



POLICY AND RESOURCES CABINET BOARD

***IMMEDIATELY FOLLOWING SCRUTINY COMMITTEE ON
WEDNESDAY, 1 NOVEMBER 2017***

COMMITTEE ROOMS 1 & 2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To agree the Chairperson for this Meeting.
2. To receive any declarations of interest from Members.
3. To receive the Minutes of the previous Policy and Resources Cabinet Board held on 20 September 2017 *(Pages 5 - 12)*
4. To receive the Forward Work Programme 2017 - Policy and Resources Cabinet Board *(Pages 13 - 16)*

To receive the Report of the Head of ICT and Corporate Procurement

5. Supply of Fresh Pasteurised Liquid Milk *(Pages 17 - 22)*

To receive the Report of the Head of Corporate Strategy and Democratic Services

6. Strategic Equality Plan - Annual Report 2016-2017 *(Pages 23 - 66)*
7. Half Year Progress Report - Corporate Governance Improvement Action Plan for 2017/18 - Period 01.04.17 to 30.09.17 *(Pages 67 - 76)*

To receive the Report of the Director of Finance and Corporate

Services

8. Welsh Church Act Trust Fund (*Pages 77 - 80*)
9. Community Councils Minor Projects Scheme Application - Coedffranc Community Council (*Pages 81 - 82*)
10. Local Government Association (LGA) Subscription (*Pages 83 - 86*)

To receive the Report of the Head of Financial Services

11. Corporate Charging Policy (*Pages 87 - 94*)
12. Shared Cost Additional Voluntary Contribution Scheme (*Pages 95 - 100*)
13. Treasury Management Monitoring 2017-2018 (*Pages 101 - 104*)
14. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Statutory Instrument 2001 No 2290 (as amended).
15. Access to Meetings - to resolve to exclude the public for the following items pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290 and the relevant exempt paragraphs of Part 4 of Schedule 12A to the Local Government Act 1972.

PART 2

To receive the Private Report of the Head of Financial Services

16. Council Tax Write Offs (Exempt Under Paragraph 14) (*Pages 105 - 116*)
17. Housing Benefits Write Off (Exempt Under Paragraph 12 & 14) (*Pages 117 - 120*)
18. Sundry Debt Write Offs (Exempt Under Paragraph 14) (*Pages 121 - 124*)

To Receive the Private Report of the Director of Finance and Corporate Services

19. Urgency Action 0371 - Proposed Extension of the Term Lease of Recreation Land and Playing Field (Exempt Under Paragraph 14) (Pages 125 - 130)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Thursday, 26 October 2017

Policy and Resources Cabinet Board Members:

Cllrs. R.G.Jones, D.Jones and C.Clement-Williams

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EXECUTIVE DECISION RECORD
POLICY AND RESOURCES CABINET BOARD
20 SEPTEMBER, 2017

Cabinet Members:

Councillors: A.J.Taylor and D.Jones

Officers in Attendance:

K.Jones, D.Rees and N.Headon

1. **APPOINTMENT OF CHAIRPERSON**

Agree that Councillor A.J.Taylor be appointed Chairperson for the meeting.

2. **MEMBERS DECLARATIONS OF INTEREST**

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

Councillor D Jones

Re Report of the Director of Finance and Corporate Services on Proposed Extension of the term of Lease of Recreation Land and Playing Field situated between Bryn Catwg and Cwmbach Road, Cadoxton, Neath as she is a Member of Blaenhonddan Community Council.

3. **MINUTES OF THE PREVIOUS POLICY AND RESOURCES CABINET BOARD HELD ON 25 JULY, 2017**

Noted by Committee.

4. **FORWARD WORK PROGRAMME 2017**

Decision:

That the report be noted.

5. **AWARD OF CONTRACT FOR MANAGED SERVICE FOR THE PROVISION OF AGENCY WORKERS**

Decision:

That approval be granted to utilise the direct award provision in the National Procurement Service (NPS) Framework to enter into contract with Comensura Ltd, to re-appoint Comensura as the Managed Service Provider for the supply of Agency Staff for the period 1 January to 7 October 2018, with the option to extend the arrangements for up to a further 12 months.

Reason for Decision:

To ensure continuity of service of a Vendor Managed Service for the provision of agency workers.

Implementation of Decision:

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

6. **PROPOSALS FOR A WELSH LANGUAGE BILL - WHITE PAPER CONSULTATION**

Decision:

That the views of the Scrutiny Committee form the basis of the Authority's response to the Welsh Government's consultation on the Welsh Language Bill.

Reason for Decision:

To ensure the Council's views on the proposals for a Welsh Language Bill are conveyed to the Welsh Government.

Implementation of Decision:

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

7. **COMMENTS, COMPLIMENTS AND COMPLAINTS ANNUAL REPORT**

Decision:

That the report be noted.

8. **QUARTERLY PERFORMANCE MANAGEMENT DATA 2017/2018 -
QUARTER 1 PERFORMANCE (1 APRIL 2017 - 30 JUNE 2017)**

Decision:

That the report be noted.

9. **MISCELLANEOUS GRANT FUND APPLICATIONS**

Decisions:

1. That approval be granted for Ystalyfera Community Council to receive grant assistance in the sum of £300 pa towards the annual rent of £434.50 for lease of Godre'r Graig Park;
2. That approval be granted for the Friends of Margam Park to receive grant assistance in the sum of £875 towards annual rent of £1,000 for lease arrangements of the Castle Rooms Margam Park, to be reviewed in line with the rent period.

Reason for Decisions:

To decide on providing financial support in respect of the grant applications received.

Implementation of Decisions:

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

10. **INSURANCE ARRANGEMENTS 2017/18**

Decision:

That approval be granted for the Council's Insurance Renewal Arrangements, as contained in the circulated report, be in place before 1 October 2017.

Reason for Decision:

To provide a decision in relation to the Council's Insurance arrangements, which need to be in place before the 1st October 2017.

Implementation of Decision:

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

11. **EDUCATION TRUST FUND SIGNATORIES**

Decision:

That approval be given for Hywel Jenkins (Director of Finance and Corporate Services), David Rees (Head of Financial Services) and Sue Gorman (Chief Accountant) to be authorised signatories for the investment funds relating to the following Charities:-

- Cwmtawe Prize (Margaret Williams)
- DW Davies Ystalyfera Testimonial Scholarship for School
- Penlan Fach Scholarship
- DW Davies Ty Coch Scholarship
- Ystalyfera - Building Surplus Scholarship Fund

Reason for Decision:

To formally confirm authorised officers to administer and be signatories to the above funds.

Implementation of Decision:

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

12. **ANNUAL TREASURY MANAGEMENT OUTTURN REPORT 2016/17**

Decision:

That the report be noted.

13. **TREASURY MANAGEMENT MONITORING 2014/18**

Decision:

That the report be noted.

14. **HOUSING LOAN SCHEMES**

Decision:

That the changes in the delivery of the Housing Loan Scheme, as set out by the Welsh Assembly Government, be approved.

Reason for Decision:

The proposed decision will enable the Authority to maximise the funding opportunity presented by the Loan schemes to bring empty properties back into use as residential accommodation and to improve the quality of private sector housing throughout the borough.

Implementation of Decision:

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

15. **HAROLD AND JOYCE CHARLES TRUST FUND**

Decision:

That approval be granted for the Director of Finance and Director of Education to administer the Harold and Joyce Trust Fund, in accordance with the objects and rules outlined in the Trust Deed and make available grant application for September 2018.

Reason for Decision:

To administer the fund in accordance with the Trust Deed.

Implementation of Decision:

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

16. **ACCESS TO MEETINGS**

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

17. **WRITE OFF BUSINESS RATES**

(Exempt under Paragraph 14)

Decision:

That the write off amounts contained within the Private circulated report, be approved.

Reason for Decision:

The accounts are irrecoverable.

Implementation of Decision:

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

18. **PROPOSED EXTENSION OF THE TERM OF LEASE OF RECREATION LAND AND PLAYING FIELD**

(Exempt under Paragraph 14)

Decision:

That the item be deferred to a future meeting.

19. **HARDSHIP RELIEF**

(Exempt under Paragraph 12 &14)

Decisions:

That the Business Rates, Hardship Relief application from JTEKT Automotive UK Limited, Neath, for the full year 2017-2018, be granted.

Reasons for Decisions:

For the reasons contained in the private circulated report.

Implementation of Decisions:

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

CHAIRPERSON

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**2017/2018 FORWARD WORK PLAN
POLICY AND RESOURCES CABINET BOARD**

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
13th Dec 17	Finance			
	Treasury Management Monitoring	Information	Monthly	H Jenkins
	Private Reports: Write offs	Decision	Monthly	D. Rees
	Miscellaneous Grant Applications	Decision	Monthly	H.Jenkins
	Chief Execs			
	Performance Reports Quarter 2 – 2017/18	Monitoring	Quarterly	C. Furlow / S.Davies
	Third Sector Grants – Approval of applications 17/18	Approval	Annual	C.Furlow
	Communications Strategy	Approval	Topical	S.Griffiths

Policy and Resources Cabinet Board – Forward Work Programme

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
24 th Jan 18	Finance			
	Treasury Management Monitoring	Information	Monthly	H Jenkins
	Private Reports: Write offs	Decision	Monthly	D. Rees
	Miscellaneous Grant Applications	Decision	Monthly	H.Jenkins

Policy and Resources Cabinet Board – Forward Work Programme

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
7 th Mar 18	Finance			
	Treasury Management Monitoring	Information	Monthly	H Jenkins
	Private Reports: Write offs	Decision	Monthly	D. Rees
	Miscellaneous Grant Applications	Decision	Monthly	H.Jenkins
	Chief Execs			
	Performance Reports Quarter 3 – 2017/18	Monitoring	Quarterly	C. Furlow / S.Davies

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Business Plans to be scheduled:

- **Corporate Strategy and Democratic Services**
- **Legal Services**
- **Financial Services**
- **Human Resources**
- **Information Communication Technology (ICT)**
- **Licensing**

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Policy and Resources Cabinet Board

1st November 2017

Report of the Head of ICT and Corporate Procurement

Stephen John

Matter for Decision

Wards Affected: All

Supply of Fresh Pasteurised Liquid Milk

PURPOSE OF REPORT

- 1 To seek approval to put arrangements in place to ensure the continuation of the supply of Fresh Pasteurised Liquid Milk (the "Services") utilising the provisions of the Welsh Purchasing Consortium (the "WPC Framework") for a period of 6 months from 16th November 2017 in accordance with the reasons set out below.

EXECUTIVE SUMMARY

- 2 The report seeks authorisation to exclude the requirements of competition, to suspend Rule 2.1 of Neath Port Talbot County Borough Council's (the 'Council) Contracts Procedure Rules ("CPRs") and to make a direct award to the current supplier Ddol Fach Dairy (the "Supplier").

BACKGROUND

- 3 The Framework commenced on the 16th November 2015 for a period of two years, with the option of a further two years extension, such option having not been implemented due to

the commencement of the National Procurement Service Framework for the Supply and Distribution of Fresh Food and Beverages (Including Frozen Meat) (the “NPS Framework”) on 29th August 2017.

- 4 The due date for the end of the WPC Framework is 15th November 2017.
- 5 The NPS Framework allows for call off contracts to be made via method of either Direct Award or Further Competition exercise.
- 6 Having undertaken a price benchmarking exercise between the four providers appointed to the NPS Framework, the difference in price between the top three providers was negligible and therefore the benchmarking exercise failed to establish a framework provider that could offer the best value for the Service to enable a direct award to be made.
- 7 Therefore it is determined necessary that the Council undertakes a further competition exercise to appoint a framework provider that offers best value.
- 8 Such further competition exercise will not be undertaken in readiness for commencement of a new framework agreement from 16th November 2017 to ensure continuity of service.
- 9 Therefore continuity of the provision of the Service is at risk.
- 10 In order to ensure continuity of service, to allow the Council to undertake a further competition exercise and to have sufficient time for the implementation of a new framework agreement, it is necessary to make a direct award to the Supplier, substantially based on the arrangements under the WPC Framework, for a maximum period of 6 months from the WPC Framework end date of 15th November 2017, the duration of such arrangements to be determined by the Head of ICT and Corporate Procurement.
- 11 A direct award substantially based on the arrangements under the WPC Framework will ensure that the Council and the Supplier will be able to work together seamlessly since the current arrangements are familiar to all parties.

FINANCIAL IMPACT

- 12 Subject to service requirements, the potential value for the direct award arrangement of six months is expected to be in the sum of £118,600.
- 13 The framework agreement conditions that applied under the WPC Framework will continue to apply to the direct award arrangement so as to ensure greater certainty of price.

EQUALITY IMPACT ASSESSMENT

- 14 There is no requirement under the Constitution for an Equality Impact Assessment on this item.

WORKFORCE IMPACTS

- 15 Continuity of the Service is critical to ensure the efficient administration and facilitation of the Primary Schools' Breakfast Club and School Milk Scheme procedures, and the efficient management and provision of service of all other Council service users in relation to the Services.

LEGAL IMPACTS

- 16 As indicated above, subject to service requirements, the potential value for the direct award arrangement is estimated to be £118,600 for six months and as a result of this, the Council must comply with its own internal CPRs which provide that the Council will put agreements of this value out to tender.
- 17 Rule 2.1 of the CPRs provides that where the value of the contract is over £50,000 tenders shall be invited using whichever of the tender procedures is deemed appropriate. As part of the Recommendations, an exclusion of the CPRs will be sought.
- 18 Therefore, the Council could potentially be exposed to challenge from aggrieved providers who have not had an opportunity to bid for the period of the direct award arrangement. They may wish to challenge this by Judicial Review of the Council's decision.
- 19 The risk of challenge is acknowledged, however, it would be contended that the risk of challenge is somewhat limited as it is the Council's intention to utilise the NPS Framework for the eventual appointment of a service provider and this exercise will be undertaken during the proposed extension period.

- 20 In addition, the Council must ensure that suitable contractual arrangements can be put in place for such services without delay and to ensure continuity is not disrupted and the proposed arrangements would represent best value to the Council.

RISK MANAGEMENT

- 21 This report seeks to minimise the risk to the Council by ensuring continuity of service pending the Council undertaking a further competition exercise to secure a new framework agreement for the service.

CONSULTATION

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

RECOMMENDATION

- 23 It is recommended:
- 23.1 That the requirements of competition are excluded and Rule 2.1 of the Council's Contracts Procedure Rules is suspended.
- 23.2 That authority is given to make a direct award to the Supplier and for the Council to enter into contract with the Supplier for a period of a maximum of 6 months from 16th November 2017 to allow the Council to run a further competition exercise which will be undertaken at the same time as the direct award is to be put in place, the duration of such contract to be determined by the Head of ICT and Corporate Procurement.

REASONS FOR PROPOSED DECISION

- 24 To ensure continuity of service from the approved Supplier pending the Council's intended further competition exercise under the NPS Framework and the implementation of a new framework agreement resulting therefrom.

IMPLEMENTATION OF DECISION

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

APPENDICES

26 None

LIST OF BACKGROUND PAPERS

27 None

OFFICER CONTACT

28 Stephen John, Head of ICT and Procurement
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29 Diane Spencer, Corporate Procurement Manager
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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Policy and Resources Cabinet Board
1 November 2017

Report of the Head of Corporate Strategy and Democratic Services
K.Jones

Matter for Monitoring

Wards Affected: All Wards

Strategic Equality Plan Annual Report 2016-2017

Purpose of Report

1. To present the Strategic Equality Plan Annual Report for 2016-2017.

Executive Summary

2. This annual report for 2016-2017, attached at Appendix 1, provides an assessment of progress against our 8 equality objectives during the year.
3. Significant progress has been made in some specific areas, for example domestic abuse, support for the BME Forum etc, while in others completion of actions during 2015-2016 have resulted in these being becoming 'business as usual' for the various services.
4. While performance measures originally identified in the Strategic Equality Plan have been revised during the year they have not proved as effective as we had anticipated and work is ongoing to develop more robust metrics for future reporting.
5. With the work currently ongoing to develop the CAMMS - Intelligent Performance System for use with the corporate performance management framework there is an opportunity to explore how this system can be utilised for equality monitoring.

6. Further development of measures will be informed by the change in direction proposed for future work to progress the equality objectives. These proposals are identified later in this report.

Background

7. The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 requires us to provide an annual report each year which includes progress made towards fulfilling our equality objectives and how we have met the public sector equality duty.
8. During 2016-2017, although conscious of ongoing financial challenges, reduced capacity, greater expectations and the changing demographic in Neath Port Talbot we have continued to work to meet the equality objectives and significant progress has been made in a number of areas.
11. Once again we have concentrated our efforts on improving areas which have greatest impact on people lives including the accessibility of our website and improving the equality impact assessment process. We have not, however, neglected other objective areas.
12. Our equality objectives and Corporate Improvement Priorities have been aligned to ensure a more holistic approach. This has ensured that progress made is complementary to both; the work on improving digital inclusion across the County Borough helps meet both our equality objectives and our wider improvement priority.

Current position

13. The Annual Report reflects progress made during 2016-2017 through narrative and a small basket of measures which need to be further developed as stated above.
14. There have been a number of changes within the Council and the areas as a whole since the revision of the Strategic Equality Plan and the development of the actions to meet the equality objectives in 2015.
15. Resources continue to reduce, actions have been completed and absorbed into 'business as usual', new initiatives are being

developed, etc., and with the new administration in place it is timely that we review our actions, building on the progress made to date to help make a difference for people who share protected characteristics.

16. Our Corporate Plan, approved by Council on 28 September, has been developed in line with the requirements of the Wellbeing of Future Generations Act 2015. Our equality objectives resonate with the wellbeing goals and the principle of sustainable development contained in the Act.
17. The obvious similarities and links between the Council's wellbeing objectives and the equality objectives will require further consideration to align them more closely as well as looking to develop existing measures to measure progress on the equality objectives.

Proposals for Future Work

18. In order to move our work forward and recognising the above changes we propose to revise our approach to the way in which we aim to meet the objectives.
19. We want to consider more of an audit approach to help determine the actions that would be make the most difference to people's lives.
20. We propose to:
 - undertake disability audits of our website, community directory and committee rooms
 - undertake an EIA audit – EIAs reported/undertaken since the beginning of the new administration and monitor the actions identified
 - undertake audit – business as usual work and determine progress measures
 - undertake engagement work with various groups, including Syrian refugees, LGBT Forum etc, to explore how well they have integrated into their local community (Syrian refugees), what it is like for them living in Neath Port Talbot etc.
 - identify the actions required to move forward the work on the Just More than Words programme in Social Services

- develop a child friendly version of the community directory
- include actions in relation to Welfare reform
- compile a profile of social services service users and undertake further analysis to identify any necessary actions
- undertake better, more targeted data analysis
- explore the outcomes of the WRAP and Healthy Relationships For Stronger Communities Strategy training programme.
- revise the membership of the Heads of Service Equality and Community Cohesion Group to include representatives of the various local equality groups to improve communication and outcomes

Financial Appraisal

21. The progress described in the annual report was delivered within reduced budgets.
22. Any proposed actions will be delivered within reduced budgets or with funding from grants where appropriate.

Equality Impact Assessment

23. The Equality Act 2010 requires public bodies to ‘pay due regard’ to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.”
24. As the focus of the annual report is to report progress made against our equality objectives as well as to include other specified information there is no requirement to undertake an equality impact assessment.

Workforce Impact

25. The progress described in the annual report was achieved against a backdrop of a reduced workforce alongside ongoing financial challenges

Legal Impact

26. We have a legal duty under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to produce and publish an annual report every year.

Crime and Disorder Impact

27. The Council has a legal duty under Section 17 of the Crime and Disorder Act 1998 to carry out all its various functions with “due regard to the need to prevent Crime and Disorder in its area”.
28. The Strategic Equality Plan contained specific proposals to prevent and address hate crime and domestic abuse and progress has been made to meet these proposals thereby assisting us in discharging the crime and disorder duty.

Risk Management

29. We have a legal duty under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to produce and publish an annual report every year. Failure to produce an annual report could lead to a compliance notice from the Equality and Human Rights Commission, an independent statutory agency which was established under the Equality Act 2006.

Consultation

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

Recommendations

31. It is recommended that:

Members monitor the contents of the Annual Report 2016-2017 attached at Appendix 1.

Appendix

32. Appendix 1 – Draft Strategic Equality Plan Annual Report 2016-2017

List of Background Papers

33. [Strategic Equality Plan 2015-2019](#)

Officer Contact

34. Mrs Karen Jones, Head of Corporate Strategy and Democratic Services. Tel: 01639 763284 or e-mail: k.jones3@npt.gov.uk

DRAFT

Appendix 1

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

STRATEGIC EQUALITY PLAN

ANNUAL REPORT

Assessment of our performance 2016-2017



If you require this information in larger print or in an alternative format, please contact the Corporate Strategy Team on 01639 763242 or email: corporate.strategy@npt.gov.uk

This document is also available in Welsh

Contents

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Section 2 – Overview of progress	3
Section 3 - Progress made against each of our Equality Objectives	4
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Section 1 – Equality Legislation

The Equality Act 2010

The Equality Act 2010, brought together and replaced previous anti-discrimination legislation, simplified and strengthened the law, removed inconsistencies and made it easier to understand for everyone. By implementing the Act our aim is to work towards creating a fairer society, improving public services, addressing entrenched inequalities and ultimately improving people's lives.

The Council, along with other public bodies, is required under the Act to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations amongst and between people of different protected groups (known as the Public Sector Equality Duty).

The protected groups, or characteristics, are:

- age
- gender reassignment
- sex
- race
- disability
- pregnancy and maternity
- sexual orientation
- religion and belief
- marriage and civil partnership (but only in respect of the need to eliminate discrimination)

Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

In Wales specific duties have been introduced to help us carry out the public sector duty and these include the production of a Strategic Equality Plan (SEP) and the development and publication of equality objectives.

This Annual Report is prepared under Section 16(1) of The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

Section 2 - Overview of progress

During 2016-2017 we have made considerable progress towards meeting the equality objectives, specifically the development of the Violence against Women, Domestic Abuse and Sexual Violence Strategy, improving digital inclusion and the ongoing improvements to the environment particularly with the regeneration programmes undertaken in the area.

With many of the actions being absorbed into 'business as usual' these will no longer be specifically highlighted in future reports, however, they will continue to be monitored and will be included as part of the general progress.

Understanding the impact of our policies and services on people who share protected characteristics remains a key part our work. We are acutely aware that we need to continually improve our understanding and ultimately reduce/remove any significant barriers that some protected groups face on a daily basis which impact on their participation in community life and when accessing services.

Over the year we have worked with representatives of the Black and Minority Ethnic (BME) Forum and Neath Port Talbot Council for Voluntary Service to recruit and appoint a development worker specifically to support the development of the Forum. This support will help develop the capacity and skills of its members, to empower them to participate fully in the wider community and provide a voice for, and be representative, of Black and Minority Ethnic communities in Neath Port Talbot.

Section 3 - Progress made against each of our Equality Objectives

Equality Objective 1 - Address harassment, discrimination and other threats to personal safety experienced by people due to their protected characteristics

1. Increase awareness and reporting of hate crime

What did we do?

- We have established a NPT Hate Crime Action Group which meets on a regular basis. Membership of the group includes ABMU and Tai Tarian (formerly NPT Homes). The Aim of the Action Group is to increase hate crime reporting, to raise awareness of hate crime (partners and public) and to increase 3rd party reporting. Actions have been identified to help ensure that a consistent message is delivered across Neath Port Talbot. One of these actions is to work with Victim Support to identify and target information to all community groups
- Hate crime has been identified as a priority by the Hate Crime Action Group and has been included in the Community Safety Partnership's work programme; training sessions have been arranged to raise awareness of this issue.
- Hate Crime is a regular agenda item on the Community Safety Tasking meetings which discusses up and coming events and campaigns in Neath Port Talbot.
- The NPT Community Safety Partnership continues to receive a quarterly Police performance report which includes data, trends and areas of concern on all aspects of recorded crime including Hate Crime,
- A successful train the trainer hate crime session for front line staff was held in February 2017.
- We undertook a range of activities during the week long hate crime awareness week. Engagement with upwards of 700 people at locations in Neath and Port Talbot and Neath Port Talbot Hospital as well as an increased use of social media for sharing daily messages and information videos; a video of PC Chris Noblett received 3,538 views! A range of other videos of speakers on the safer Neath Port Talbot Facebook and Twitter accounts were viewed by a total of 13,000 people.

- In the public events many members of the disability community were interested in what constituted a hate crime/incident, and discussions were held with the hate crime team.
- Adam Cameron was appointed to the BME Development officer post in October 2016 and has embarked on an ambitious work programme which includes building up a profile of BME communities' within the area. Apart from using the information to better understand the communities' views of in Neath Port Talbot, their experiences of hate crime which will be invaluable for awareness raising/training as well as any review of current reporting procedures.

2. Strengthen partnership work to tackle domestic abuse and establish multi-agency mechanisms to support people at risk of being drawn into serious and organised crime

What did we do?

- The focus of our work in the area of domestic abuse has been the development of the 'Violence Against Women, Domestic Abuse and Sexual Violence Strategy'. The strategy, commissioned by NPT Community Safety Partnership in response to the Violence Against Women, Domestic Abuse & Sexual Violence (Wales) Act 2015 has been jointly developed with the AMBMU Health Board.

The development process saw the creation of a Violence Against Women, Domestic Abuse & Sexual Violence Leadership Group to replace the Domestic Abuse Strategy Group (DASG). This Leadership Group is made up of various Heads of Service, Chief Officers from various partner organisations and specialist providers, including ABMU, Police, Fire Service, Calan DVS, Port Talbot and Afan Women's Aid and Hafan Cymru.

The Strategy provides an overview of the position within Neath Port Talbot and identifies gaps in services provision and areas for improvement, which are addressed in the Objectives of the Strategy through a series of achievable actions. The VAWDASV Leadership Group, will be responsible for delivering on these actions and reporting on their progress

In order to develop the strategy, several consultation and engagement workshops have been held with various stakeholders, including internal departments, partner organisations and survivors. A 12 week public

consultation of the draft strategy was launched in March 2017. Feedback from this has been considered and appropriate amendments to the strategy were made to reflect the comments received.

- While the Violence Against Women, Domestic Abuse and Sexual Violence Strategy contains some baseline data, gaps in data have been identified and along with the development of measures will be progressed during 2017- 2018.
- The Strategy will be officially launched In October 2017 with a new title (in response to feedback received during the consultation); Neath Port Talbot Healthy Relationships For Stronger Communities Strategy 2016 - 2019
- In 2016-2017 there were 2 FTE Independent Domestic Violence Advisors based in the Community Safety team working with 461 high risk domestic abuse referrals; compared to 344 in 2015-2016.
- The Community Safety team continues to work with partners in schools and on specific events. For example the Crucial Crew event allowed the team to convey an important message to around 1,800 year 6 pupils in June 2016 regarding the importance of Healthy Relationships.
- Various public engagement events held during White Ribbon Week enabled the team to engage with over 1000 people at various events and White Ribbon related Facebook posts were viewed 17,000 times.
- During 2016-2017 refuges in Neath Port Talbot provided temporary accommodation to 177 women and there have been 785 people over 16years of age accessing services provide by Calan DVS, Port Talbot & Afan Women's
- We delivered the Home Office accredited WRAP (Workshop to Raise Awareness of Prevent) train the trainer programme to 12 staff who in turn delivered training to a further 500 staff.
- The NPT Channel Panel continues to manage and monitor interventions. During the year, 2016-2017, there were 6 referrals to the Channel Panel.
- We developed a Channel Panel Information Sharing Protocol
- We were the first local authority in the UK to take part in a pilot Prevent Peer Review in Neath Port Talbot County Borough Council which took place over two days on 25-26 January 2017. The review recognised that

while our commitment to delivering Prevent and that there was a good training needs analysis in place our current risk assessment processes lack strength, we needed greater succession planning and that we should explore the opportunity to share work at a sub-regional level.

- A draft Prevent Action Plan based on a gap analysis of the legislation which will inform local engagement and intervention work has been developed.
- The Social Services Single Point of Contact service has developed a referral pathway.
- Intelligence and a CTLP (Counter Terrorism Local Profile) is regularly received from WECTU and is discussed at the Prevent Action group which meets twice a year and at the Western bay regional CONTEST Board.

Equality Objective 2 - Improve access to information by meeting the needs of people from protected groups where these are different from the needs of other people

1. To improve the Council's website content

What did we do?

- Building on the existing Family Information Service, which includes digital inclusion, financial literacy, employment support and benefit advice, we have developed, in partnership with Neath Port Talbot CVS and ABMU Heath Board, an Information, Advice and Assistance Service which is accessible from our website. A Community Directory, providing contact details on a wide range of groups and organisations across Neath Port Talbot, went live on 1 April 2017.
- A Digital Inclusion Charter. Discussions have taken place with partners who have agreed to support this work which will assist more people to become digitally included and enjoy the benefits that they can experience from being online. Work to upskill staff in relation to digital literacy is progressing with the support of trade unions; we now have 12 union 'learning representatives' that help deliver digital skills training.
- We have also secured the support of the local third sector to apply for the Charter and to undertake a research project to establish capacity and capability across the Neath Port Talbot communities. Both the Voluntary Sector Liaison Committee and the Town and Community Council Liaison Forum have resolved to support the Council's work on digital inclusion and the Public Services Board endorsed this as a priority for the Board in December 2016.
- Data in relation to 'increasing the number of people we support to develop digital skills to access services' is not currently available but is a line of work that is being considered by the task and finish group responsible for developing the service.
- As at 31 March 2017, 99.9% of our website is available in Welsh; the one remaining page is in the process of being translated.
- There were 1,789 website page views in Welsh in March 2017; there were 260,178 website page views in

English for the same period.

- Our website has been redesigned and the new look website now has full functionality so can be accessed through all mobile devices without losing the overall look of the website.
- Work undertaken during 2015 and 2016 to improve our website, including making it 'mobile friendly' for mobile phones and tablets as well as on PC's and laptops; introducing a series of 'call to action' buttons which make it easier to request services from the Council and a series of digital libraries, where the public can download documents straight to their devices, has resulted in improved customer satisfaction rates.
- As a result of our work to improve and update the content of our website as well as making it easier to use (e.g. access via mobile devices) customer satisfaction levels have increased. 97% of our website customers were very satisfied/satisfied or 'OK' in terms of its general look and feel; 91% were very satisfied/satisfied or found our website 'Ok' in terms of ease of getting around the site; 84% customers said that they were very satisfied/satisfied or 'OK' in terms of ease of finding information and services.
- We have improved the SOCITM professional rating of our website page rating from a 2 star as at 31 March 2016 to our target of a 3 star rating as at 31 March 2017 (highest rating is 4 star). No local authority in Wales has received a 4 start rating.
- There are currently eight new fully online transactional services available on the website with many other services partially web enabled. A further four are under development, 14 at business case stage and 41 ideas currently being scoped. For those services fully on line, online transactions have again increased from 57% in 2015-2016 (for those services that are fully online) to 67.7% in 2016-2017.
- During 2016-2017 we reviewed our public consultation arrangements which resulted in changing our online consultation software to Snap. However, Objective remains the main consultation mechanism for the Local Development Plan.

2. To increase the accessibility of information/documentation

What did we do?

- We have developed a community directory, as part of the information advice and assistance service, in response to the requirements of the Social Services and Well being (Wales) Act 2014, which provides information and access to a variety of universal services throughout the county borough.
- The local area coordination service has helped individuals have greater independence and control over their lives; with 143 individuals receiving information, advice and assistance from the service with nearly 50% returning for further more informal support rather than accessing full social services.
- We have ensured that delivery of the IAA service suits the requirements of the individual; through information packs, home visits, outreach, telephone services, etc.
- We have further revised our email signatures in line with the requirements of the Welsh Language Standards that have been applied to us.
- Text inviting individuals to inform us of their language preference has been included in signature templates. A database has been established to capture this information and is automatically updated on completion of an electronic form. To date there have been no entries on the database

Equality Objective 3 - Improve access to services by meeting the needs of people from protected groups where these are different from the needs of other people

Improve access to the provision of Social Services

What did we do?

- An outcome focused model of social work practice has been embedded in children and young people services. This enables practitioners working with children and families to consider their personal well-being goals and co-produce solutions so that children remain safe in their family home and get the best start in life.
- To support this new way of working improvements to the IT systems are now underway to ensure the recording and reporting of 'personal outcomes' is more robust
- A programme of work has now been planned for 2017-2018 which will assist the outcome-focussed way of working to become further embedded into everyday social work practice in line with requirements of the Social Services and WellBeing (Wales) Act 2014. In addition, an effective monitoring and reporting framework has also been established against the requirements of the Act and this will continue to be developed during the coming year to ensure we are able to report robust performance management information with regards to the effectiveness of the impact of working co-productively with children, young people and their families.
- Of the children over the age of 7, adults and carers who responded to the Citizen Survey in November 2016 76% of respondent confirmed that they had received the right information or advice when they needed it.
- During 2016-2017 our Children and Young Peoples Services have been undertaken to encourage and support children and young people to participate and engage in decision making both on matters that affect them personally and to inform the strategic direction of the service.
- We have developed an Information Advice and Assistance Service. A bespoke IT system, designed to facilitate intervention and prevention via the early identification of individual's personal outcomes and the subsequent support arrangements that best suits their requirements.

- We have introduced Local Area Coordination (LAC), an approach that focuses on changing public and community based services. It is a person-centred preventative strategy that uses co-production to help individuals lead lives with greater control and independence, whilst building community capacity and improving the responsiveness of public services
- Both the Children and Young People's and Adult Services refined their care planning practice and processes in 2016-2017. Particular attention has been given to ensuring that care and support plans are co-produced between professionals and the individual they relate to.
- During 2016-2017 our Local Area Coordinators facilitated 27 community events, connecting over 120 people to local groups, third sector and other local individuals. 33% of the people connected, have continued to attend community groups and have made new positive friendships.
- Our Children and Young People Services developed ties with the "Down to Earth" project. The project has worked with a number of our vulnerable and disadvantaged young people to support them via a relationship centred approach, based upon meaningful and practical activities, such as the building of cutting-edge training venues which then become the venues for future participants
- The results of the Welsh Government's Qualitative Questionnaire Process indicate that 92.7% of children and young people feel that their views about their care and support have been listened to with 85.7% of parents responding that they have been actively involved in all decisions about how their child's/children's care and support was provided. This information will help to shape future services in line with the needs of children, young people and their families.
- The Engagement and Participation Officer has undertaken a number of community based initiatives aimed at engaging service users, albeit not necessarily targeting specific groups. Engagement and Participation has been recognised as a key priority for the coming year, which will assist in our endeavours to promote the voice of the child.

Equality Objective 4 - Monitor information and data effectively in order to identify disadvantages experienced by people due to their protected characteristics

Develop robust monitoring systems within services

What did we do?

- During 2016-2017 we have made improvements to our data collection. Service areas are increasingly improving data collection of services users through a variety of methods including application forms, customer satisfaction surveys, consultation and monitoring exercises.
- The collection of employment data has continued to be challenging. However, an employee portal has been developed which will overcome some of the data gathering issues which have plagued us over recent years.
- The Employee Portal, trialled during the first six months of 2017, was rolled out to all employees in August 2017. Staff are able to update their HR records, accessing the portal through the intranet, which allows for a more efficient workforce information service with better and more reliable data
- We continue to focus on Equality Impact Assessments as not only highlighting data and any gaps in knowledge but also as a means of plugging those gaps; through actions to address the lack information and consultations exercises to gather data as well as an understanding of the impact of our actions on people who share protected characteristics.
- During 2015-2016 we worked with the Black and Minority Ethnic Forum and Neath Port Talbot Council for Voluntary Service to identify appropriate support requirements to progress the position of a development worker to help support and develop Forum. This work culminated in the appointment of Adam Cameron in October 2016.

Adam has been working on a number of projects to develop the Forum over recent months. An ambitious work programmed has been developed building on the initial work undertaken during the early months of Adam's employment.

It was identified that in order to make significant progress in developing the Forum as well as putting it on a more secure financial and sustainable footing the Forum has been constituted under the name of Neath Port Talbot Black and Minority Ethnic Community Association. Three Elected Members, Cabinet Members for Corporate Services and Community Safety and the Vice Chair of the Policy and Resources Scrutiny Committee, sit on its Executive Committee as an invaluable link with the Association.

- Our EIA form and Guidance have been revised to strengthen the consultation/post consultation section as well as taking into account the requirements of the policy making Welsh Language Standards. Consideration is currently being given to develop the impact assessment framework as an integration tool to meet the requirements of the Wellbeing of Future Generations Act 2015.
- We have regular engagement with families to offer advice and support as and when needed. Through our links with the Travelling Ahead project, children are given opportunities to have input into decision making process.

Equality Objective 5 - Deliver staff training in line with the Equality Act requirements

What did we do?

- Advice and assistance has been provided to those members of staff responsible for completing Equality Impact Assessments. Further general training sessions are being considered to support staff who are new to the responsibilities of undertaking Impact Assessments.
- A Member Induction programme has been developed for delivery to the new administration which includes details of the Equality Impact Assessments process and member responsibilities in relation to equality generally.
- A WRAP (Workshop to Raise Awareness of Prevent) Train the Trainer session was held in November 2016 and 12 staff have received the Home Office accredited training. These 'trainers' have delivered training to 500 staff

Equality Objective 6 - Improve access to the environment by meeting the needs of people from protected groups where these are different from the needs of other people

1. Improve physical accessibility to and within civic offices and other council owned buildings

What did we do?

- The review of signage in council owned buildings and civic offices has been delayed, pending receipt of the Welsh Language Commissioner's determination on the Council's challenge to 54 of the Welsh Language Standards, which include the standard relating to signage.
- External access to civic offices has been reviewed and new handrails, door ironmongery, improvements to the visibility of steps, etc., have been carried out at Port Talbot Civic Centre
- We continue to liaise with the sensory support team, local equality groups and other partners to ensure that any issues for people with visual and hearing impairments are addressed. This will be an essential aspect of the reviews in relation to signage and our other accessibility activities.

2. Appropriate positioning of street furniture, signs, lighting columns, etc

What did we do?

- Ysgol Bae Baglan opened in September 2016. During the design of the school, and its surroundings, we have been conscious of any accessibility issues and have ensured that the school's state of the art facilities are fully accessible. 1519 pupils, aged 3-16 years, now enjoy its facilities.
- We continue to work with a local group, Rhianna's Swing, to site a new play provision for children with disabilities at Gnoll Park. The area to be leased has been agreed in principle and fund raising continues to realise this project. Rhianna's Swing has successfully applied to the Tesco bag scheme and a secured £10k grant with which they purchased a disabled friendly roundabout that has since been installed in the existing playground.

3. Design and delivery of regeneration projects

What did we do?

- The Disability Network Action Group (DNAG) continues to be key member of the Vibrant and Viable Places Stakeholder Group and engaging with the group in this way has helped us to deliver 5 accessible projects since 2015. DNAG's invaluable advice will continue to be sought for those projects that are being progressed/due to start.
- Although the Vibrant and Viable Places Programme ended on 31 March 2017 some projects will continue to be delivered over the next 12-15 months, including works at the Glan Afan School site, Aberafan House, the former police station amongst others.
- In all of the regeneration schemes undertaken to date information provided by DNAG and others informed the design to ensure it was accessible to people with mobility and other accessibility issues.
- The Port Talbot Integrated Transport Hub, due to be operational in autumn 2017, will be a fully accessible public space with the assistance of DNAG at the design stage. Additional accessible features have been incorporated into the development Information Screens with new RNIB enabled and the new hub are all
- The new Information Screens at Neath Victoria Gardens, Port Talbot and the new hub are all RNIB enabled. They are also capable of running real time information once it becomes live in our area.
- The next phase of the of the Neath Town Centre improvements scheme was approved during 2016-2017. This scheme will see the construction of up to six new retail units and 12 apartments on land at the rear of Boots service yard and will result in improved linkages between the town centre and key facilities such as the Gwyn Hall and the bus station. We intend to continue working with DNAG to ensure accessibility is considered at the design stage and throughout the development to ensure everyone is able to enjoy these improvements.

Equality Objective 7 - Reduce gaps in the educational performance experienced by pupils due to their protected characteristics

1. To raise levels of attendance of pupils with the protected characteristics at school

What did we do?

- Exclusion data has been monitored closely and in response to the rise in fixed and permanent exclusions, a Wellbeing and Behaviour team has been established and a designated manager has been appointed to address this. [
- The Wellbeing and Behaviour Team are working with key professionals to develop a training package for all schools in meeting the needs of pupils with social, emotional and behavioural difficulties (SEBD) and this began to be rolled out during the spring term 2016-17. This change to services and provision will be in place in all schools as of September 2017 with the aim of embedding a continuum of support and increasing capacity within schools, as part of the Council's long term plan in ensuring the needs of pupils with SEBD are effectively met.
- Attendance levels amongst Gypsy Traveller pupils has remained stable at primary level however, attendance at secondary level has dropped from 86.6% in 2015-2016 to 85.63% in 2016-2017 (academic years)
- Traveller Education continues to work closely with other agencies involved with the Gypsy & Traveller community through the NPT Gypsy & Traveller Forum. It is hoped that funding will be secured shortly in order to purchase portable space in order for agencies to visit the community to offer support. The funding will also be used for a homework club and additional support as needed.
- Attendance levels at primary school have risen slightly during 2016-2017 to 94.69% compared to 94.55% in the previous year. At secondary school, however, attendance levels have fallen slightly, 93.38% compared to 93.56%

2. To reduce the gaps in educational performance attainment between boys and girls at Foundation Phase and Key Stages (KS) 2, & 3

What did we do?

- A wide range of courses linked to the regional menu of support is in place for all schools. These are delivered by ERW/NPT officers. These courses addressed a wide range of issues aimed at improving pupils' oracy, reading and writing. Courses were aimed at specific groups of learners.
- Literacy outcomes at the end of foundation phase have declined from 84.6% (academic year 2014-2015) to 82.0% (academic year 2015-2016). This may be partially due to the cohort but also more robust teacher assessments. Literacy outcomes increased by 1.5% at key stage 2, dropped marginally to 84.7% at key stage 3 and the percentage of pupils achieving level 2 threshold at the end of key stage 4 in language (English or Welsh 1st Language) has increased to 69.6%:
- In our primary schools, the percentage of pupils achieving outcome 5 in mathematical development skills at the end of foundation phase has declined by 1% to 84.2% whilst key stage 2 numeracy outcomes have increased by almost 3% to 88.4%.
- The Traveller Education service continues to work closely with the community and our schools. The service has been able to provide an increased level of support due to an increase in the number of staff within the service.
- Although the gap in attainment between girls and boys has narrowed in the academic year 2016-2017 in both areas (literacy 11.18% and numeracy 5.89%), the year has seen attainment for girls lower marginally while boys have shown improvement, particularly in numeracy.
- There has been a significant decrease in attainment for boys across both literacy and numeracy (11.02% and 11.12% respectively). Girls' attainment in both areas has also declined markedly. As a result of the lower attainment levels in literacy, the gap in attainment between girls and boys has shown a significant increase, from 12.22% in 2015-2016 to 20.98% in 2016-2017 academic years.

Equality Objective 8 - Ensure our employment and recruitment processes promote fairness and equality for all.

What did we do?

- The Council is a Disability Confident employer. The Disability Confident Scheme encourages employers to become more confident so they employ and retain disabled people, increase understanding of disability and the benefits of employing or retaining disabled people in order to make a substantial contribution towards halving the disability employment gap. By continuing our Disability Confident journey, the Council is ensuring that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.
- We recognise the vulnerable position of specific groups within our workforce and as a result are looking to develop policies to provide support. We have produced a gender reassignment policy, approved in September 2017, which ensures that an employee who proposes to, starts or has completed a process to change their gender is treated with dignity and respect.
- Over the last year information about our workforce has improved and should continue to do so with the introduction of the employee portal during 2017. Analysis of the data also continues and we will consider undertaking discrete projects to further identify and understand anomalies within our workforce.
- As in previous years we have collected and reported on [Employment Information](#) in line with legislative requirements for the period 2016-2017.

Gender Pay Gap Objective - To further develop pay/employment data to better understand the reasons for the gender pay gap and to identify any actions which may be feasible to close the pay gap.

What did we do?

- We continue to report pay gap information as part of the employment information annual report reported to Members in September each year.
- As part of our commitment to ensure fair and equitable practices we made a policy commitment as part of the introduction of job evaluation in 2008 that all new starters commence on the minimum point of the grade. This policy remains in force and is monitored via the Starting Salaries Monitoring Form.
- Following a presentation on the gender pay gap to the Heads of Service Equality and Community Cohesion Group a number of lines of enquiry were identified to be considered further following the election of the new administration.

Section 4 – Meeting the Public Sector Equality Duty and Specific Duties

In meeting the equality objectives we continue to be conscious of the ongoing financial challenges, reduced capacity, greater expectation and the changing demographic in Neath Port Talbot. We aim to undertake all our work in the knowledge of and commitment to the Public Sector Equality Duty.

Concentrating our efforts on improving the accessibility of our website, working to address hate crime and domestic violence and improving our equality impact assessment process has enabled to improve areas which have greatest impact on people's lives.

Our equality objectives and Corporate Improvement Priorities have been aligned to ensure a more holistic approach. This has ensured that progress made is complementary to both, for example, the work on improving digital inclusion across the County Borough helps meet both our equality objectives and our wider improvement priority. Progress against our improvement priorities can be found in the Corporate Improvement Plan Annual Report 2016-2017

[INSERT LINK].

The Welsh Language Commissioner issued a Welsh Language Standards Compliance Notice in September 2015. After considering the implications of the standards the Council submitted a challenge in January 2016 to 55 standards, with 54 standards considered as valid. Since this time we have been in discussions with the Commissioner and her representatives to find a mutually acceptable way forward. In April 2017 we received the Commissioner's determination in relation to x number of standards. Discussions to resolve our difference in relation to the remaining x number are ongoing

Our [Welsh Language Standards Annual Report 2016-2017](#), the first full year's report on how we have complied with those standards applied to the Council, was published on 30 June 2017 in accordance with statutory requirements.

Identifying and collecting relevant information

We continued to engage with members of the public, partners, local communities and interest groups to gather information, which helped shape our various strategies, policies and plans as well as influencing the delivery of our services.

We are aware that the identification and collection of information remains a key element particularly of the equality impact assessment process. During the year there has been some improvement in our collection and analysis of the data we hold in relation to service users and staff. With the development of the Employee Portal staff will be able to update their own individual records and as a result our employment data will be more robust.

The community profiling initiative that is being undertaken by the Neath Port Talbot BME Community Association will provide specific and robust data about our BME communities, their concerns and experiences of living in Neath Port Talbot. Working with the Community Association, we will use this data to inform the development of future plans, strategies and services.

Some examples of our work during 2016-2017

- A number of initiatives have been undertaken to encourage and support children and young people to participate and engage in decision making. Some of these initiatives included:
 - ❖ A looked after children youth council has been established to give children and young people a voice.
 - ❖ A child sexual exploitation website has commenced construction. The website will be a conduit whereby child sexual exploitation related information can be shared with parents and carers, as well as children and young people. It is anticipated that the website will be up-and-running during 2017.
 - ❖ Children and young people have been instrumental in re-designing supportive materials, such as looked after children booklets provided at point of review and child protection leaflets.
- We worked in partnership with Victim Support and other key stakeholders to coordinate the delivery of hate crime campaigns for Awareness Week in October 2016 to increase understating and reporting of hate crime.

- As part of the Western Bay Anti Slavery Training Programme we held 64 awareness raising sessions and 25 lunch and learn sessions during the year
- Under the Home Office's Syrian Resettlement Programme we resettled a further 5 families in the county borough during the financial year. We have been able to fulfil our commitment to resettle a total of 10 families since 2015
- Our Gypsy and Traveller Liaison Officer supports engagement with the traveller community helping build links with health and relevant sections within the Council
- Neath Port Talbot Youth Council has developed a young people friendly hate crime PowerPoint presentation and session plan to be delivered to their peers in schools
- Neath Port Talbot Communities First and the Regional Community Cohesion Coordinator are working with schools and youth clubs on community cohesion activities. Neath Port Talbot Communities First has provided funding for 10 awareness raising sessions in schools and two delivered to youth clubs, delivered by Show Racism the Red Card and EYST respectively.
- We continue to support the Older Persons' Council which goes from strength to strength providing information for older people as well as being a valued voice for older people in all engagement activities with the Council and other partners.
- Local equality groups continue to be instrumental in the development of equality objectives along with other corporate and more service specific plans, strategies and initiatives.
- With the proposed development of new schools in Margam and Briton Ferry, with the potential to accommodate 1905 pupils (ages 3-16 and 3-11) respectively we are conscious that accessibility is a key consideration at the design stages of both the schools and their surrounding environments. Both schools are due to open in September 2018.
- Construction work has begun on a new school for the south campus of Ysgol Gymraeg Ystalyfera – Bro Dur. The school will increase pupil places by approximately 200 to meet potential demand and will open in September 2018.
- We continue to support and further develop Welsh language education in schools and in the wider communities.

Our plans also take into account for future growth to reflect Welsh Governments proposal for increasing the number of Welsh speakers to one million by 2050.

- A new Welsh in Education Strategic Plan (WESP)2017- 2020 has been produced and agreed by Council in March 2017 and is currently with Welsh Government awaiting approval
- Continued effort is made towards supporting citizens within the community and remaining independent through a variety of preventative services such as assistive technology, local area co-ordination and via an Intake Reablement Model. Where people are eligible for formal care and support, packages are appropriately sized to meet citizens' needs and encourage independence

Equality Impact Assessments

The revision of the Equality Impact Assessment process, which includes a greater emphasis on consultation, the principles, details of local equality groups and better recording of the outcomes of any consultation exercise, as well as sections on the impact of the strategy, etc. on the opportunities to use Welsh and its equal treatment with English has been well received.

With the loss of a significant number of staff over recent years as a result of the ongoing financial constraints, predominantly through our early retirement/voluntary redundancy scheme, we have lost vital knowledge and experience which is becoming increasingly evident. As a result, staff who now have responsibility for developing plans and services etc, have little or no experience in undertaking assessments. While support in undertaking assessments is currently provided we recognise that there is a more widespread demand. We aim to develop a training programme to address this and proposed changes to the executive reporting process in line with the Wellbeing of Future Generations Act 2015.

Specific Employment Information

[Employment Information](#) for the period 2016-2017 has been reported separately.

The data has been analysed by the protected characteristics of gender, race, disability and age and by specific criteria. While the data in relation to these characteristics is of good quality there are gaps in the information that we are currently able to collect in relation to the following protected characteristics: gender reassignment, pregnancy and maternity, religion and belief and sexual orientation.

The data is either for the 12 month period 1 April 2016 to 31 March 2017, or, where appropriate, a snapshot of the workforce on 31 March 2017.

Section 5 - Have your say

We would like to know your thoughts about this report and our equality objectives in order to help us make decisions on important matters. If you would like to share your views please contact the Corporate Strategy Team by email corporate.strategy@npt.gov.uk or by post to the Corporate Strategy Team, Neath Port Talbot CBC, Civic Centre, Port Talbot, SA13 1PJ



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Section 6 - Performance Measures

Equality Objective 1: Address harassment, discrimination and other threats to personal safety experienced by people due to their protected characteristics

No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
1	EQ1.1	Number of hate crime reports	101	110	-
2	EQ1.2	Number of hate crime reports – Disability	17	16	-
3	EQ1.3	Number of hate crime reports – Race	66	68	-
4	EQ1.4	Number of hate crime reports – Religion	3	3	-
5	EQ1.5	Number of hate crime reports – Sexual Orientation	14	22	-
6	EQ1.6	Number of hate crime reports – Transgender	1	1	-
7	EQ1.7	Number of referrals to the Channel Panel	5	6	-
8	EQ1.8	Number of new referrals to Independent Domestic Violence Advisor Multi Agency Risk Assessment Conference/specialist domestic violence agencies	-	1006	-
9	EQ1.9	Number of repeat referrals to Independent Domestic Violence Advisor Multi Agency Risk Assessment Conference/specialist domestic violence agencies	-	1053	-

Equality Objective 2: Improve access to information by meeting the needs of people from protected groups where these are different from the needs of other people

No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
10	EQ2.1	Number of webpages updated			
11	EQ2.2	% of website pages available in Welsh	88%	99.9%	↑
12	EQ2.3	% of increase in first hit successes on website			
13	EQ2.4 (DBC/006)	Improve the professional rating of our website page rating from a 1 star (maximum rating is 4 star)	2	3	↑
14	EQ2.5 (DBC/007)	% of customers very satisfied/satisfied or Ok with improvements made to service available online – general look and feel	91%	97%	↑
15	EQ2.6 (DBC/008)	More of our customers find the website easier to use: % very satisfied/satisfied or Ok with ease of getting around site	83%	91%	↑
16	EQ2.7 (DBC/009)	More of our customers can access the information find the website easier/service they want (on our website) first time: % very satisfied/satisfied or Ok with ease of finding information/services	78%	84%	↑
17	EQ2.8 (DBC/010)	Number of customers assisted to use self-service options by Customer Services One Stop Shop staff	NEW	TBC	-
18	EQ2.9 (DBC/001)	% of transactions completed on line (see Note 1)	56.9%	67.0%	↑

Equality Objective 2: Improve access to information by meeting the needs of people from protected groups where these are different from the needs of other people (cont.)

No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
19	EQ2.10 (DBC/002)	Number of new services available on line	7	8	↑
20	EQ2.11	Number of “hits” on alternative format guidance pages			
21	EQ2.12	Number of complaints upheld in relation to compliance with the Council’s Welsh Language Scheme/Standards	1 out of 3	1 (in part) out of 3	↔
<p>2015-2016 – the complaint, received on 31 March 2016 was in relation to the lack of Welsh posts on the Council’s corporate Twitter account. The complainant was advised that the Council was in the process of establishing Welsh language corporate Twitter and Facebook accounts and was advised within a week of the complaint that these accounts were live. The Council received a reply praising its quick response.</p> <p>2016-2017 - as determined by the Welsh Language Commissioner. The complaint was in relation to the ‘failure’ to provide a full Welsh language service on the main telephone number. As a result, we have made changes to the messages relayed via the Welsh option e.g. when a service is not available and waiting for an operator, as well as working with the limited number of Welsh speaking staff at the call centre to ensure we have adequate arrangements in place to deal with telephone calls in Welsh</p>					

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Note 1: Data for this measure includes information for the following services implemented i.e. bulks on-line, refuse and recycling equipment ordered on-line, location based reporting, missed waste collections reporting, pest control appointment booking, & van permits requested on-line. Data for the other online services will be included in data as soon as possible.

Equality Objective 3: Improve access to services by meeting the needs of people from protected groups where these are different from the needs of other people- Social Services

No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
22	EQ3.1	Number of adults receiving services from adult services at 31st March 2017	NEW	2,567	-
23	EQ3.1	Number of children of children receiving care and support from Children's Services at 31st March 2017	NEW	1,138	-
24	EQ3.2	Number of carers who were assessed as at 31st March 2017	NEW	355	-

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Equality Objective 4: Monitor information and data effectively in order to identify disadvantages experienced by people due to their protected characteristics

No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
25	EQ4.1	Number of Equality Impact Assessments undertaken and reported to the relevant Cabinet Board	New	26	-
26	EQ4.2	Number of people participating in Black and Minority Ethnic Forum and Disability Network Action Group	11	11	↔
BME Forum– 6 members on the Topic Group although there was a wider membership up to X number though attendance at meetings/events was sporadic.					

Equality Objective 5: Deliver staff training in line with the Equality Act requirements					
No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
27	EQ5.1	Number of staff attending training on each specific topics	424	1319 (760 of which were NPT staff)	↑
Equality Impact Assessment and Roma Awareness training were delivered only in 2015- 2016. Cultural Diversity in the Welsh Context, Prevent, Disability, Equality and Diversity for Foster Carers training were delivered only in 2016-2017. Training sessions were made available to external partners during the year.					

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Equality Objective 6: Improve access to the environment by meeting the needs of people from protected groups where these are different from the needs of other people					
No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
28	EQ6.1	Number of complaints received in relation to accessibility	0	0	😊
29	EQ6.2	% of complaints upheld in relation to accessibility	0	0	😊
30	EQ6.5	% of adults aged 60 or over who hold a concessionary bus pass	92.1%	93.75%	↑

Equality Objective 6: Improve access to the environment by meeting the needs of people from protected groups where these are different from the needs of other people (cont.)

No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
31	EQ6.3	Number of mobility scooter trips facilitated by Shopmobility Neath Port Talbot	3,454 4,993	2,900 4,901	↓
<p>Neath A large number of customers were lost following the relocation of the service at the new multi storey car park. This appears to be due in part to poor signposting to the new location (signs redirecting users for the previous suite were removed when the portacabin was demolished). The resulted in extensive efforts to contact and persuade customers to re-join. In addition whereas free car parking was enjoyed at the previous location (High Street car park) parking charges are in force in the new multi storey car park. While usage dropped dramatically following the move, figures of 1815 for 1 April to 30 September 2017 show an improvement.</p> <p>Port Talbot Usage is fairly stable at just under 5,000 trips per year, with figures of 2312 trips for the period 1 April to 30 September 2017 appearing to support this.</p>					
32	EQ6.4	Number of customers enrolled with Shopmobility Neath Port Talbot	136 380	110 261	↓
<p>Neath The service is confident that customers are slowly coming back with a 82 new enrolments taking place in the first six months of the new financial year.</p> <p>Port Talbot The number of enrolments, 114, taking place in the first six months of the new financial year, appears to highlight the belief that the recession is beginning to hit Port Talbot. It is also noted that 50% of new enrolments are from all outside of the county borough, e.g. Maesteg/Bridgend areas</p>					

Equality Objective 7: Reduce gaps in the educational performance experienced by pupils due to their protected characteristics

No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
33	EQ7.1	% of girls attaining Outcome 5+ in literacy at Foundation Phase	89.35%	89.20%	↓
		% of boys attaining Outcome 5+ in literacy at Foundation Phase	77.53%	78.02%	↑
34	EQ7.2	% of girls attaining Outcome 5+ in numeracy at Foundation Phase	88.81%	88.41%	↓
		% of boys attaining Outcome 5+ in numeracy at Foundation Phase	79.88%	82.52%	↑
<p>Although the gap in attainment between girls and boys has narrowed in the academic year 2016-2017 in both areas (literacy 11.18% and numeracy 5.89%), the year has seen attainment for girls lower marginally while boys have shown improvement, particularly in numeracy</p>					
35	EQ7.3	% of girls attaining Level 4+ literacy at Key Stage 2	90.23%	91.21%	↑
		% of boys attaining Level 4+ literacy at Key Stage 2	83.78%	83.75%	↓
36	EQ7.4	% of girls attaining Level 4+ numeracy at Key Stage 2	89.97%	90.03%	↑
		% of boys attaining Level 4+ numeracy at Key Stage 2	86.82%	85.18%	↓
<p>The gap in attainment between girls and boys has increased (2015-2016, literacy 6.45% and numeracy 7.46% and 2016-2017, literacy 3.15% and numeracy 4.90%) this is not only due to the increased levels of performance by girls but also the reduced levels performance by boys</p>					
37	EQ7.5	% of girls attaining Level 5+ literacy at Key Stage 3	90.80%	92.42%	↑
		% of boys attaining Level 5+ literacy at Key Stage 3	78.64%	79.44%	↑

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Equality Objective 7: Reduce gaps in the educational performance experienced by pupils due to their protected characteristics (cont.)

No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
38	EQ7.6	% of girls attaining Level 5+ numeracy at Key Stage 3	86.93%	88.71%	↑
		% of boys attaining Level 5+ numeracy at Key Stage 3	79.31%	80.24%	↑
Although both boys and girls performance has increased the gap in attainment has widened as performance of boys has not outstripped that of girls.					
39	EQ7.7	% of girls attaining Level 2 literacy at Key Stage 4	76.06%	73.80%	↓
		% of boys attaining Level 2 literacy at Key Stage 4	63.84%	52.82%	↓
40	EQ7.8	% of girls attaining Level 2 numeracy at Key Stage 4	64.87%	60.62%	↓
		% of boys attaining Level 2 numeracy at Key Stage 4	69.20%	58.08%	↓
There has been a significant decrease in attainment for boys across both literacy and numeracy (11.02% and 11.12% respectively). Girls' attainment in both areas has also declined markedly. As a result of the lower attainment levels in literacy, the gap in attainment between girls and boys has shown a significant increase, from 12.22% in 2015-2016 to 20.98% in 2016-2017 academic years.					

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Equality Objective 7: Reduce gaps in the educational performance experienced by pupils due to their protected characteristics (cont.)

No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
41	EQ7.5	% of pupil attendance in primary schools:	94.55%	94.69%	↑
		girls	94.60%	94.72%	↑
		boys	94.50%	94.65%	↑
		pupils identifying as non-white British	94.19%	94.25%	↑
		pupils identifying as white British	94.58%	94.74%	↑
		pupils with special educational needs	93.65%	93.74%	↑
		pupils with no special educational needs	94.90%	95.08%	↑
		traveller pupils	86.88%	86.88%	↔
		non-traveller pupils	95.12%	95.12%	↔
42	EQ7.6	% of pupil attendance in secondary schools	93.56%	93.38%	↓
		girls	93.61%	93.63%	↑
		boys	93.43%	93.14%	↓
		pupils identifying as non-white British	94.71%	94.67%	↓
		pupils identifying as white British	93.64%	93.59%	↓
		pupils with special educational needs	91.37%	91.54%	↑
		pupils with no special educational needs	94.65%	94.52%	↓
		traveller pupils	86.60%	85.63%	↓
		non-traveller pupils	93.71%	93.66%	↓

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Equality Objective 7: Reduce gaps in the educational performance experienced by pupils due to their protected characteristics (cont.)

No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
43	EQ7.7	The number of permanent exclusions during the academic year in primary schools:	0	1*	↑
		Boys	0	1	
		Girls	0	0	
		SEN	0	0	
		Travellers	0	0	
		BME	0	0	
44	EQ7.8	The number of permanent exclusions during the academic year in secondary schools:	19	12	↓
		Boys	15	11	
		Girls	4	1	
		SEN	15	6	
		Travellers	0	0	
		BME	0	0	

Equality Objective 8: Ensure our employment and recruitment processes promote fairness and equality for all.					
No	Ref	Measure	2015-2016	2016-2017	Direction of Improvement
45	EQ8.1	Number of staff attending recruitment training	14	21	↑
46	EQ8.2	% of participants of training sessions that considered their knowledge had increased	100%	87%	↓
47	EQ8.3	Number of recruitment complaints	0	0	↔
48	EQ8.4	Number of new starters commencing above the minimum point of the grade	17	24	↑

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Performance Key	
☺	Maximum Performance
↑	Performance has improved
↔	Performance has been maintained
↓	Performance has declined.
-	Number comparable data (data not suitable for comparison /no data available for comparison)

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY AND RESOURCES CABINET BOARD

1ST NOVEMBER 2017

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

SECTION A: MATTER FOR MONITORING

WARDS AFFECTED: ALL

Half Year Progress Report - Corporate Governance Improvement Action Plan for 2017/18 – period 01.04.17 to 30.09.17

Purpose of Report

1. To provide Members with a half year update on progress made on the Corporate Governance Improvement Action Plan for 2017/18 (attached at Appendix 1). The action plan reflects the governance issues (improvement areas) identified in the Council's Annual Governance Statement for 2016/17.

Background

2. The Annual Governance Statement describes the Council's governance arrangements and the controls we employ to manage the risks of failure to achieve strategic objectives. The Annual Governance Statement forms part of the Annual Statement of Accounts and provides a public statement of the extent to which the Council complies with the Code of Governance.

Progress to date

3. The Corporate Governance Group continues to oversee the improvement work identified in the Corporate Governance Improvement Action Plan to ensure the Council's processes and procedures enable the Council to carry out its functions effectively. During the period April – September 2017, good progress has been made on the following improvement work areas contained within the action plan:

- Corporate Risk Management
 - Wellbeing of Future Generations (Wales) Act 2015
 - Welsh Language Standards
 - Corporate workforce plan
 - Data Protection training
 - Council's Information Strategy
 - ICT Asset Management Plan
 - City Deal governance
4. One work area has been completed - the review of corporate performance appraisal process and three improvement work areas have been delayed due to pressures of other work which have needed to take priority.

Financial Appraisal

5. The progress described was delivered against a challenging financial backdrop.

Equality Impact Assessment

6. The Equality Act 2010 requires public bodies to “pay due regard to the need to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - Foster good relations between persons who share relevant protected characteristics and persons who do not share it.”
7. As the focus is a progress report, there is no requirement to undertake an equality impact assessment.

Workforce Impact

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

Legal Impact

9. This monitoring report is prepared under the Local Government (Wales) Measure 2009 and discharges the Council's duty to "make arrangements to secure continuous improvement in the exercise of its functions". The Council also has a duty to reflect the requirement of the Well-being of Future Generations (Wales) Act 2015 to ensure that our governance structures enable different parts of the organisation to work together on setting well-being objectives and taking all reasonable steps to meet well-being objectives.

Risk Management

10. The Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, including arrangements for the management of risk. Failure to monitor progress on the action plan may lead to non-compliance by the Wales Audit Office and statutory recommendations the Council would be obliged to address.

Consultation

11. There is no requirement for consultation on this item.

Recommended

12. It is recommended that Members note the half year progress made on the Corporate Governance Improvement Action Plan for 2017/18 for the period 01.04.17 to 30.09.17 attached at Appendix 1.

Appendices

13. Appendix 1 – Corporate Governance Improvement Action Plan 2017/18

List of Background Papers

14. Annual Governance Statement (contained within the 2016/17 Statement of Accounts):
https://www.npt.gov.uk/media/7319/final_statement_of_accounts_-_2016_17.pdf

Officer Contact

15. Karen Jones, Head of Corporate Strategy and Democratic Services, Tel: 01639 763284 or e-mail: k.jones3@npt.gov.uk
16. Nita Sparkes, Corporate Strategy and Performance Manager
Tel 01639 686172, or e-mail: n.sparkes@npt.gov.uk

Corporate Governance

Improvement Action Plan 2017/18

Six Month Update period: 01.04.17 to 30.09.17

Key Improvement Area		Progress	By When	Lead Officer
1.	Modernise and Strengthen Democratic Services – further development work required to Modern.Gov in relation to embedding the automated work flow into council governance processes	Work to progress once induction for new Members has been completed	March 18	Head of Corporate Strategy and Democratic Services
2.	Corporate Risk Management – further improvement work required to the existing policy and corporate risk register	New criteria for risk scoring has been developed	Achieved	Head of Corporate Strategy and Democratic Services / Head of Financial Services
		Training for directorate officers has been completed	Achieved	
		Re-wording and re-scoring of operational risks is underway	Oct 17	
		Strategic risks being identified	Oct 17	

Key Improvement Area		Progress	By When	Lead Officer
		Implementation of the CAMMS system underway to strengthen the underpinning risk management processes	Ongoing until go live date 31/01/18	
3.	Wellbeing of Future Generations (Wales) Act 2015 - ensure the Council's decision making, planning and partnership arrangements comply with the requirements of the Wellbeing of Future Generations (Wales) Act 2015	Corporate Planning: Well-being objectives – consultation complete	Achieved	Head of Corporate Strategy and Democratic Services
		Corporate Plan – approved 28/09/17	Achieved	
		Communication materials being developed	Dec 17	
		Committee Report Template to be revised to meet requirements of the Act	Dec 17	
		Partnership Planning: PSB Well-being assessment - published	Achieved	
		PSB Draft Well-being Plan – approved for consultation	Achieved	
		12 week statutory consultation on draft Well-being Plan underway	Oct to Dec 17	
		Well-being Plan published	March 18	

Key Improvement Area		Progress	By When	Lead Officer
		Scheme to involve interested parties - approved by PSB (Sept 17)	Achieved	
4.	Equalities (Equalities Impact Assessment) to revise associated guidance to incorporate examples of good practice for data collection, data sources	Not yet commenced due to priority given to implementation of the Welsh Language Standards	March 18	Head of Corporate Strategy and Democratic Services
5.	Welsh Language - ensure the systems established to implement the Welsh Language Standards are robust	<ul style="list-style-type: none"> • A number of Standards still subject of negotiation with Welsh Language Commissioner • Audit compliance with Standards • Welsh Language Officer Group (made up of officer representation from across the Council) progressing work to support the implementation of those Standards the Council has accepted 	Ongoing	Head of Corporate Strategy and Democratic Services
6.	Develop a corporate workforce plan - in line with Wales Audit Office guidance developed with the Welsh Local Government	<ul style="list-style-type: none"> • Preparatory work underway • Draft document for consultation to be prepared by Christmas 2017 	March 2018	Head of Human Resources

Key Improvement Area		Progress	By When	Lead Officer
	arrangements			
10.	ICT Asset Management Plan – review outcome of the exercise to project asset depreciation and on-going needs over the next five years; highlighting any significant pressures and identifying the funding required	<p>A new Asset Management IT System has been sourced and an audit of equipment is being undertaken to derive the information needed to populate</p> <p>A detailed replacement programme will then be created and the necessary funding assigned</p> <p>An interim replacement programme has been drafted and the costs required to facilitate have been profiled over the next four years. These costs to be met by the ICT Reserve but once this source has been exhausted then continued funding will be sought from the Capital programme.</p>	Jan-Mar 2018	Head of ICT and Procurement
11.	Corporate Code of Governance - review of assurances in place to fully comply with core principle A on behaviours and values	Work to be initiated in next financial year	2018/19	Head of Corporate Strategy and Democratic Services
12.	City Deal – ensure the			

Key Improvement Area		Progress	By When	Lead Officer
	governance arrangements for the emerging City Deal are aligned and dove tailed with local government arrangements	Report of the Chief Executive to be presented to Cabinet on 04/10/17	Achieved	Chief Executive

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY AND RESOURCES CABINET BOARD

1 NOVEMBER 2017

REPORT OF THE DIRECTOR OF FINANCE & CORPORATE SERVICES

Matter for Decision

Wards Affected – Pontardawe

NEATH PORT TALBOT WELSH CHURCH ACT TRUST FUND

1. Purpose of Report

To seek Member approval in relation to grant application received at Appendix 1 attached.

2. Background and Financial Impact

Review of Award Criteria

Welsh Church Acts Fund Guidelines for Grant Applications

- a) Each application will be considered on its merits.
- b) Grants will only be awarded to charities and voluntary bodies which are based in, or active in, or provide significant benefits to some or all of the residents of the Neath Port Talbot County Borough area.
- c) Grants will only be awarded to individuals in exceptional circumstances.
- d) Grants will not normally exceed £1,000 and in exceptional circumstances £4,000 per applicant and successful applicants will not normally be reconsidered for a further grant within 3 years of the date of approval of the last grant.
- e) Grants will have a time limit for the take up of said grant of two years from the date of approval.
- f) Grants will not normally be awarded where the service could be dealt with out of the annual budget of the Council's service Committees activities or by other public bodies.

- g) Grants will not normally be awarded where they would commit the fund to regular annual payments nor will recurring annual expenses be supported.
- h) Grants will only be made out of the income of the fund, preserving the Fund's capital assets.
- i) Priority will be given to applications which are of significant benefit to the Neath Port Talbot County Borough area.
- j) Grant aid will not normally cover the full cost of a project/proposal and normally will be approved at 25% of actual costs incurred up to the maximum as outlined in condition (d) above. The grant of £4,000 will only be approved where expenditure exceeds £50,000.
- k) Organisations assessed as being able to meet the cost (e.g. by size or nature) are unlikely to receive any grant aid.
- l) Grants towards work of a structural nature will only be considered where
 - there is evidence that a professional assessment has been made of the works
 - the applicant organisation can demonstrate that there is no other impediment to work proceeding at an early date (e.g. planning permission).
- m) In the case of Churches and Chapels grants will only be approved for the repair of the fabric of buildings which are more than 50 years old and of the highest architectural and historic interest. Church halls, however, where available and used significantly by the public for non-religious purposes will not be subject to these criteria.
- n) No retrospective applications are considered.
- o) The Panel will take into account the Church membership and the normal size of the congregation.
- p) In the case of students undertaking further Education courses, contributions towards the costs of individual instruments or pieces of equipment etc. will be made as follows - 50% of all costs over a threshold of £2,000 up to a maximum grant of £1,000.

4. Consultation

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

6. Recommendation

It is recommended that Members approve the application set out in Appendix 1 to this report

7. Reason for Proposed Decision

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

8. Implementation of Decision

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

10. List of Background Papers

Grant Application.

11. Officer Contact

Mr Hywel Jenkins – Director of Finance and Corporate Services
Tel. No: 01639 763251
email: h.jenkins@npt.gov.uk

Appendix 1

Applicant	Purpose	Amount Request/Cost of "Project"	Previous Support	Comments
1358 Squadron of Air Cadets Tawe Terrace, Pontardawe, Swansea, SA8 4HA	Requested grant towards cost of purchasing a Gazebo for Air Cadet activities.	Cost of purchasing gazebo is £1,080. £972 grant has been received from Mynydd y Betws Fund. Requesting grant of £108 towards the remainder of the purchase amount.	N/A	Grant of £50 be proposed.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY AND RESOURCES CABINET BOARD

1 NOVEMBER 2017

REPORT OF THE DIRECTOR OF FINANCE & CORPORATE SERVICES – MR. HYWEL JENKINS

MATTER FOR DECISION

WARDS AFFECTED – Coedffranc

COMMUNITY COUNCILS MINOR PROJECTS SCHEME – APPLICATION – COEDFFRANC COMMUNITY COUNCIL

Purpose of Report

1. To seek Members' approval to provide a grant to Coedffranc Community Council under the Council's Minor Projects Scheme.

Background and Financial Impact

2. Neath Port Talbot Council has approved a Community Council Minor Projects Grants Scheme in order to assist Community Councils in undertaking minor capital projects which will alleviate to some degree the perceived unfairness about "double rating". Approved grants are required to be claimed within two years of approval.
3. The Council has received an application for grant aid under the above mentioned scheme from Coedffranc Community Council. This application is for grant assistance towards the cost of providing a Multi-use Games Area for children in the community of Coedffranc with an estimated cost of £46,000 plus VAT. The project would encourage children to become more active.
4. The Community Council have secured £22,340 Section 106 funding from Tai Tarian (formerly NPT Homes) and remaining costs will be funded by the Community Council.

Consultation

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

Proposal

6. The application from Coedffranc Community Council complies with the conditions of grant and is entitled to grant support at 40% up to a maximum of £8,000 in accordance with the Minor Projects Grants Scheme and payment be made on receipt of paid invoices together with a copy bank statement.

Recommendation

7. It is recommended that Members approve a maximum grant of £8,000 to Coedffranc Community Council.

Reason for Proposed Decision

8. The decision is in compliance with the approved policy and to enable community improvements.

Implementation of Decision

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

List of Background Papers

10. Application form from Coedffranc Community Council.

Officer Contact

11. Mr. H. J. Jenkins – Director of Finance & Corporate Services
(Tel. 01639 763251 - email: h.jenkins@neath-porttalbot.gov.uk)

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY AND RESOURCES CABINET BOARD

1 NOVEMBER 2017

REPORT OF THE DIRECTOR OF FINANCE & CORPORATE SERVICES – MR. HYWEL JENKINS

Matter for Decision

Wards Affected - All

LGA Subscription

Purpose of Report

1. The purpose of this report is to seek Members' approval to re-join the Local Government Association (LGA) and pay their annual subscription via the Welsh Local Government Association.

Background

2. In 2013 the Council carried out a major review of all subscriptions and decided to withdraw from various subscription payments including a payment to the LGA General Subscription. The Council has not paid this subscription since 2012-13. The Council continued its membership of the WLGA and the National Pay Negotiation arrangements. At that time the annual subscription payable was £12,000.

Review of Subscription Benefits

3. Since 2013 the landscape for managing Council activities and Budgets has continued to be challenging. However this Council has benefited from activities managed and delivered by the LGA over many years before and since that time. These include:
 - The LGA respond and challenge UK Government policy and strategy
 - They lobby and pressurise the UK Government and their Departments on consequential funding issues that can also benefit Wales e.g. social care policy and total funding. The lobbying work on social care resulted in the UK Government allocating £2bn over

3 years with the Barnett formula consequential amounting to £110m for Wales.

- They have also pursued employment, redeployment and funding issues relating to the impact of the rollout of Universal Credit on Council resources.
- The lobbying also resulted in the LGA successfully obtaining a Local Government seat at the Brexit negotiating table and the Government funding commitment to continue fund already approved EU projects beyond 2019..
- They pursue non devolved matters such as welfare reform
- They coordinate legal action which individual Local Authorities can join to recover funds e.g. Iceland, Land Charges, HMRC VAT, Business Rates Relief, Purchase of Vehicles etc. This council has benefited from this work in recent years.
- Member training and mentoring
- They negotiate national pay arrangements and pay award settlements
- The LGA run many conferences some of which are free for member councils to attend.
- They also provide political support for councillors, promote local government and its reputation on national and other media
- Support councils to drive innovation and improvement, and share best practice to help them be more efficient and effective, negotiate fair pay and pensions and provide considerable advice on workforce issues to individual and groups of councils

4. The LGA can only act for those Welsh councils who are part of the WLGA's membership of the LGA. Councils out of membership are excluded from actions and our agreements with specialist legal advisers preclude them from acting for councils outside our collective actions.

5. The annual membership subscription for 2017-18 is £10,250.09. This is £1,750 less than the payment made in 2012-13.

Financial Impact

6. The cost of the annual membership can be absorbed within the Corporate Services budget in 2017-18 and will be provided for next year should members approve re-joining.

Equality Impact Assessment

7. There is no requirement for an equality impact assessment in respect of this item.

Workforce Impact

8. There are no workforce impacts in respect of this item.

Legal Impact

9. There are no legal impacts in respect of this item. The work of the LGA support pay negotiations and other legal action that may be pursued by Local Authorities.

Risk Management

10. There are no additional risk issues arising from this item

Consultation

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

Recommendation

12. It is recommended that Members consider re-joining the LGA at a cost of £10,250.09 per annum.

Reason for proposed decision

13. To decide on whether to pay the annual subscription to rejoin the LGA from 2017/18 financial year.

Implementation of decision

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

List of Background Papers

15. None

Officer Contact

Mr. H. J. Jenkins – Director of Finance & Corporate Services
(Tel. 01639 763251 - email: h.jenkins@neath-porttalbot.gov.uk)

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Neath Port Talbot County Borough Council

Policy and Resources Cabinet Board

1st November 2017

Report of the Head of Financial Services

Matter for decision

Wards Affected:

All Wards

Corporate Charging Policy

Purpose of report

1. To request that members approve and adopt a Council Corporate Charging Policy.

Executive Summary

2. Attached as an appendix to this report is a proposed Corporate Charging Policy which members are asked to approve and adopt as a formal policy of the Council.

Background

3. Charging for services is an important part of the Council's operation in terms of raising revenue to help contribute to the achievement of policy objectives. The 2003 Local Government Act gave Councils the power to charge for discretionary services, giving them far more scope to set and manage charges than previously existed.
4. The Council has charged for various services for many years and there are controls and processes in place to regulate how charges are agreed, set, processed and monitored. There has until now however, been no formal Corporate Charging Policy which brings these controls and processes together.
5. This policy clarifies the important role that charging and income generation has in supporting the Authority's Budget Strategy. It provides a clear and consistent approach to charging across the Council, including a set of key principles for charging plus an annual

review process which will form a key part of the annual budget setting process.

Financial Impact

6. There are no direct financial impacts from this report, though the policy itself will impact on the charging for services across the Council.

Equality impact assessment

7. There is no requirement for an equality impact assessment.

Workforce impacts

8. There are no workforce impacts arising from this report.

Legal impacts

9. There are no legal impacts arising from this report.

Risk management

10. There are no risk management issues arising from this report.

Consultation

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

Recommendations

12. It is recommended that members approve the attached draft policy.

Reasons for proposed decisions

13. For the Council to adopt a formal Corporate Charging Policy.

Implementation of decision

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

Appendices

15. Appendix 1 – Draft Corporate Charging Policy

List of background papers

16. None

Officer contact

17. Mr David Rees – Head of Financial Services

Tel No: 01639 763634

E-mail: d.rees1@npt.gov.uk

Neath Port Talbot County Borough Council
Draft Corporate Charging Policy

Purpose

This policy exists to clarify the important role that charging and income generation has in supporting the Authority's Budget Strategy. It provides a clear and consistent approach to charging across the Council. The key aims are:

- To create a consistent and co-ordinated approach to charging, that is applied across services
- To outline the key principles for charging by Neath Port Talbot CBC.
- To set out an annual review process for all discretionary charges. This annual review will form an integral part of the annual budget setting process.

Background

Charging is an important issue for Local Government for raising revenue which contributes to the achievement of policy objectives. The 2003 Local Government Act provides Councils with the power to charge for discretionary services, giving them far more scope to set and manage charges than previously existed.

Fees, charges and trading represent a significant opportunity for Councils to both raise revenue and pursue local objectives (Trading opportunities are currently limited in Wales as we do not have the equivalent legislation as is in place in England. This is something that the Welsh Government is looking at as part of the local government reform agenda).

The Council's priorities and corporate objectives are refreshed each year, to ensure that priorities and planned outcomes remain in line with residents' needs and the resources available. The Council needs to ensure that the charging policy contributes towards the achievement of its priorities, and makes it easier for the Council to operate and do business, whilst at the same time making sure it doesn't add an additional layer of bureaucracy to processes that may already be complicated.

Key principles

This document primarily relates to discretionary charging for services. There are some services charges that are mandatory, and the fee is set nationally, whilst for other services the Council is expressly prohibited from charging. Therefore, the basic assumption is that the Council will apply and collect statutory charges as appropriate and that such statutory charges then fall outside the scope of this document.

All discretionary charges will be covered by this policy, taking into account the following key points:

- The starting point for consideration of fees and charges is that they should cover the full cost of providing the service, including the correct allocation of overheads.
- Any decision not to fully recover costs through fees and charges should be evidence based.
- Where charges are not made for a service, or are reduced below full cost recovery level, the reasons for this should be considered as part of the annual review process to ensure that significant income is not being lost.
- Charging should contribute towards the achievement of the Council's priorities and annual revenue budget targets.
- The policy should be simple and easy to apply.
- Charges should be reviewed on an annual basis, using clear and transparent evidence and knowledge to set the level of charges

If a service or department believes that a specific charge should be exempt from this policy or should adopt a different approach to concessions, then a clear case for exemption will need to be approved by members.

When to charge

Whenever consideration is given to funding sources for specific services, it will be expected that the Council will charge for services, except where a clear decision is taken not to do so for one of the reasons given below. Reasons for not charging are:

- There is a legal or statutory reason forbidding the levy of charges
- The Council has entered into other contractual arrangement which prevents the levy of charges

- The costs incurred in generating the income exceed the actual income generated
- The potential risks to the Council incurred as a result of charging outweigh the benefits

Setting of Fees and Charges

Charges should be set using clear and transparent evidence and knowledge to support the level of charge. The Council's Forward Financial Plan (FFP) assumptions state that generally, income from fees and charges will be increased by an inflationary percentage, however, each service has the ability to determine their own increases. When determining specific charges, it is appropriate to take into account some or all of the following:

- Encouraging specific activities and use of certain services
- Ensuring regulatory compliance
- Contributing to long-term sustainability of some activities or services
- Local market factors
- Consideration of charges for similar services raised by other local authorities or private sector competitors
- Whether in some cases reduced charges should be available to some groups to promote inclusion
- Whether less than full cost recovery should be considered
- Whether scope exists to increase take-up through more effective marketing and publicity and the form that this might take.

Different charging strategies

The following are charging strategies that should be taken into account when setting the fees and charges:

1. **Full cost recovery** - The Council will aim to cover the cost of providing the service from those who use it. The full cost of the service, including properly charged overheads will be a starting point for calculation the charges.
2. **Subsidised** – Users of the service to make a contribution to the costs of providing it. Clear evidence has to be made available to support this option.

3. **Free** – The Council may choose to make the service available at no charge to meet a service objective, the cost of the service will therefore be met by Council tax payers.
4. **Statutory** – Charges will be set in line with legal requirements.
5. **Commercial Charges** – Where commercial activities are in place the Council will aim to cover the cost of providing the service and make a surplus to fund other priority services (in line with legislative requirements). The full cost of the service, including all overheads will be a starting point for calculating the charges.

Where any future decision is taken to charge for a service, the Council will aim to set charges reflecting the full cost of the service, unless the review conducted comes to a different conclusion.

If the income from a service does not meet the costs, this should be as a result of a conscious decision, consistent with Council priorities. The service will then be subsidised by tax payers.

Where charges for a service are set below the full cost recovery level, the reasons should be reconsidered annually as part of the review of fees and charges.

Annual Review

All charges will undergo a thorough annual review as part of the budget process. The process will consider the following factors:

- Previous years income
- Trends in user demand and the impact of any changes to the charge
- Inflationary pressures
- Council priorities
- Council budget saving targets
- Need for any investment in the service
- The likely impact of any increase/decrease on service users, particularly vulnerable groups at risk of social exclusion; and any alternative charging structures

Existing charges should be reviewed, including any charges where the full cost is not recovered. The reasons why the full cost is not recovered must be reviewed annually. In addition any service where no charge is

levied, but the possibility a charge could be made must be reviewed annually to ensure the Council is maximising/generating appropriate levels of income, whilst also protecting the needs of the most vulnerable groups within the County Borough.

The corporate charging policy itself should also be subject to review every three years to ensure it remains up-to-date and relevant. Therefore the next review will take place in 2020.

Individual Service Charges

Adopting the principles contained within this Corporate Charging Policy, individual services are required to develop and maintain their own schedule of service specific charges which will be reported for approval to the relevant Cabinet Boards. Individual directorates through their Group Accountants should maintain an accurate and up to date register of charges for their services.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY & RESOURCES CABINET BOARD

1st November 2017

REPORT OF THE HEAD OF FINANCIAL SERVICES

MATTER FOR DECISION

WARDS AFFECTED

All

SHARED COST ADDITIONAL VOLUNTARY CONTRIBUTION SCHEME

Purpose of Report

1. This report seeks approval to implement a shared cost salary sacrifice scheme for additional voluntary contributions (SSAVC) as part of the Local Government Pension Scheme (LGPS) arrangements.

Background

2. Currently, staff who join the LGPS have the option to contribute an element of their pay as an additional voluntary contribution (AVC). This long term saving plan is offered by an independent insurance company and runs alongside the LGPS. AVC's are deducted directly from pay and currently attract tax relief. They allow staff to build up a capital sum for their retirement.
3. The Council has recently identified that the scope exists to implement a shared cost salary sacrifice additional voluntary contribution scheme, continuing with the current AVC providers, Prudential.
4. The advantage of such a scheme is that, in addition to the tax relief that is currently received, the employee will pay a lower national insurance contribution. The Council benefits as it will reduce the cost of the employer's national insurance contributions. This information has already been reported and approved by the Council's Personnel Committee but requires Policy and Resources Cabinet Board approval to progress with budgetary commitments relating to procuring out tax advisors to support this proposal.

Shared Cost Additional Voluntary Contribution Scheme

5. To comply with the LGPS the salary sacrifice AVC scheme must demonstrate that the employees and employer contribute to the scheme.

Operationally, this means that the employee agrees to a contractual reduction in salary and the Council contributes this amount into the shared cost SSAVC plan on their behalf. The employee also has to pay a nominal £1 a month into the SSAVC fund via a payroll deduction.

6. To ensure that the introduction of an SSAVC scheme attracts staff and results in reduced costs for the Council, it is proposed that earnings related payments such as overtime, pay awards and redundancy are calculated on the notional full salary. In addition, it is proposed that the LGPS pensionable pay is not affected as without this being specified it could significantly reduce retirement benefits and act as a disincentive to staff joining the scheme.
7. These changes would also mean that the current Local Government Pension Scheme Discretions Policy approved in September 2014 needs amendment and publication to give the Council the discretion to implement a shared cost SSAVC. The proposed changes are:

New discretion	Neath Port Talbot CBC will exercise the discretion to allow LGPS scheme members to contribute to a shared cost salary sacrifice additional voluntary contribution scheme.
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8. There are a range of reasons for implementing a shared cost SSAVC and these include:
 - The Council will see a reduction of 13.8% in employer national insurance contributions on the total value of any SSAVCs.
 - Staff joining the SSAVC scheme will see a reduction in national insurance contributions and this will be an incentive towards saving towards a pension for both existing and new contributors. This saving is at 12% for most employees, with the saving falling to 2% for salary payments greater than £45,000.
 - Joining the scheme does not have a detrimental effect on staff pay or main pension benefits providing this is clearly stated as part of the development of the scheme.
 - The arrangements with the Swansea Pension Fund dealing with beneficiary information and coordinating the payment of AVCs will not change, even though this is an SSAVC scheme.

Scheme implementation

9. To ensure that there is a successful SSAVC implementation, we will need to communicate the changes effectively to all the existing 439 LGPS AVC contributors. This will be achieved by direct correspondence, presentations and intranet content. It is proposed that the scheme will be designed with an automatic opt in to the new arrangements, though the contributors will be asked for their preference before implementation.
10. Any scheme must be implemented with care to ensure that the documentation is HMRC compliant. The Council's tax advisor has successfully supported one English authority through this process and ensured that the scheme and its documentation are HMRC compliant. This is extremely important, with failure to achieve this compliance resulting in the savings made for employees and employers failing due for repayment, along with interest and penalty charges.
11. As HMRC will not approve a salary sacrifice scheme until it is live, the scheme would be initially implemented for a single staff member. This would minimise the risk to the Council of incurring costs. Once the scheme is approved it can be rolled out throughout the Council, starting with those who are already contributing to AVCs.
12. This new SSAVC will introduce some additional checks for Payroll as a salary sacrifice arrangement cannot reduce an employee's cash earnings below the National Minimum Wage. This is unlikely to have a significant effect on staff members currently contributing to AVCs.

Financial Impact

13. The fixed fee agreed with the Council's tax advisor for the design of the scheme, negotiations with our investment provider and applying for HMRC clearance is £6,750, which will be funded from the existing budget position. Set against this is the potential to reduce the Council's costs. Assuming that 95% of the current contributors to AVC switch to this more beneficial scheme, savings of £70,000 can be made each year. It is anticipated that this option will be attractive as current AVC contributors will see an increase in their take home pay as demonstrated by the example in Appendix 1.
14. Once the SSAVC scheme is marketed and further employees join the scheme, the savings will increase.

Personnel Committee Decision of 16 October 2017

15. The following recommendations were approved by Personnel Committee on the 16th October 2017:

- Confirm the scheme is developed on the basis that earnings related payments such as overtime, pay awards and redundancy are calculated on the notional full salary. Also, that the scheme includes provision for the LGPS pensionable pay to be unaffected as part of the introduction of the arrangements.
- Approve arrangements to amend and publish the Council's discretionary policy as updated for the new discretion to allow shared cost AVC

Equality Impact Assessment

16. This proposal does not result in any equality issues, so there is no requirement for an equality impact assessment in respect of this item.

Workforce impacts

17. This scheme will provide a benefit to workforce members who are part of the LGPS. This item has been discussed with Trade Unions.

Legal Impacts

18. There are significant legal requirements in respect of this item which can be addressed by working with our advisor and confirming HMRC approval before rolling out the scheme.

Risk Management

19. This report includes plans to mitigate the risks that arise during the introduction of the SSAVC scheme.

Consultation

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

Recommendations

21. It is recommended that members
- Note the decision of the Personnel Committee at its meeting of 16 October 2017; and
 - agree that the Council commission its tax advisor PSTAX to support the development and implementation of a shared cost salary sacrifice additional voluntary contribution scheme on a fixed cost basis of £6,750, to be funded from the existing budget position.

Reasons for Proposed Decision

- 22.** To introduce a shared cost salary sacrifice additional voluntary contribution scheme to reduce the Council's costs and provide a benefit to employees who are members of the Local Government Pension Scheme.

Implementation of Decision

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

List of Background Papers

Local Government Pension Tax Regulations
PSTAX newsletter – AVC Wise

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Additional Voluntary Contributions

Current AVC Scheme

Alex earns £25,000 and contributes £3,000 a year by regularly monthly deductions from pay of £250.

This means that for tax purposes the pay is £25,000 less £3,000 = £22,000.

The pay for National Insurance is £25,000.

The pay for the Local Government Pension Scheme is £25,000

Shared Cost Salary Sacrifice Scheme

Alex agrees that the Council contributes £3,000 a year into the SSAVC fund.

This means that for tax purposes the pay is £25,000 less £3,000 = £22,000.

The pay for National Insurance is also reduced to £22,000.

The notional full pay for the LGPS remains at £25,000.

Alex pays the required £1 a month into the SSAVC fund to meet the legislative requirements.

The effect on take home pay and the saving available to the Council are as follows:

	Current AVC	New SSAVC
Annual pay	£25,000	£22,000
AVC	-£3,000	-£12
LGPS	-£1,625	-£1,625
Income tax	-£1,775	-£1,775
National insurance	-£2,021	-£1,661
Net pay per year	£16,579	£16,927

Alex's take home pay per year increases by £348.

The Council saves national insurance of £414 each year.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

1st November 2017

Matter for Information

Wards Affected - All

TREASURY MANAGEMENT MONITORING 2017/18

1. Purpose of Report

- 1.1 This report sets out treasury management action and information since the previous report.

2. Rates of Interest

- 2.1 After remaining at 0.50% for over seven years the Bank of England's Monetary Policy Committee (MPC) voted on the 4th August 2016 to reduce the bank rate to 0.25%.

Indications are that the MPC may vote for an interest rate rise at their meeting of 2nd November. Any update will be included in the next monitoring report to Members.

Effective Date	Bank Rate
10 April 2008	5.00%
08 October 2008	4.50%
06 November 2008	3.50%
04 December 2008	2.00%
08 January 2009	1.50%
05 February 2009	1.00%
05 March 2009	0.50%
04 August 2016	0.25%

2.2 The following table provides examples of external borrowing costs as provided by the Public Works Loans Board as at 18th October 2017.

	Equal Instalments of Principal		Annuity		Maturity	
	Previous 11Sep17	Current 18Oct17	Previous 11Sep17	Current 18Oct17	Previous 11Sep17	Current 18Oct17
	%	%	%	%	%	%
5-5.5 years	1.24	1.51	1.24	1.51	1.50	1.80
10-10.5 years	1.50	1.80	1.51	1.81	2.10	2.36
20-20.5 years	2.10	2.36	2.14	2.41	2.70	2.89
35-35.5 years	2.62	2.83	2.68	2.88	2.62	2.78
49.5-50 years	2.74	2.93	2.72	2.89	2.48	2.63

3. General Fund Treasury Management Budget

3.1 The following table sets out details of the treasury management budget for 2017/18 along with outturn figures for 2016/17. The budget consists of a gross budget for debt charges i.e. repayment of debt principal and interest, and interest returns on investment income.

2016/17 Outturn		2017/18 Original Budget £'000
16,798	Principal and Interest charges	18,434
	Investment Income	
(727)	- Total	(504)
153	- less allocated to other funds*	250
(574)	Subtotal Income	(254)
(360)	Contribution from General Reserves	(350)
655	Contribution to/(from) treasury management reserve	
16,519	Net General Fund	17,830

NB: Other funds include Trust Funds, Social Services Funds, Schools Reserves, Bonds etc.

4. Borrowing

4.1 No long term borrowing has been arranged since the last report.

5. Investment Income

5.1 In line with the Council's Investment Strategy, the 2017/18 Original Budget for investment income is £504k; treasury management investment income generated on investments made to date is £483k.

Members should note that the majority of investments are classified as 'specified' i.e. up to 12 months and are currently deposited with Local Authorities, UK banks including Barclays, Lloyds Group, Bank Santander and Nationwide Building Society.

5.2 The Council policy will allow investments up to a maximum of £25m for periods of more than 1 year and up to 5 years, and this will be considered when decisions on investing surplus funds are made.

5.3 No additional long term investments have been carried out since the last report. The Council currently has £10m invested for periods in excess of 12 months:

Counterparty	Value £'000	Period	Maturity	Rate %
Eastbourne Borough Council	4,000	4.5 Years	June 18	2.20%
Peterborough City Council	6,000	5.0 Years	Dec 18	2.10%
TOTAL	10,000			

Financial Impact

6. All relevant financial information is provided in the body of the report.

Equality Impact Assessment

7. An equality impact assessment was not required for this report.

Workforce Impacts

8. There are no workforce impacts arising from this report.

Legal Impacts

9. There are no legal impacts arising from this report.

Risk Management

10. There are no risk management issues arising from this report.

Consultation

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

Appendices

12. None

List of Background Papers

Treasury Management Files
PWLB Notice Number 403/17

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