		
Total Service FTE days lost in the period			
Directorate: Environment	10.2		
Council:	9.7 Days	2.2 Days	

	2015-16 Actual (Full Year)	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Corporate Measure (CM11): Staff engagement Measure	New	New	
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	100%	0%	0%
Corporate Measure (CM06): Number of employees left due to unplanned departures	0	0	0

Section 7: Customer

Engineering services has three complaints and three compliments during 2015/16 year. No customer surveys have been undertaken as the section undertakes both statutory and regulatory duties.

Measure	2015-16 Actual (Full Year)	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Corporate Measure (CM07): Total number of complaints Internal External (from the public)	3	0	2
Corporate Measure (CM08): Total number of compliments Internal External (members of the public)	3	0	1
Corporate Measure (CM09): customer satisfaction measure/s	None	None	Customer satisfaction will be measured during 16/17

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