



POLICY AND RESOURCES CABINET BOARD

***Immediately Following Scrutiny Committee on
THURSDAY, 19TH FEBRUARY 2015***

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To agree the Chairman for this Meeting.
2. To receive any declarations of interest from Members.
3. To receive the Minutes of the previous Policy and Resources Cabinet Boards held on the 27th November 2014 and the 15th January 2015
(*Pages 1 - 16*)
4. To receive the Forward Work Programme 2014/15. (*Pages 17 - 18*)
5. To receive the Minutes of the previous Margam Joint Crematorium Committee held on the 26th September 2014 (*Pages 19 - 24*)

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

6. Performance Management Report - Quarter 3 (*Pages 25 - 66*)
7. CCTV - Options (*Pages 67 - 90*)
8. Model Charter Agreement Between Neath Port Talbot County Borough Council and the Community and Town Councils in the Neath Port Talbot Area (*Pages 91 - 110*)

9. Twinning Arrangements within Neath Port Talbot County Borough Council (*Pages 111 - 114*)

To receive the Reports of the Director of Finance and Corporate Services

10. Miscellaneous Grant Applications (*Pages 115 - 120*)
11. Provision of Licensing and Technical Support for the Councils Human Resource Payroll and Expense Management System (*Pages 121 - 124*)

To receive the Reports of the Head of Financial Services

12. Home Loans Improvement Initiative (*Pages 125 - 136*)
13. Council Tax Single Person Discount Review (*Pages 137 - 140*)
14. Treasury Management Monitoring 2014/15 (*Pages 141 - 146*)
15. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Statutory Instrument 2001 No 2290 (as amended).
16. 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 (Exempt under Paragraph(s) 14)

17. Council Tax Write Offs (*Pages 147 - 156*)

To receive the Private Joint Report of Head of Legal Services, Head of Engineering & Transport, Head of Planning and Head of ICT (Exempt under Paragraph(s) 14

18. Newspaper Advertising Costs (*Pages 157 - 160*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Thursday, 12th February 2015

Cabinet Board Members:

Councillors: P.A.Rees, A.H.Thomas and A.N.Woolcock

Notes:

- (1) *If any Cabinet Board Member is unable to attend, any other Cabinet Member may substitute as a voting Member on the Committee. Members are asked to make these arrangements direct and then to advise the committee Section.*
- (2) *The views of the earlier Scrutiny Committee are to be taken into account in arriving at decisions (pre decision scrutiny process).*

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EXECUTIVE DECISION RECORD

POLICY AND RESOURCES CABINET BOARD

27TH NOVEMBER, 2014

Cabinet Members:

Councillors: A.H.Thomas (Chairman) and A.N.Woolcock

Officers in Attendance:

H.Jenkins, Mrs.K.Jones, D.Rees, Mrs.S.Rees and Miss.G.Cirillo

1. APPOINTMENT OF CHAIRMAN

Agreed that Councillor A.H.Thomas be appointed Chairman for the meeting.

2. MINUTES OF THE POLICY AND RESOURCES CABINET BOARD HELD ON THE 16TH, OCTOBER 2014

Decision:

Noted by the Committee.

3. MISCELLANEOUS GRANT APPLICATIONS

Decisions:

1. That the following Miscellaneous Grant Applications be approved:-

- a. Citizens Advice Bureau – Grant to fully cover rent to 30th November 2015; Occupancy and Grant subject to review;
- b. NPT Credit Union - Provide grant to fully cover rent in line with rent licence agreement; Occupancy and Grant subject to review;

- c. Friends of Seven Sisters - Provide grant to fully cover rent for initial 5 year period, in line with rent review period;
 - d. Seven Sisters RFC and Seven Sisters AFC - Provide grant to fully cover rent for initial 5 year period, in line with rent review period;
 - e. Trustees of Giants Grave and Briton Ferry Boys Club – Provide Grant to fully cover rent for initial 5 year period, in line with rent review period.
2. That the following Miscellaneous Grant Application be refused:-
- a. Bibles for Children, Bath

Reasons for Decisions:

- 1. The applications are in accordance with approved criteria.
- 2. Insufficient Council Funds

Implementation of Decisions:

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

4. **COMMUNITY COUNCILS' MINOR PROJECTS SCHEME**

Decision:

That the application received from Glynneath Town Council be approved:-

50% up to a maximum of £10,000 in accordance with the schedule to be made upon receipt of paid invoices together with a copy bank statement.

Reason for Decision:

The application is in accordance with approved criteria.

Implementation of Decision:

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

5. **CONSULTATION ON PROPOSED COUNCIL TAX REDUCTION SCHEME**

Decisions:

1. That having given due regard to the Equality Impact Assessment, the request for consultation to take place on the Proposed Council Tax Reduction Scheme for 2015/16, as detailed in the circulated report, prior to seeking Council approval to the final scheme in January 2015, be approved.
2. That the following specific consultation, be approved, as detailed within the circulated report;
 - a. that no increase in the backdate period for all claimants be applied from the standard 3 months contained in the Prescribed Scheme;
 - b. that no increase in the extended reduction period for all claimants be applied from the standard 4 weeks currently contained within the Prescribed Scheme;
 - c. that a 100% disregard for War Disablement Pensions, War Widows Pensions and War Widower's Pensions be applied for all relevant claimants.

Reason for Decisions:

To comply with the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations.

Implementation of Decisions

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

Consultation

The consultation has commenced and will end on 20th December 2014.

6. **NEATH PORT-TALBOT WELSH CHURCH ACT FUND - DRAFT FINANCIAL STATEMENTS**

Decisions:

1. That the Accounts as detailed within the circulated report, be submitted to the Wales Audit Office for Independent Examination;

2. That the approval of new applications continue to be suspended until further notice so that the current, approved grant recipients, are contacted.

Reason for Decisions:

In order to comply with the Charity Commission's requirements and to ensure that the Fund remains solvent.

Implementation of Decisions

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

7. **TREASURY MANAGEMENT MONITORING REPORT 2014-2015**

Decision:

That the report be noted.

8. **QUARTERLY PERFORMANCE MANAGEMENT DATA 2014-2015
QUARTER 2 - PERFORMANCE 1ST APRIL 2014-30TH SEPTEMBER
2014**

Decision:

That the report be noted.

9. **COMPLAINTS, COMPLIMENTS AND COMMENTS - ANNUAL
REPORT 2013-2014**

Decision:

That the report be noted.

10. **ANNUAL GOVERNANCE STATEMENT - PROGRESS REPORT**

Decision:

That the report be noted.

11. **CORPORATE IMPROVEMENT PLAN - SIX MONTH PROGRESS REPORT 2014/2015 AND OUTCOME AGREEMENT GRANT PAYMENT LETTER 2013/14**

Decision:

That the report be noted.

12. **STRATEGIC EQUALITY PLAN ANNUAL REPORT 2013-2014**

Decision:

That the report be noted.

13. **WELSH LANGUAGE STANDARDS AND OTHER MATTERS - UPDATE**

Decision:

That the report be noted.

14. **WELFARE REFORM - ADVICE LINE EVALUATION**

Decisions:

1. That the Advice Line Pilot Project, as detailed in the circulated report, be extended to the 31st of March 2015;
2. That Officers undertake a further analysis of the totality of advice calls coming into the Authority and examine how a more efficient way of dealing with such calls could be provided, enabling better access to advice for citizens;
3. That Officers explore sources of funding available in order to sustain any changes made to service delivery arrangements.

Reason for Decisions:

To enable Officers to explore options for sustaining improvement work beyond 31st March 2015 whilst maintaining current standards of service delivery.

Implementation of Decisions:

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

15. **WELFARE REFORM - BENEFIT CHANGES**

Decisions:

1. That actions taken to date to support local people affected by Welfare Benefit changes, as detailed within the circulated report, be noted;
2. That the actions planned, as detailed within the circulated report, in order to prepare for the introduction of Universal Credit, be endorsed.

Reason for Decisions:

To ensure the Council is proactively preparing for the impact of Universal Credit, with a view to mitigating the risk that families affected may have some difficulties engaging with the UK Government's new methods of paying benefit claimants.

Implementation of Decisions:

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

16. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No.2290, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

17. **HOUSING BENEFIT WRITE OFFS**

Decision:

That the write off of the amounts, as detailed within the private circulated report, be approved.

Reason for Decision:

The amounts are irrecoverable.

Implementation of Decision

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

18. **VALLEY LOANS WRITE OFFS**

Decision:

That the write off of the amounts, as detailed within the private circulated report, be approved.

Reason for Decision:

The amounts are irrecoverable.

Implementation of Decision

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

19. **BUSINESS RATES WRITE OFFS**

Decision:

That the write off of the amounts, as detailed within the private circulated report, be approved.

Reason for Decision:

The amounts are irrecoverable.

Implementation of Decision

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

20. **DISCLOSURE AND BARRING SERVICE**

Members noted that this item was subject to the three day call-in period and not for immediate implementation as incorrectly stated in the Compliance Statement within the circulated report.

Decisions:

1. That the suspension of CPR 2 of the Council's Procedure Rules relating to the invitation of tenders, as detailed within the private circulated report, be approved.
2. That the request for authorisation to be given in order to enter into a Service Level Agreement with Powys County Council to administer all Disclosure and Barring Service applications on behalf of the Authority, as detailed within the private circulated report, be approved.

Reason for Decisions

To ensure that an appropriate provider is appointed to supply the Disclosure and Barring Service to the Authority in order that the Authority may benefit from a faster, efficient, and more secure method of processing Disclosure and Barring Service checks.

Implementation of Decisions

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

CHAIRMAN

EXECUTIVE DECISION RECORD
CABINET BOARD – 15TH JANUARY 2015
POLICY AND RESOURCES CABINET BOARD

Cabinet Board Members:

Councillors: P.A.Rees and A.N.Woolcock (Chairman)

Officers in Attendance:

H.Jenkins, Mrs.K.Jones, D.Rees, R.George and Mrs.T.Davies

1. **BUDGET 2015/16 - CORPORATE SERVICES**

Decision:

That the report be noted.

2. **MISCELLANEOUS GRANTS APPLICATIONS**

Members were interested in the Cyd Cymru scheme, and felt that it would be useful to discuss the scheme within the Low Income Families group, as it ties in with benefit reforms.

Decisions:

That:-

1. the £555.62 in respect of Cyd Cymru – Wales Together money, received from Cardiff City Council be donated to Wales Air Ambulance (registered charity);
2. the funding application in respect of Margam Youth Centre, Margam (as detailed at Appendix 1 to the circulated report), be approved.

Reason for Decisions:

To decide on the funding applications.

Implementation of Decisions:

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

3. **BUDGET 2015/16 - CORPORATE STRATEGY AND DEMOCRATIC SERVICES**

Decision:

That the consultation be noted, and the Head of Corporate Strategy and Democratic Services be authorised to implement the savings proposals as detailed within the circulated report.

Reason for Decision:

To provide the formal authority for the savings proposals set for the Corporate Strategy and Democratic Services to be implemented.

Implementation of Decision:

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

Consultation:

This item has been subject to external consultation as part of the wider budget proposals for the financial year 2015/16.

4. **PERIODIC REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**

Members noted that a screening assessment had been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the Screening Assessment it was determined that the policy did not require a full Equalities Impact Assessment. Officers explained to Cabinet Members that while it was necessary to complete a comprehensive statutory review every five years, all Polling districts, places and stations are reviewed as a matter of course after each electoral event.

Decisions:

That:-

1. there be no changes to any of the Polling Districts within the County Borough;
2. the proposed changes in locations of Polling Stations, as detailed within the circulated report, be approved.

Reason for Decisions:

To provide for the effective management of the electoral process within the County Borough.

Implementation of Decisions:

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

Consultation:

This item has been subject to external consultation.

5. **BUSINESS RATES - RECOVERY OF COSTS**

Decision:

That the overall figure for costs remain unchanged, but the apportionment be amended as below:

- the issue of a summons - £41.00
- the granting of a liability order - £29.00

Reason for Decision:

To set the 2015/16 administrative costs to be recovered from the issue of summonses and liability orders.

Implementation for Decision:

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

6. **CIVIC CENTRE CASH OFFICES - OPENING HOURS**

Members noted that further discussions would take place, and that if staffing arrangements would allow, the Cash Offices could open from 9.30am. An update report would be brought before the Committee in due course.

Decision:

That in order to achieve the target savings of £50,000 for 2015/16, the opening hours of the Cash Offices at Port Talbot and Neath Civic Centres be amended to 10.00am to 3.00pm, Monday to Friday, from the 1st April 2015.

Reason for Decision:

To satisfy budget saving proposal included in the Forward Financial Plan for 2015/16.

Implementation of Decision:

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

7. **COUNCIL TAX - RECOVERY OF COSTS**

Decision:

That the costs for recovery of Council Tax be increased, with effect from 1st April 2015 to the following:

- the issue of a summons - £41.00
- the granting of a liability order - £25.00

Reason for Decision:

To set the 2015/16 administrative costs to be recovered from the issue of summonses and liability orders.

Implementation of Decision:

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

8. **NPT WELSH CHURCH ACTS FUND - FINANCIAL STATEMENTS 2013-14**

Decision:

That the Letter of Representation (as detailed at Appendix 2 to the circulated report) be approved, and that the Statement of Accounts 2013/14 (as detailed at Appendix 1 to the circulated report) be submitted to the Charity Commission.

Reason for Decision:

To comply with the Charity Commission's requirements and to ensure that the fund remains solvent.

Implementation of Decision:

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

9. **TREASURY MANAGEMENT MONITORING 2014-15**

Decision:

That the report be noted.

10. **URGENT ITEM**

Because of the need to deal now with the matters contained in Minute No. 11 below, the Chairman agreed that this could be raised at today's meeting as an urgent item pursuant to Statutory Instrument 2001 No. 2290 (as amended).

Reason:

Due to the time element.

11. **BLUE BADGE TOOL KIT**

Decisions:

That:

1. the action taken by the Head of Corporate Strategy and Democratic Services to suspend use of the Welsh Government toolkit and revert back to previous administrative arrangements for determining eligibility for a Blue Badge, be approved;
2. the proposal to re-assess the 41 applications administered against the toolkit, reverting to previous administrative arrangements, be approved;
3. the actions of the Head of Corporate Strategy and Democratic Services in writing to officials to draw attention to the problems experienced in using the toolkit, the intention to suspend its use within Neath Port Talbot and the offer to work with Welsh Government to improve the current toolkit, be noted.

Reason for Decisions:

To ensure those people eligible for a Blue Badge access the scheme.

Implementation of Decisions:

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

12. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

13. **COUNCIL TAX WRITE OFFS**

Members queried the areas of the specific addresses listed in Appendix 1 to the private circulated report and were given details by the Director of Finance and Corporate Services.

Decision:

That the Council Tax write offs, for the amounts detailed within the 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.

CHAIRMAN

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2014/2015 FORWARD WORK PLAN

POLICY AND RESOURCES CABINET BOARD

Meeting Date	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, Annual, Biannual, Quarterly, Monthly, Topical)
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9/04/15	1) Business Plan 2015/16	Decision	Annual
	2) Grant Policy – Third Sector	Decision	Topical
	3) Single Integrated Plan – Annual Report	Decision	Annual
	4) Corporate Improvement Plan – Report 2014-2018	Decision	Annual
	5) Strategic Equality Plan- Updated Plan	Decision	Annual
	6) Community Cohesion Local Implementation Plan	Monitoring	Annual
	7) Community Boundary Review	Decision	Topical
	8) Procurement Strategy	Decision	Annual
	9) Business Plan (Corporate Strategy and Democratic Services)	Decision	Annual

28/05/15	1) Pontardawe OSS/Advice Hub Feedback Report post six month trial of Remote Access Arrangements		
	2) Pontardawe OSS/Advice Hub – Feedback report of Review of Impact of Welfare Rights and Credit Union Services at Hub		
	3) Misc grants/Treasury Mgt/Write offs	Decision	Each Mtg
	4) FCS and CEX complaints	Monitoring	Annual
	5) FOI Monitoring	Monitoring	Annual
	6) Ombudsman and Adjudication Panel for Wales Annual Report	Monitoring	Annual
	7) Quarterly Performance Monitoring	Monitoring	Quarterly
	8) Access to Services – Updated Strategy	Decision	Annual
	9) Business Plans from IT, Legal and Financial Services	Decision	Annual

MARGAM JOINT CREMATORIUM COMMITTEE

(On site)

Members Present:

26 September 2014

**Representing Neath
Port Talbot County
Borough Council:**

Councillors E.V. Latham (Chairman), J.S.Evans
and R.G.Jones

**Representing Bridgend
County Borough
Council:**

Councillor M. Reeves

Officers In Attendance:

D.Michael, H.Jenkins, Mrs.A.Dixon, M.Griffiths,
S.Khaghanian and Miss G. Cirillo

1. **APOLOGIES**

Apologies were received from Cllr. Mrs.P. James. It was also noted that Cllr.M. Reeves had submitted apologies for absence for the previous meeting held on the 18th July 2014.

2. **TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING OF THE JOINT COMMITTEE HELD ON THE 18TH JULY 2014**

RESOLVED: that the Minutes of the above mentioned meeting be confirmed as a true and accurate record of proceedings.

Report of the Technical Officer

3. **SEAT BENCHES**

Members received a report regarding a request for accepting donated seat benches in memory of loved ones as detailed in the circulated report. The report informed members of the Committee's current status on seat benches in that prior to 2008 the Committee decided not to accept any more benches donated by the public due to the increased number of requests and, as a consequence, the lack of space to accommodate the benches.

Following detailed discussion around the potential practical and legal issues, the Committee felt that a clearer protocol on this matter was required in order to make any decisions.

RESOLVED: that the item be deferred to a later meeting in order to receive a more detailed report to enable further discussion.

4. **TRAINING NEW STAFF**

The Technical Officer presented to Committee a report proposing to train extra staff to become fully licenced cremator operators as temporary “back up” staff in the event of an emergency or, to assist current staff, particularly in the event of extra out of hours work. Members noted details of the training required and the cost of training. Following discussions around the existing numbers of trained staff which is 5, Members queried whether extra trained staff would be appropriate given the temporary nature of this requirement. Officers also confirmed that with regard to emergencies, it would be pertinent to re-visit the Neath Port Talbot Emergency Strategy set within the Joint Resilience Unit and see how it relates to the existing Margam Crematorium protocol.

RESOLVED: that this item be deferred for a more informed report to be brought back to Committee following liaison with the Joint Resilience Unit to enable further discussion.

Report of the Treasurer

5. **2013/14 OUTTURN REPORT AND ANNUAL RETURN**

Members were provided with an update of the Margam Crematorium Joint Committee’s Annual Return, which is required to comply with proper accounting practices as detailed in the circulated report.

RESOLVED:

- (i) The External Auditors Report on the Annual Report be approved by the Committee.
- (ii) The Treasurer and Chairman be authorised to complete the certification and approval following the Audit.

Report of the Superintendent and Registrar

6. WATER TREATMENT - SEWERAGE WORKS

The Superintendent and Registrar presented a report to Members seeking approval to plant ever-green trees/shrubs to screen the water treatment/sewerage works on site at the Crematorium. It was noted that the location of the water treatment/sewerage works is in full view to the public when visiting the memorial garden and it was felt that an effective way of dealing with this matter would be to plant trees/shrubs along one side of the area. It was also noted that the cost of this could be carried out within budget.

RESOLVED: that the planting of ever-green trees/shrubs to screen the water treatment/sewerage works at the Crematorium, be approved.

7. CREMATIONS

Members received statistical information for the period 1st July 2014 to 31st August 2014 where a total of 199 applications for cremations were made. The Superintendent and Registrar also highlighted to Members that a joint Funeral Director/Clergy Meeting is proposed in the near future to encourage participation in general regarding working practices and improving the provision of service at the Crematorium to the general public.

RESOLVED: that the report be noted.

8. FBCA AUDIT

Members received an update report regarding The Cremation (England & Wales) Regulations 2008 which require every crematorium to be open to inspection by representatives of the Secretary of State at any reasonable time. On 10th September 2014 an audit was undertaken by three members of the Federation of Burial & Cremation Authorities Executive Committee. A major part of the audit was carried out by face to face conversation with staff and various documents, such as Risk Assessments, Environmental Permit, Crematory Log Book, Cremation Register etc were examined. Working practices within the office and the crematory were also observed. An oral update was given by the Project Manager in regard to the works around the replacement of the Cremators over the last two years and it was confirmed that a feedback report from this audit would be brought back to Committee once received.

RESOLVED: that the report be noted.

9. **STAFF TRAINING**

Members were updated on the training and upskilling of the two most recently appointed members of staff who have been examined by an FBCA Examiner and are now qualified Cremator Operators. It was also noted that First Aid training is available to staff and two members of staff would be attending this course in the future.

RESOLVED: that the report be noted.

10. **ACCESS TO MEETINGS**

RESOLVED: that pursuant to section 100a(4) & (5) of the local government act 1972, and the relevant exempt paragraphs of part 4 of schedule 12A to the above act.

Private Report of the Technical Officer

11. **CREMATORIUM EQUIPMENT (MERCURY ABATEMENT PLANT)
(EXEMPT UNDER PARA 14)**

At the last meeting it was reported that the works associated with the installation of New Cremators and Abatement Plant were almost complete. The Technical Officer was now pleased to report that the works were completed and that currently the Cremators are into the 1st year warranty period. Members noted that during the first year warranty period Facultatieve Technologies will provide all necessary maintenance, servicing and testing required to the plant. The future 10 year servicing and maintenance contract that will commence at the end of the warranty period is currently being prepared.

Members were pleased to note that all works carried out were within the stipulated budget.

RESOLVED: that the report be noted.

12. **INSURANCE CLAIM RE FIRE DAMAGE (EXEMPT UNDER PARA 14)**

Members noted that the final insurance settlement was being progressed but is not yet finalised. A further report will be provided to the Joint Committee once details have been received.

RESOLVED: that the report be noted.

CHAIRMAN

CHAIRMAN

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Policy and Resources Cabinet Board

19 February 2015

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

SECTION C – MATTER FOR MONITORING

WARD(S) AFFECTED: ALL

Quarterly Performance Management Data 2014-2015 – Quarter 3 Performance (1st April 2014– 31st December 2014)

Purpose of Report:

To report quarter 3 performance management data for the period 1st April 2014 to 31st December 2014 for Chief Executive's and Finance & Corporate Services Directorates and, the performance management data for the same period for services that are within the remit of the other four main Scrutiny Committees (CYPE, SCHH, E&H and ECR). This will enable the Policy & Resources Cabinet Board and Scrutiny Members to discharge their functions in relation to performance management.

Background

The role of scrutiny committees was amended at the Annual Meeting of Council in May 2010 to reflect the changes introduced by the Local Government (Wales) Measure 2009:

1. Scrutinise the service improvement set out in the Corporate Plan which fall within the committee's purview;
2. Scrutinise the performance of all services within its purview and the extent to which services are continuously improving;
3. Ensure performance measures are in place for each service and that the measures reflect what matters to local citizens;
4. Commission and participate in systems reviews through appropriate mechanisms and report onwards to the Executive
5. Monitor implementation by the Executive of responses to the conclusions and recommendations of the Council's external regulators; and

- Promote innovation by challenging the status quo and encourage different ways of thinking and options for service delivery.

Appendices

Quarterly Performance Management Data 2014-2015 – Quarter 3 Performance (1st April 2014– 31st December 2014) – APPENDIX 1 (PRB-190215-REP-CE-KJ)

Average Number of FTE Sick Days Lost per Employee in each Service Area – APPENDIX 2

List of Background Papers:

The Neath Port Talbot Corporate Plan - 2014/2017 “Rising to the Challenge”;

Policy & Resources Committee report date 30th July 2010 – Securing continuous improvement and scrutiny work programme.

Officer Contact:

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

Nita Sparkes, Corporate Strategy & Performance Manager. Telephone: 01639 766172. E-Mail: n.sparkes@npt.gov.uk

Shaun Davies, Performance Management Officer. Telephone: 01639 763172. E-Mail: a.s.davies@npt.gov.uk



**Quarterly Performance Management Data 2014-2015 – Quarter 3
Performance (1st April 2014– 31st December 2014)**

Report Contents:

Section 1: Key points and summary of performance.

Section 2: Summary of Quarterly Performance data by Committee/Service Area.

Section 3: Quarterly Performance Management Data and performance key

Section 1: Key points and summary of performance.

Key Points

In relation to the performance results available at the end of the 3rd quarter 2014/2015:-

We have seen a drop in overall performance when we compare to quarter 3 2013/2014. 60% (74) of our 124 comparable indicators improved or achieved maximum performance compared to 67% (76) of 114 comparable indicators for the same period last year. Also, more indicators have seen a drop in performance by 5% or more.

Adult Services and Public Protection had more measures improving in the period compared to last year. More of the Education, Economic Development, Homelessness and Private Sector Renewal indicators have had a drop in performance. There was an increase in comparable measures compared to last year which in the main, were made up from children's services and planning measures. Both saw an increase in the number of indicators improving and also some of these measures falling in performance by 5% or more. Section 2 of this report provides a data breakdown of the table below by service area and by scrutiny committee.

	Comparable Indicators in this period	Improved or Maximum* Performance	Maintained Performance	Marginally declined - within 5%	Performance declined by 5% or more
Quarter 3 2014-2015	124	60% (74)	2% (3)	15% (19)	23% (28)
Quarter 3 2013-2014	114	67% (76)	4% (5)	15% (17)	14% (16)

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

In relation to areas highlighted within the Corporate Improvement Plan as corporate improvement priorities:-

- Sickness across the Council has increased slightly by 1.2% during this period from an average of 6.64 FTE days for the first nine months of 2013/14 to 6.72 days this year. The Council is not on track to meet the target to reduce sickness by 5% for the year.

Over the past few years we have concentrated on a strategy to reduce short term absences. This has led to a steady decrease in the number of working days lost due to sickness – going down from 11.3 days per full time equivalent (FTE) employee in 2009/10 to 9.19 days in 2013/14.

The current focus is on the management of long term sickness absence. We know that there are sometimes delays in getting to access the right support and services to help people return to work when they are ready to do so. During the last twelve months, 715 employees have been on long term sick (28 days or more consecutive sickness), totalling more than 45,000 working days lost. Currently there are 150 employees on long term sick.

A task force has been set up to identify opportunities to improve the management of long term sickness going forward. In addition, as requested by the Policy and Resources scrutiny committee sickness absence will now be a regular item on scrutiny committees' agendas.

The Corporate Health Group continues to promote healthy lifestyles and will be able to offer development opportunities by Wales Union Learning Fund resources.

Effective management of short term absences has seen the number of employees with 3 or more instances in a twelve month period fall from approximately 1,300 to current position of 715 employees in the last 4 years.

- Schools in NPT have secured an improvement in pupil attendance in both sectors, in particular in the primary sector with a 1.6% rise. Key Stage 4 results have maintained in line with 2012/13 performance with NPT continuing to compare favourably across Wales. Key Stage 2 results are steadily improving with Key Stage 3 maintaining their performance compared to 2012/13. There has been a rise in fixed and permanent exclusions in the Secondary sector and a rise in fixed exclusions in the Primary sector which NPT are actively working to decrease.
- During 2012/13, Children & Young People Services agreed monthly improvement targets for eight priority measures with the Care and Social Services Inspectorate for Wales (CSSIW). These targets have been further increased in 2014/15 and are reflected in the table below. During quarters 1,2 & 3 of 2014/15, the service has achieved the revised target for each of the eight measures.

Children & Young People Services		
8 Priority Measures for 2013-2014	Target for 2014-2015	Quarter 3 performance 2014-2015
The percentage of first placements of looked after children during the year that began with a care plan in place.	91%	100%
The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations.	91%	91.6%
The percentage of referrals that are re-referrals within 12 months.	28%	16.4%
The percentage of looked after children reviews carried out within statutory timescales during the year.	91%	96%
The percentage of initial assessments completed within 7 working days	71%	92%
The percentage of required core assessments completed within 35 working days.	71%	81%
The percentage of child protection visits undertaken within 6 weeks.	91%	100%
The percentage of qualified and unqualified	86%	90.1%

workers that receive supervision within 28 calendar days.		
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- 9 of the 11 adult services performance indicators have improved or achieved maximum performance during the period which includes fewer delayed transfers of care, more people being supported in the community and 100% of carers of adult service users were offered an assessment or review of their needs in their own right during the year.
- The Council is progressing with the implementation of its waste strategy that seeks to ensure that the Council meets its statutory recycling target. Performance to date indicates that the Council is on course to achieve the Welsh Government's statutory recycling target of 58% by March 2016. Five of the six Waste indicators have seen an improvement with only one indicator (number 153) dropping, by 0.42%
- Two of the three Economic Development indicators have seen a drop in outputs compared to the quarter 3 period last year (comments provided below indicator numbers 133 & 134). It is anticipated that the service will meet its year end forecast output for these measures. In relation to the third measure, the Business Development Team receives enquiries from existing businesses for support on a range of issues such as property, rates relief, local contract opportunities, tendering, events, etc. In comparison with 2013/14 outputs have increased and the target set for this indicator for 2014/15 has already been achieved.
- Customer waiting times (face to face contact at Neath and Port Talbot One Stop Shops) continues to improve with fewer customer walk offs. Customer Services' other two key performance measures, average time to answer telephone calls and percentage of telephone calls abandoned after 5 seconds has seen a drop in performance.
- The average number of days for the completion of a Disabled Facilities Grant (DFG) has increased significantly from 197 last year to 260 days this period due to a greater number of more complex grants being completed. The service has also introduced a new Rapids Adaptation Grant where small/minor works are directed to Care & Repair; this grant does not follow the mandatory DFG application process and therefore is excluded from this data set; if these grants were taken into consideration the average time for delivery of a DFG would be 217 days. More detail is found below indicator 106.

Other areas that are drawn to committee's attention include:

- Youth Justice Service has continued to maintain service delivery consistently at 100% during 2014/15 for those children and young people requiring a substance misuse assessment and those who receive treatment or other intervention within the prescribed timescales. Improvement in the other areas has been maintained, and an increase in children's Education, Training or Employment hours has improved quarter on quarter this year.
- One indicator continues to achieve maximum performance but Homelessness performance has generally deteriorated somewhat as measured against the remaining five indicators. This is in the context of a 53% increase in statutory homeless cases presenting to the Housing Options Service and consequent 65% increase in necessary decision making; in respect of cases that continue to be increasingly complex. Deterioration also reflects the ever-increasing difficulty the Service is experiencing in securing suitable move-on accommodation; as the numbers provided by NPT Homes and other Housing Associations for nomination continues to decrease and the Social Lettings Agency faces growing and fierce competition for available suitable private rented sector accommodation. Effective early intervention and prevention work is nonetheless ongoing with the vast majority of those households who present to the Service.
- 8 out of 9 comparable Public Protection performance indicators have improved in the period (and the remaining one is to be discontinued in April 2015). The number of 'broadly compliant' food businesses is at its highest ever level and all high risk trading standards inspections will be completed by the year end. High risk inspections for animal health and health and safety have already been completed.
- Planning has seen mixed performance during the period with improvements in determining all other planning applications during the year within 8 weeks and average time taken from receipt of application to date decision is issued. Three measures have seen a drop in performance by 5% or more which relate to minor planning and householder planning applications determined within 8 weeks and applications where the quality of the development has been improved following negotiation by the case officer, explanations for these are found under indicators 126-128. Overall, efforts will continue to ensure that Officers and applicants 'front-load' negotiations as part of our continuing commitment to delivering 'Quality Development Quickly', and thus reducing delays later in the process.

- 100% of building control ‘full plan’ applications were checked within 15 working days .This has been achieved at the same time that there has been a reduction in the number of experienced staff employed within the Building Control Section as a result of contributions to the Council’s Forward Financial Plan. The number of full plan applications approved first time dropped marginally but continues with a high performance level of 96.6%.
- The figures for the Library Service cannot be compared like for like to the previous year’s performance, as NPTCBC ceded overall responsibility for five of the libraries to various community groups on 1st April 2014 and a further four on 1st May 2014. The temporary closure of Pontardawe Library for refurbishment in November and December has also impacted on performance figures.
- Street scene, Asset Management and Highways (condition of roads) indicators are reported annually.

Section 2 - Summary of Quarterly Performance by Committee/Service Area - (quarter 3, 2013-2014 position in brackets)

Service Area	Scrutiny Committee	Improved or Maximum Performance	Maintained Performance	Marginally declined - within 5%	Performance declined by 5% or more	No Comparable data	Number of Performance Indicators
1. Chief Executive and Finance & Corporate Services	P&R	5 (5)	0 (1)	3 (2)	4 (3)	1 (2)	13
P&R Total		5 (5)	0 (1)	3 (2)	4 (3)	1 (2)	13
2. Education	CYPE	8 (15)	2 (2)	5 (3)	7 (2)	0 (0)	22
3. Social Care – Youth Justice	CYPE	5 (3)	1 (1)	0 (0)	0 (2)	0 (0)	6
4. Social Care – Children’s Services	CYPE	24 (21)	0 (0)	3 (1)	4 (1)	14 (22)	45
CYPE Total		37 (39)	3 (3)	8 (4)	11 (5)	14 (22)	73
5. Social Care – Adults Services	SCHH	9 (6)	0 (0)	2 (4)	0 (1)	0 (0)	11
6. Housing – Homelessness and Housing Advice	SCHH	1 (4)	0 (0)	1 (1)	4 (1)	0 (0)	6
7. Housing – Private Sector Renewal	SCHH	2 (4)	0 (1)	0 (0)	3 (0)	2 (2)	7
8. Planning & Regulatory Services – Public Protection	SCHH	8 (5)	0 (0)	0 (1)	1 (4)	1 (0)	10
SCHH Total		20 (19)	0 (1)	3 (6)	8 (6)	3 (2)	34
9. Planning & Regulatory Services – Planning	ECR	3 (1)	0 (0)	2 (2)	3 (1)	1 (5)	9

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Service Area	Scrutiny Committee	Improved or Maximum Performance	Maintained Performance	Marginally declined - within 5%	Performance declined by 5% or more	No Comparable data	Number of Performance Indicators
10. Planning & Regulatory Services – Building Control	ECR	1 (1)	0 (0)	1 (1)	0 (0)	0 (0)	2
11. Economic Development	ECR	1 (3)	0 (0)	0 (0)	2 (0)	0 (0)	3
12. Asset Management	ECR	0 (0)	0 (0)	0 (0)	0(0)	7 (7)	7
13. Leisure & Libraries	ECR	0 (2)	0 (0)	1 (1)	0 (0)	5 (3)	6
ECR TOTAL		5 (7)	0 (0)	4 (4)	5 (1)	13 (15)	27
14. Environment & Transport – Waste Management	E&H	5 (5)	0 (0)	1 (0)	0 (1)	0 (0)	6
15. Environment & Transport – Transport and Highways	E&H	2 (1)	0 (0)	0 (1)	0 (0)	4 (4)	6
16. Environment & Transport – Countryside Management	E&H	0 (0)	0 (0)	0 (0)	0 (0)	1 (1)	1
17. Environment & Transport – Street Scene	E&H	0 (0)	0 (0)	0 (0)	0 (0)	3 (3)	3
E&H Total		7 (6)	0 (0)	1 (1)	0 (1)	8 (8)	16
Total Number of Performance Indicators		74 (76)	3 (5)	19 (17)	28 (16)	39 (49)	163
Overall performance Percentage (of comparable measures)		60% (67%)	2% (4%)	15% (15%)	23% (14%)		

NB - Quarter 3, 2013-2014 position in brackets.

Section 3: Quarterly Performance Management Data and Performance key

2014-2015 – Quarter 3 Performance (1st April 2014 – 31st December 2014)

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







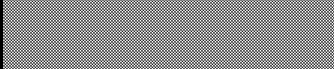



(NSI) National Strategic Indicators (NSIs) - are used to measure the performance of local authorities at a national level and focus on key strategic priorities. Local authorities are under a legal duty to collect & report on these measures.

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

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

All Wales The data shown in this column is the figure calculated using the base data supplied by all authorities for 2013/2014 i.e. an overall performance indicator value for Wales.

(L) Local Performance Indicator set by the Council.

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

1. Chief Executive's and Finance & Corporate Services

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
1	Benefits M001 (Local)	Percentage of new claims correctly assessed.	100%	100%		100%	100%	😊
2	Benefits M002 (Local)	Average days taken for new claims and changes of circumstances from application to assessment.	N/a New	N/a New		13.13	11.38	↑
3	CS001 (Local)	Customer Services - Average customer waiting times (face to face contact)	13 minutes	8 minutes		7.9 minutes	7.4 minutes	↑
4	CS004 (Local)	Customer Services - Percentage of customers leaving before being seen (walk offs)	1%	0.13%		0.14% 76 of 56,175	0.08% 37 of 49,700	↑
5	CFH/007 (SID)	The percentage of council tax due for the financial year which was received by the authority.	97.1%	97.3%	97.01%	84.9%	85.2%	↑
6	#CHR/002 (PAM)	The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence.	9.65	9.19	Data not yet available	6.64	6.72	v
7	CFH/006 (SID)	The percentage of undisputed invoices which were paid within 30 days.	92.4%	91.6%	91.5%	92.5%	91.1%	v
8	CFH/008 (SID)	The percentage of non-domestic rates due for the financial year which were received by the local authority.	97.3%	98.1%	97.0%	89.3%	85.9%	v

The sickness PI, CHR002 is a Public Accountability Measure (PAM) with effect from 1st April 2014.

1. Chief Executive's and Finance & Corporate Services - continued





No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
9	7.7(L) (Local)	Percentage of standard searches carried out in 10 working days.	99.4%	97.9%		97.9%	88.8%	↓
	The searches that have been over 10 days are due to the complex nature of searches against areas of land and also delays in getting responses to the enquiries from other internal departments.							
10	CHR/001 (SID)	The percentage of employees (including teachers and school based staff) who leave the employment of the local authority, whether on a voluntary or involuntary basis.	7.88%	9.63%	Data not yet available	6.92%	7.61%	↓
	The most significant increase in figures is linked to the downsizing of the organisation where employees have left under the Voluntary Redundancy scheme and demonstrates the actions the Council has been taking to reduce budgets.							
Page 38	CS002 (Local)	Customer Services - Average time to answer telephone calls	28 seconds	30 seconds		30.5 seconds	39 seconds	↓
	Previous information regarding Contact Centre performance was included in the report for the Policy and Resources Committee on 27th November 2014 which included information on why performance had dropped in the contact centre and key actions for improving the service. A number of improvements have been made to the service since quarter 2 which has resulted in a reduction in abandoned calls and improved waiting times. In the three month period of October to December our abandoned call rate dropped to 5.02% and customer waiting times were reduced to 21 seconds. This has had a positive impact on the quarter 3 cumulative performance indicators.							
12	CS003 (Local)	Customer Services - Percentage of telephone calls abandoned after 5 seconds	10.5%	12.87%		12.89%	14.71%	↓
	As above comment for CS002							
13	L(P) 13 (L) (Local)	Annual Savings (£)	£1,462,117	£797,516		Reported Annually	—	

2. Education – Schools

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
14	EDU/002ii (NSI) Joint 1 st	The percentage of pupils in local authority care, in any local authority maintained school, aged 15 as at the preceding August, who leave compulsory education, training or work based learning without and approved external qualification.	0%	0%	2.0%	0%	0%	😊
15	EDU/003 (NSI/PAM) 20 th	The percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment.	80.6%	82.0%	84.6%	82.0%	84.1% (1,144 of 1,360 pupils)	↑
Page 39	EDU/009a (SID)	The average number of school days that permanently excluded pupils did not receive an offer of full time appropriate education provision during the academic year.	50.4	82.2	24.9	82.2	79.8	↑
17	EDU/011 (NSI/PAM) 6 th	The average wider point score for pupils aged 15 as at the preceding 31 August, in schools maintained by the local authority.	486	537	505	537	540	↑
18	EDU/016a (PAM) 22 nd	Percentage of pupil attendance in Primary Schools.	93.1%	93.0%	93.7%	93.0%	94.6% (3,153,617 of 3,333,372 sessions)	↑
19	EDU/016b (PAM) 12 th	The percentage of pupil attendance in Secondary Schools.	92.3%	92.6%	92.6%	92.6%	93.5% (2,182,564 of 2,333,737 sessions)	↑

Note – Quarter 3 data for indicators 14 – 19 for 2014/15 is 2013/14 Full Academic Year data

2. Education –Schools - continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
20	EDU/004 (PAM) 	The percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment.	68.8%	73.1%	77.2%	73.1%	73.1% (1,096 of 1,500 pupils)	↔
21	EDU/008a (SID)	The number of permanent exclusions during the academic year per 1,000 pupils from Primary Schools.	0.1 1 pupil	0.1 1 pupil	Data not yet available	0.1 1 pupil	0.1 1 pupil	↔
Page 40	EDU/006ii (NSI) 	The percentage of pupils assessed, in schools maintained by the local authority, receiving a Teacher Assessment in Welsh (first language) at the end of: Key Stage 3.	10.3%	10.3%	17.0%	10.3%	10.1% (151 of 1,500 pupils)	v
	23	EDU/010b (SID)	The percentage of school days lost due to fixed-term exclusions during the academic year, in Secondary Schools.	0.111% 1,658 days	0.107% 1,568 days	0.095%	0.107% 1,572 days	0.112% 1,598 days
24	EDU/017 (NSI/PAM) 	The percentage of pupils aged 15 at the preceding 31 August in schools maintained by the local authority who achieved the level 2 threshold including a GCSE grade A-C in English or Welsh first language and Mathematics.	54.1%	56.0%	52.5%	56.0%	55.8%	v
25	EDU/002i (NSI/PAM) 	The percentage of all pupils (including those in local authority care), in any local authority maintained school, aged 15 as at the preceding August, who leave compulsory education, training or work based learning without and approved external qualification.	0.2%	0.1%	0.3%	0.1% (2 of 1,619 pupils)	0.2% (3 of 1,667 pupils)	↓
Increase of 1 pupil on the previous academic year.								

Note – Quarter 3 data for indicators 20 – 25 for 2014/15 is 2013/14 Full Academic Year data

2. Education - Schools -continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
26	EDU/006i (SID)	The percentage of pupils assessed, in schools maintained by the local authority, receiving a Teacher Assessment in Welsh (first language) at the end of: Key Stage 2	16.5%	16.4%	20.0%	16.4%	15.4% (209 of 1,360 pupils)	↓
	The decrease is due to the annual variation in take up of Welsh language education. It is expected that the percentage of pupils receiving a Teacher Assessment in Welsh first language will remain fairly consistent over the next 2 to 3 years.							
27	EDU/008b (SID)	The number of permanent exclusions during the academic year per 1,000 pupils from Secondary Schools.	1.26 10 pupils	1.0 8 pupils	Data not yet available	1.0 8 pupils	1.3 10 pupils	↓
	<p>There has been an increase in permanent exclusions in the secondary sector and a rise in days lost due to fixed term exclusions in both sectors. Measures are now in place to look at these rises:-</p> <ul style="list-style-type: none"> • Inclusion Review in place with behaviour / exclusions identified as a priority area. • Exclusions shared with Challenge Advisors as they occur. • Chronology that led to the exclusions is being audited in a sample of schools 							
28	EDU/009b (SID)	The average number of school days that permanently excluded pupils did not receive an offer of part time appropriate education provision during the academic year.	16.1	38.5	11.9	38.5	52.2	↓
	EDU009 guidelines states that the definition for Part Time provision is at least 10 hours per week. Neath Port Talbot Home Tuition policy states that pupils up to year 9 should receive 1 hour a day tuition, year 10 pupils 1.5 hours a day and year 11 pupils 2 hours a day. These are in conflict with EDU009 performance indication guidelines. There have also been extreme difficulties accommodating 3 SEN pupils due to their complex needs.							
29	EDU/010a (SID)	The percentage of school days lost due to fixed-term exclusions during the academic year, in Primary Schools.	0.012% 191 days	0.011% 174 days	0.013%	0.011% 186 days	0.016% 262 days	↓
	Same comment as EDU008 b above.							

Note – Quarter 3 data for indicators 26 – 29 for 2014/15 is 2013/14 Full Academic Year data

2. Education - Other

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
30	EDU/015b (NSI) Joint 1st	The percentage of final statements of special education need issued within 26 weeks excluding exceptions.	100%	100%	96.6%	100%*	100%*	😊
31	L(SEN) 1a (Local)	Number of children with new statements of special educational needs.	112	103		103*	77*	↑
32	L(Yth)2+ (Local)	The percentage of 11 - 19 year olds in contact with the youth service.	27.48%	33.07%		23.83%	22.28% (3,211 of 14,411)	v
33	L(SEN) 1b (Local)	Total number of children with statements of special educational needs.	774	788		788*	790*	v
34	L(FP) 1+ (Local)	Number of full day childcare places provided.	1,707	1,800		1,776	1,616	↓
The decrease in the number of places can be attributed to the re-classification of childcare/day centres by CSSIW. The indicator definition will be re-addressed for 2015/16.								
35	EDU/015a (NSI) 20th	The percentage of final statements of special education need issued within 26 weeks including exceptions	27.7%	32.0%	69.6%	32.0%*	23.37%*	↓
The increase in time taken to issue statements can be attributed to the increasing complexity of the individual cases coming through the Statutory Assessment process								

*- Calendar year data -12 months data

3. Social Care - Youth Justice

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
36	SCY/003a (SID)	The percentage of children and young people in the youth justice system identified via screening as requiring a substance misuse assessment that commence the assessment within five working days of referral.	92.7%	98.5%	90.4%	98%	100%	😊
37	SCY/003b (SID)	The percentage of those children and young people with an identified need for treatment or other intervention, who receive that within ten working days of the assessment.	100%	100%	96.6%	100%	100%	😊
38	SCY/001a (SID)	The percentage change in the average number of hours of suitable Education, Training or Employment (ETE) children and young people receive while within the youth justice system by Children and young people of statutory school age.	0%	25.8%	1.2%	39.5%	42%	↑
39	SCY/001b (SID)	The percentage change in the average number of hours of suitable Education, Training or Employment (ETE) children and young people receive while within the youth justice system by: Young people above statutory school age.	-9.7%	38.2%	16.1%	-8.6%	95%	↑
40	SCY/002a (SID)	The percentage change in the proportion of children and young people in the youth justice system with suitable accommodation at the end of their court order compared with before the start of their court order.	4.1%	-3.7%	-1.7%	-9.38%	3%	↑
41	SCY/002b (SID)	The percentage change in the proportion of children and young people in the youth justice system with suitable accommodation upon their release from custody compared with before the start of their custodial sentence.	-20%	0%	5.3%	0%	0%	↔

Note – Quarter 3 data for 2014/15 for SCY indicators is provisional data.

4. Social Care – Children’s Services

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
42	*SCC/001a (SID from 2014-15) Joint 1st	Priority Measure: The percentage of first placements of looked after children during the year that began with a care plan in place.	58.4%	100%	90.9%	100%	100%	😊
43	SCC/013ai (SID)	The percentage of open cases of children who have an allocated social worker - Children on the child protection register.	99.8%	100%	99.9%	100%	100%	😊
44	SCC/013aii (SID)	The percentage of open cases of children who have an allocated social worker - Children looked after.	95.2%	99.1%	95.2%	99.1%	100%	😊
45	SCC/013bi (SID)	The percentage of open cases of children who are allocated to someone other than a social worker where the child is receiving a service in accordance with his/her assessment or plan - Children on the child protection register.	0%	0%	0%	0%	0%	😊
46	SCC/013bii (SID)	The percentage of open cases of children who are allocated to someone other than a social worker where the child is receiving a service in accordance with his/her assessment or plan - Children looked after.	0.6%	0.9%	4.5%	0.9%	0%	😊
47	*SCC/030a (SID from 2014-15) Joint 1st	The percentage of young carers known to Social Services who were assessed.	100%	100%	85.9%	100%	100%	😊
48	Local	Priority Measure: The percentage of child protection visits undertaken within 6 weeks. .	N/a New	99.6%		99.6%	100%	😊
49	SCC/006 (SID)	The percentage of referrals during the year on which a decision was made within 1 working day.	93.1%	97.2%	96.3%	96.9%	98.5%	↑

- No longer a Public Accountability Measure (with effect from 2014-15)


4. Social Care – Children’s Services – continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
50	SCC/007a (SID)	The percentage of referrals during the year that were allocated to a social worker for initial assessment.	48.5%	94.1%	75.5%	91.8%	94.4%	↑
51	SCC/007b (SID)	The percentage of referrals during the year that were allocated to someone other than a social worker for initial assessment.	6.3%	4.4%	7.9%	6.2%	4.1%	↑
52	SCC/010 (SID)	Priority Measure: The percentage of referrals that are re-referrals within 12 months.	35.9%	22.1%	22.2%	23.3%	16.4%	↑
53	SCC/011b (NSI) 16 th	The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen alone by the Social Worker.	43.1%	38.7%	42.9%	39.2%	41.8%	↑
54	SCC/013aiii (SID)	The percentage of open cases of children who have an allocated social worker – Children in need.	66.3%	68.0%	76.4%	65.4%	70.7%	↑
55	SCC/013biii (SID)	The percentage of open cases of children who are allocated to someone other than a social worker where the child is receiving a service in accordance with his/her assessment or plan – Children in need.	29.4%	31.8%	19.6%	31.1%	28.4%	↑
56	SCC/015 (SID)	The percentage of initial core group meetings due in the year which were held within 10 working days of the initial child protection conference.	82.3%	91.4%	90.0%	88.7%	90.9%	↑
57	SCC/021 (SID)	Priority Measure: The percentage of looked after children reviews carried out within statutory timescales during the year.	69.2%	95.0%	95.9%	92.9%	96%	↑
58	SCC/025 (PAM) 14 th	Priority Measure: The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations.	68.3%	86.9%	85.3%	86.0%	91.6%	↑

4. Social Care – Children’s Services – continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
59	SCC/40 (SID)	The percentage of placements started during the year where the child is registered with a provider of general medical services within 10 working days of the start of the placement.	N/a	93.0%	88.3%	92.1%	96.4%	↑
60	SCC/041a (NSI) 21 st	The percentage of eligible, relevant and former relevant children that have pathway plans as required.	20.0%	69.8%	89.2%	40.0%	77.8%	↑
61	SCC/042a (SID)	Priority Measure: The percentage of initial assessments completed within 7 working days.	38.1%	80.6%	71.9%	77.7%	92%	↑
62	SCC/042b (SID)	The average time taken to complete initial assessments that took longer than 7 working days to complete.	30	18	19	18.3	14.1	↑
63	SCC/043a (SID)	Priority Measure: The percentage of required core assessments completed within 35 working days.	48.7%	70.2%	81.2%	69.3%	81%	↑
64	SCC/43b (SID)	The average time taken to complete those required core assessments that took longer than 35 days.	68	56	58	48.7	44.5	↑
65	Local	Priority Measure: The percentage of qualified and unqualified workers that receive supervision within 28 calendar days.	N/a New	92.5%		82.9%	90.1%	↑
66	SCC/030b (SID)	The percentage of young carers known to Social Services who were provided with a service.	84.2%	64.7%	80.1%	65.2%	64.7%	∨
67	SCC/034 (SID)	The percentage of child protection reviews carried out within statutory timescales during the year.	87.2%	97.5%	98.1%	99.4%	98.5%	∨




4. Social Care – Children’s Services – continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
68	SCC/041b (SID)	The percentage of eligible, relevant and former relevant children that have been allocated a personal advisor.	96.0%	100%	92.7%	100%	96.3%	v
69	SCC/001b (SID)	For those children looked after whose second review (due at 4 months) was due in the year, the percentage with a plan for permanence at the due date.	69.5%	89.8%	93.4%	93.7%	87.8%	↓
The slight drop in performance is a result of a small number of reviews being completed out of timescale.								
70	SCC/011a (PAM)	The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen by the Social Worker.	79.2%	68.3%	78.9%	70.9%	66.1%	↓
		In 2013-2014, the service introduced training on procedures for all social workers which included the need to do a “desk top” initial assessment prior to a child protection investigation; these circumstances would not expect a child to be seen/seen alone as part of the initial assessment. In terms of performance, if the “desk top” assessments were excluded from the calculation of this Performance Indicator, then our performance would show an overall improvement when compared to the same period last year.						
71	SCC/014 (SID)	The percentage of initial child protection conferences due in the year which were held within 15 working days of the strategy discussion.	67.8%	93.5%	89.9%	95.3%	89.6%	↓
	The decrease in performance is a result of the delay in the completion of a small number of Section 47 enquiries.							
72	SCC/024 (SID)	The percentage of children looked after during the year with a Personal Education Plan within 20 school days of entering care or joining a new school in the year ending 31 March.	63.6%	85.7%	62.7%	87.0%	75%	↓
	It is recognised that this is an area which requires development and work is ongoing to improve mechanisms for capturing this information more accurately.							

4. Social Care – Children’s Services – continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
73	SCC/007c (SID)	The percentage of referrals during the year that did not proceed to allocation for initial assessment.	45.2%	1.5%	16.7%	1.9%	1.5%	—
74	SCC/002 (NSI) 15 th	The percentage of children looked after at 31 March who have experienced one or more change of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March.	15.8%	15.7%	13.8%	Reported Annually		—
75	SCC/004 (NSI/PAM) 6 th	The percentage of children looked after on 31 March who have had three or more placements during the year.	8.7%	6.4%	8.3%	Reported Annually		—
76	SCC/022a (SID)	The percentage attendance of looked after pupils whilst in care in primary schools.	90.1%	93.1%	95.1%	Reported Annually		—
77	SCC/022b (SID)	The percentage attendance of looked after pupils whilst in care in secondary schools.	83.8%	89.7%	91.6%	Reported Annually		—
78	SCC/033d (NSI) 12 th	The percentage of young people formerly looked after with whom the authority is in contact at the age of 19.	72.2%	95.7%	93.4%	Reported Annually		—
79	SCC/033e (NSI) Joint 1 st	The percentage of young people formerly looked after with whom the authority is in contact, who are known to be in suitable, non-emergency accommodation at the age of 19.	92.3%	100%	85.9%	Reported Annually		—

4. Social Care – Children’s Services – continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
80	SCC/033f (NSI) 	The percentage of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19.	46.2%	63.6%	54.8%	Reported Annually		—
81	SCC/035 (SID)	The percentage of looked after children eligible for assessment at the end of Key Stage 2 achieving the Core Subject Indicator, as determined by Teacher Assessment.	52.9%	42.1%	51.6%	Reported Annually		—
82	SCC/036 (SID)	The percentage of looked after children eligible for assessment at the end of Key Stage 3 achieving the Core Subject Indicator, as determined by Teacher Assessment.	33.3%	55.6%	37.2%	Reported Annually		—
83	SCC/037 (NSI) 	The average external qualifications point score for 16 year old looked after children, in any local authority maintained learning setting.	162	335	262	Reported Annually		—
84	SCC/044a (SID)	The percentage of children looked after who were permanently excluded from school during the previous academic year	0%	0%	0.1%	Reported Annually		—
85	SCC/044b (SID)	The average number of days spent out of school on fixed term exclusions for children looked after who were excluded during the previous academic year.	3.8	4.0	6.8	Reported Annually		—
86	SCC/045 (PAM) 	The percentage of reviews of looked after children, children on the child protection register and children in need carried out in line with the statutory timetable.	No data reported	82.2%	89.6%	No data reported	87.1%	—

5. Social Care - Adults Services

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
87	SCA/018a (PAM) Joint 1 st	The percentage of carers of adult service users who were offered an assessment or review of their needs in their own right during the year.	100%	100%	85.8%	100%	100%	😊
88	SCA/019 (NSI/PAM) Joint 1 st	The percentage of adult protection referrals completed where the risk has been managed.	100%	100%	94.45%	99.0%	100%	😊
Page 50	SCA/001 (NSI) 11 th	The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over.	5.97	3.49	4.70	3.08	2.41	↑
	SCA/002a (NSI) 5 th	The rate of older people (aged 65 or over): Supported in the community per 1,000 population aged 65 or over at 31 March.	99.98	107.8	74.48	101.53	103.91	↑
91	SCA/003a (SID)	The percentage of clients who are supported in the community during the year, in the age groups: Aged 18-64.	91.17%	92.45%	93.84%	92.75%	94.17%	↑

5. Social Care – Adult Services – c ontinued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
92	SCA/007 (NSI) 13 th	The percentage of clients with a care plan at 31st March whose care plans should have been reviewed that were reviewed during the year.	76.1%	81.7%	81.1%	74.8%	77.8%	↑
93	SCA/018b (SID)	The percentage of carers of adult service users who had an assessment in their own right during the year.	23.9%	20.0%	39.4%	17.82%	17.95%	↑
94	SCA/018c (SID)	The percentage of carers of adult service users who were assessed during the year who were provided with a service.	44.6%	66.7%	63.8%	46.3%	79.6%	↑
Page 51 of 96	SCA/020 (PAM) 16 th	The percentage of adult clients who are supported in the community during the year.	82.6%	85%	86.33%	87.2%	87.7%	↑
	SCA/002b (NSI) 20 th	The rate of older people (aged 65 or over): Whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March.	23.36	23.86	19.84	23.01	23.16	v
97	SCA/003b (SID)	The percentage of clients who are supported in the community during the year, in the age groups: Aged 65+	79.4%	81.98%	83.71%	85.07%	84.85%	v

6. Housing – Homelessness and Housing Advice

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
98	HHA/016 (SID)	The average number of days all homeless families with children spent in bed and breakfast accommodation.	0	0	22.91	0	0	😊
99	HHA/013 (NSI/PAM) <i>* See Below</i>	The percentage of all potentially homeless households for whom homelessness was prevented for at least 6 months.	97.1%	95.2%	66.4%	95.0%	94.3%	∇
100	HHA/002 (SID)	The average number of working days between homeless presentation and discharge of duty for households found to be statutory homeless.	71	62	135	66.5	74.97	↓
	<p>It took 11,096 working days to discharge duty on the 148 statutory homeless presentations during the period, i.e. an average of 74.97 working days. For the same period in 2013/14 it took 6,451 working days to discharge duty on 97 statutory homeless presentations, i.e. an average of 66.5 working days. Although performance has decreased somewhat, i.e. by 8.47 days/13%, there has been a 53% increase in the number of homeless presentations and consequent 65% increase in the number of qualifying duties discharged, compared to the same period last year.</p>							
101	HHA/008 (SID)	The percentage of homeless presentations decided within 33 working days.	96.6%	96.4%	87.5%	98.0%	85.04%	↓
	<p>Of the 428 homeless presentations, 364 were decided within 33 days. This equates to 85.04% compared to 98.01% for the same period 2013/14. This deterioration in performance reflects the proportion of the greatly increased presentations reported on above in respect of HHA/02 which complex cases were requiring extensive enquires to be made in order to inform the homelessness decision.</p>							

6. Housing – Homelessness and Housing Advice -continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
102	HHA/017a (SID)	The average number of days that all homeless households spent in bed and breakfast accommodation	16.02	16.61	35.57	11.43	16.69	↓
	<p>43 homeless households spent time in B&B accommodation totaling 718 days; ie an average of 16.69 days per household.</p> <p>Explanation for 17a & 17b : This deterioration in performance reflects the ever-increasing difficulty the Service is experiencing in securing suitable move-on accommodation; as the numbers provided by NPT Homes and other Housing Associations for nomination continues to decrease and the Social Lettings Agency faces growing and fierce competition for available suitable private rented sector accommodation.</p>							
103	HHA/017b SID	The average number of days that all homeless households spent in other forms of temporary accommodation.	111.97	106.49	159.19	100.36	110.90	↓
	<p>71 homelessness households spent time in other forms of temporary accommodation totaling 7,874 days; ie an average of 110.90 per household.</p>							

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

7. Housing - Private Sector Renewal

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
104	PSR/004 (NSI) 3 rd	The percentage of private sector dwellings that had been vacant for more than 6 months at 1 April that were returned to occupation during the year through direct action by the local authority.	5.28%	37.38%	9.23%	31.56%	37.42%	↑
105	PSR/007a (SID)	Of the Houses in Multiple Occupation known to the local authority, the percentage that: Have a full license.	1.7%	1.4%	Data not yet available	1.4%	1.63%	↑
Page 54 104	PSR/002 (NSI/PAM) 6 th	The average number of calendar days taken to deliver a Disabled Facilities Grant.	244	204	239	197	260	↓
	<p>253 DFG's were delivered during the current period, at an average of 260 days per DFG. (This compares to 223 DFG's delivered at an average of 197 days during the same period 2013/14). The average number of days for the completion of a Disabled Facilities Grant (DFG) has increased significantly during this reporting period due to a greater number of more complex grants being completed. There were a greater number of complex grants for children resulting in a higher number of extensions.</p> <p>The average number of days for the completion of a DFG can be split into 2 areas, from referral to OT authorisation is 122 days and from OT authorisation to completion is 138 days.</p> <p>Two children at the same property in particular had a DFG each taking 1622 days to complete due to the complexity of their needs and the works involved. Excluding these 2 exceptional cases the average number of days to complete DFG's is 249 days.</p> <p>The service has also introduced a new Rapids Adaptation Grant where small/minor works are directed to Care & Repair; this grant does not follow the mandatory DFG application process and therefore is excluded from this data set; if these grants were taken into consideration the average time for delivery of a DFG would be 217 days.</p>							
107	PSR/009a (SID)	The average number of calendar days taken to deliver a Disabled Facilities Grant for: Children and young people	386	310	Data not yet available	283	485	↓
	<p>23 DFG's were delivered to Children & Young People, at an average of 485 calendar days per DFG (This compares to 12 DFG's delivered at an average of 283 days during the same period 2013/14). The average time for completing a DFG for children has increased with the overall time taken being substantially higher than the average time for adults due to each referral having more extensive and complex works completed. There was also an increase in the number of grants completed for children. Two children at the same property in particular had a DFG, each taking 1622 days to complete due to the complexity of their needs and the works involved. Excluding the 2 exceptional cases where the DFG's took 1622 days to complete, the average number of days to complete DFG's in this reporting period for children is 377 days.</p>							

7. Housing - Private Sector Renewal - continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
108	PSR/009b (SID)	The average number of calendar days taken to deliver a Disabled Facilities Grant for: Adults	233	197	Data not yet available	192	237	↓
	230 DFG's were delivered to Adults, at an average of 237 calendar days per DFG (This compares to 211 DFG's delivered at an average of 192 days during the same period 2013/14). The average time taken to deliver a DFG to adults has increased due to a number of smaller adaptations now being channelled through the Rapid Adaptation Grants in place of the traditional DFG; if these grants were included in the data then the average time for delivery of a DFG to an adult would be 207 days.							
109	PSR/007b (SID)	Of the Houses in Multiple Occupation known to the local authority, the percentage that: Have been issued with a conditional license.	0%	0%	Data not yet available	0%	0%	—
110	PSR/007c (SID)	Of the Houses in Multiple Occupation known to the local authority, the percentage that: Are subject to enforcement activity.	0%	0.2%		0.2%	0%	—
8. Planning and Regulatory Services - Public Protection								
111	PPN/001iii (SID)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Animal Health.	100%	100%	96%	67%	100%	😊
112	PPN/001iv (SID)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Health and Safety	100%	100%	No data available	57%	100%	😊
113	PPN/001i (SID)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Trading Standards.	100%	100%	99%	69%	70%	↑
114	PPN/001ii (SID)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected for Food Hygiene.	99%	82%	97%	53%	55%	↑

8. Planning and Regulatory Services - Public Protection - continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
115	PPN/007i (SID)	The percentage of significant breaches that were rectified by intervention during the year for Trading Standards.	70.4%	78.7%	87.7%	71%	81%	↑
116	PPN/007ii (SID)	The percentage of significant breaches that were rectified by intervention during the year for Animal Health.	90%	77.3%	92.6%	73%	80%	↑
117	PPN/008ii (SID)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year: Food Hygiene	56%	79%	92%	66%	70%	↑
Page 56	PPN/009 (PAM) 8th	The percentage of food establishments which are 'broadly' compliant with food hygiene standards	83.02%	92.2%	90.3%	90.1%	93.6%	↑
	PPN/008i (SID)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year: Trading Standards	60%	56%	60%	55%	49%	↓
119	<p>Of the 283 new businesses identified by Trading Standards, 140 were subject to a Trading Standards risk assessment visit or self-returned self-assessment questionnaire for this period. All businesses are sent a self assessment questionnaire as they are detected. At the end of every quarter reports are run from the database to detect businesses that have been detected by other departments, and they are then contacted in the same manner. Many of these businesses are types which would be considered low risk, or unlikely to have many trading standards related enforcement issues. With increasing demands on the service it would be poor use of resources to send officers out to inspect premises such as hairdressers, child minders (which have little or no Trading Standards risk), non food retailers (such as card shops) and beauty salons. New businesses that are likely to be higher risk are given a higher priority to visit; these would include toy manufacturers or importers, food manufacturers or importers, packers of goods by weight or volume, car dealers, feed mills, and traders with of poor control systems and that regularly infringe. Consequently the Trading Standards Manager recommends removal of this performance indicator from 1st April 2015 as it is not reflective of the work carried out by the department.</p>							
120	PPN/008iii (SID)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year: Animal Health.	44%	100%	61%	50%	* See note	—

Note - There were no new businesses identified during this reporting period.

9. Planning and Regulatory Services – Planning

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
121	PLA/002 (SID)	The percentage of applications for development determined during the year that were approved.	96.6%	95.5%		94.9%	96.5%	↑
122	PLA/004d (SID)	The percentage of all other planning applications determined during the year within 8 weeks.	83.5%	73.9%	70.3%	74.2%	79.2%	↑
123	PLA/M002 (Local)	Average time taken from receipt of application to date decision is issued - days	N/a New	87.6 days		86.9 days	81.4 days	↑
Page 57	PLA/M001 (Local)	Average time taken from receipt of application to validation of application -days	N/a New	30.1 days		30.07 days	30.52 days	v
	PLAM/004 (Local)	The percentage of major planning applications determined during the year within 8 weeks.	N/a New	23.1%		25%	23.8%	v
126	PLA/004b (SID)	The percentage of minor planning applications determined during the year within 8 weeks.	75.5%	71.3%	63.3%	74.2%	61.9%	↓
	The percentage of minor planning applications determined during the year within 8 weeks dropped from 74.2% to 61.9%, which remains a consequence of the complexity of the type of application determined and pressures on staff resources, but is partly balanced by the increase in performance for ‘all other’ planning application - PLA/004 d) – which increased from 74.2% to 79.25%.							

9. Planning and Regulatory Services – Planning - continued

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
127	PLA/004c (SID)	The percentage of householder planning applications determined during the year within 8 weeks.	98.0%	94%	86.3%	93.2%	88.1%	↓
	The percentage of householder planning applications determined during the year within 8 weeks - remains high at close to 88% but falls short of the high standards set in recent years. The relatively poor Q1 performance has affected these cumulative figures, although the performance in Q3 (October – December) taken by itself (89%) demonstrates improvement in challenging times.							
Page 58	PLA/M003 (Local)	Percentage of applications where the quality of the development has been improved (following negotiation by the case officer either at pre-application stage or during the course of the application).	N/a New	36%		35.4%	29%	↓
	The percentage of applications where the quality of the development has been improved - has dropped in comparison with the same quarter last year. Nevertheless, this figure is largely dependent on the nature of applications that are received during any quarter and, as a consequence, is subject to minor fluctuations throughout the year. The cumulative figure was 29% of applications requiring the intervention of Officers to improve proposals to make them more acceptable. This reduction in the overall number of applications requiring improvement can be attributed to the fact that the Department received a greater number of applications which were acceptable upon submission, and as such did not require negotiation.							
129	PLA/006(b) (NSI) 5 th	The number of additional affordable housing units provided during the year as a percentage of all additional housing units provided during the year.	27%	69%	37%	Reported Annually		—

10. Planning and Regulatory Services – Building Control

130	BCT/004 (SID)	Percentage of Building Control ‘full plan’ applications checked within 15 working days during the year.	96.1%	98.1%	93.6%	98.8%	100%	😊
131	BCT/007 (SID)	The percentage of ‘full plan’ applications approved first time.	97%	99%	97%	98.8%	96.2%	v

11. Economic Development

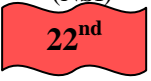

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
132	L(ED) 3 (Local)	Number of business enquiries resulting in advice, information or financial support being given to existing companies through Business Services.	651	682		496	554	↑
133	L(ED) 1 (Local)	Number of jobs created as a result of financial support by the Local Authority.	137	255		176	133.5	↓
	<p>Performance output for this indicator was affected by the fact that the Loan Fund was not available for the first six months of 2014/15. This was due to changes in consumer credit regulations which required the Fund to be registered with the Financial Conduct Authority. This has now been done and the Council has received confirmation that applications for loan funding can resume. This should impact on the figures reported by the end of the year. In addition, there are a number of approved applications that are still being processed and we anticipate that these outputs will reflect in the figure reported at the end of the year. It is anticipated that the target set for this indicator for 2014/15 will be achieved.</p>							
134	L(ED) 2 (Local)	Number of new business start-up enquiries assisted through Business Services	349	429		318	264	↓
	<p>Business advisors now attend Job Centre Plus and this has resulted in referrals to the monthly Enterprise Club being significantly reduced. However, as enquiries from other sources are developed, it is anticipated that the target set for this indicator for 2014/15 will be achieved.</p>							

12. Corporate Health – Asset Management

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
135	CAM/001ai (SID)	The percentage of the gross internal area of the local authority's buildings in condition categories: A – Good	7.1%	7.2%	16.4%	Reported Annually		—
136	CAM/001aii (SID)	The percentage of the gross internal area of the local authority's buildings in condition categories: B – Satisfactory	35.0%	41.2%	57.3%			—
137	CAM/001aiii (SID)	The percentage of the gross internal area of the local authority's buildings in condition categories: C – Poor	46.2%	42.2%	22.8%			—
138	CAM/001aiv (SID)	The percentage of the gross internal area of the local authority's buildings in condition categories: D – Bad	11.7%	9.45%	3.6%			—
139	CAM/001bi (SID)	The percentage of the total value of required maintenance for the local authority's buildings assigned to works of priority level: 1 – Urgent work	19.4%	15.2%	8.4%			—
140	CAM/001bii (SID)	The percentage of the total value of required maintenance for the local authority's buildings assigned to works of priority level: 2 – Essential work	59.9%	60.6%	52.0%			—
141	CAM/001biii (SID)	The percentage of the total value of required maintenance for the local authority's buildings assigned to works of priority level: 3 – Desirable work	20.7%	24.2%	39.5%			—

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13. Leisure and Libraries

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement	
142	LCS/002(b) (NSI) 	The number of visits to local authority sport and leisure centres during the year, per 1,000 population where the visitor will be participating in physical activity.	5,839	5,696	8,954	4,334 (607,161 visits)	4,172 (583,695 visits)	v	
143	LCL/001(b) (NSI) 	The number of people using Public Libraries during the year, per 1,000 population.	6,831	6,839	5,851	5,124 (717,872 visits)	4,238 (592,808 visits)	—	
Page 62	LCL/004 (SID)	The number of library materials issued, during the year, per 1,000 population.	4,146	4,190	4,424	3,170 (444,103 issued)	2,402 (336,106 issued)	—	
	<p>The figures for the Library Service cannot be compared like for like to the previous year's performance, as NPTCBC ceded overall responsibility for five of the libraries to various community groups on 1st April 2014 and a further four on 1st May 2014. The temporary closure of Pontardawe Library for refurbishment in November and December has also impacted on performance.</p>								
	145	LCL/002b (SID)	The percentage of available computer hours, in use.	46%	48%	39%	Reported Annually	—	
146	LCL/003 (SID)	The percentage of library material requests supplied within 7 calendar days.	78%	83%	69%	—			
147	LCL/002a (SID)	The number of publicly accessible computers per 10,000 population.	8	8	9	—			

14. Environment & Transport – Waste Management

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
148	WMT/009b (NSI/PAM) 14 th	The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated bio wastes that are composted or treated biologically in another way.	48.33%	54.04%	54.33%	54.21%	58.61%	↑
149	WMT/004b (NSI/PAM) 3 rd	The percentage of municipal waste collected by local authorities sent to landfill.	20.3%	14.04%	37.72%	14.8%	11.30%	↑
Page 69	WMT/010i (SID)	The percentage of local authority municipal waste: Prepared for re-use.	0.15%	0.18%	2.06%	0.16%	0.29%	↑
	WMT/010iii (SID)	The percentage of local authority municipal waste: Collected as source segregated bio-wastes and composted or treated biologically in another way.	13.27%	15.76%	18.49%	16.23%	20.92%	↑
152	WMT/012 (SID)	The percentage of local authority collected municipal waste used to recover heat and power.	27.54%	29.33%	9.11%	24.8%	28.0%	↑
153	WMT/010ii (SID)	The percentage of local authority municipal waste: Recycled.	34.92%	38.09%	33.80%	37.82%	37.40%	v



15. Environment & Transport – Transport and Highways

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
154	THS/009 (SID)	The average number of calendar days taken to repair street lamp failures during the year.	1.94	1.83	4.75	1.65	1.54	↑
155	THS/007 (NSI) 	The percentage of adults aged 60 or over who hold a concessionary bus pass.	91.8%	88.9%	84.3%	88.9%	90.1%	↑
156	THS/011a (SID)	The percentage of: Principal (A) roads in overall poor condition.	7.9%	6.8%	4.5%	Reported Annually	—	
157	THS/011b (SID)	The percentage of: Non-principal/classified (B) roads in overall poor condition.	6.7%	5.2%	6.1%		—	
158	THS/011c (SID)	The percentage of: Non-principal /classified C roads in overall poor condition.	9.6%	8.2%	18.9		—	
159	THS/012 (PAM) 	The percentage of Principal (A) roads, Non-principal (B) roads and Non-principal C roads that are in overall poor condition.	8.0%	6.7%	13.2%		—	

16. Environment & Transport - Countryside Management

No	PI Reference	PI Description	2012/13 Actual	2013/14 Actual	All Wales 2013/14	Quarter 3 2013/14	Quarter 3 2014/15	Direction of Improvement
160	CMT/001 (SID)	The percentage of total length of 'Rights of Way' which are easy to use by members of the public.	68%	67%	69%	Data reported twice a year in QTR 2 & QTR 4.		—

17. Environment & Transport - Street Scene

163 Page 64	STS/005b (PAM) 	The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness.	83%	98.5%	96.8%	Reported Annually	—
	STS/005a (SID)	The cleanliness Indicator	70	67.6	73.2		—
	STS/006 (NSI) 	The percentage of reported fly tipping incidents cleared within 5 working days.	95.25%	81.10%	95.03%		—

Appendix 2

Average number of FTE sick days lost per Employee in each Service Area (1st January 2014 to 31st December 2014)

Service Area	FTE Days Lost	Average FTE Employees	Average FTE Sick Days per Employee
Corporate Strategy and Democratic Services	702.8	68.7	10.2
Human Resources	506.7	70.0	7.2
Education – Partnership and Community Development	3011.9	360.5	8.4
Education – Schools (including School Inclusion)	19960.1	2313.2	8.6
Education – Support Services and Commissioning	4410.7	368.3	12.0
Financial Services	1303.3	187.4	7.0
ICT	422.4	102.2	4.1
Legal Services	516.1	65.5	7.9
Business Strategy and Public Protection	1270.5	177.7	7.1
Children and Young People’s Services	3995.9	281.4	14.2
Community Care and Housing	7090.4	641.8	11.0
Engineering and Transport	1794.9	148.7	12.1
Planning	348.9	67.0	5.2
Property and Regeneration	1203.7	183.7	6.6
SWTRA	534.3	108.3	4.9
Street Care	5581.9	493.6	11.3

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POLICY AND RESOURCES CABINET BOARD

19th FEBRUARY 2015

REPORT OF THE HEAD OF CORPORATE STRATEGY & DEMOCRATIC SERVICES

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED - Aberavon, Briton Ferry East, Briton Ferry West, Bryn and Cwmavon, Glyncoirwg, Neath East, Neath North, Neath South, Port Talbot, Sandfields East, Sandfields West, Seven Sisters

CCTV SERVICE – OPTIONS

PURPOSE OF THE REPORT:

The Council's Forward Financial Plan identifies savings targets to be made in the operation of the Council's CCTV service during 2016/2017 and 2017/2018. This report sets out for Members:

- i) The current level of service and associated costs.
- ii) A description of the options that have been considered to meet those savings targets and to inform a longer term strategy for the future operation of the Council's CCTV service.
- iii) Recommendations to progress the above.

BACKGROUND:

The Crime & Disorder Act 1998 places obligations on local authorities, the police, police authorities, health authorities and probation committees (amongst others) to co-operate in the development and implementation of a strategy for tackling crime and disorder in their area.

Part of the local strategy to improve crime and disorder across Neath Port Talbot has included development of a public space CCTV service over a number of years and the future of this service is the subject of this report.

i) National Context

The origins of CCTV provision for public space in the UK lie in the early 1980's. The use of CCTV systems expanded gradually but it was primarily funded as part of the "Safer Cities Initiatives" and similar schemes. Between 1999 and 2003 there was a major investment in public space CCTV through the Home Office funded Crime Reduction Programme (CRP); through a bidding process. The end of the CRP marked the end of a dedicated central funding regime for public space CCTV, although local authorities continued to access Home Office grant monies for general funding and crime reduction.

ii) Local Context

Public space CCTV was introduced in Neath Port Talbot in December 1996 where 30 cameras were monitored in Neath town centre on a 24/7 365 days per year basis. Various capital funding sources enabled the system to expand to the current level of in excess of 150 cameras covering Neath and Port Talbot. The operation of CCTV in the Authority is a discretionary service. The current recording and management system known as Synergy became operational in December 2007 within a new purpose built control room at the Quays. It is fully digital, with all incoming camera images continuously recorded on a large bank of hard disc recorders situated in the IT server room.

In January 2008, the control room was enhanced by the introduction of the Council's Out of Hours telephone service being transferred to the Control Room. The operators handle Out of Hours calls in relation to Highways together with calls for neighbouring authorities on behalf of the South Wales Trunk Road Agency (SWTRA). Calls are also taken in respect of Environmental Health issues and the Dog Warden Service.

Current Service and Costs

i) Current Service

Since June 2014, the service has been reduced to meet the savings targets identified in the Councils' Forward Financial Plan by introducing a reduced monitoring service and fewer staff.

Staffing has been reduced from the pre June level of eight fte and four part time staff with one Manager to six full time staff with the

management function of CCTV being combined with the management of the Councils Contact Centre at the Quays.

Cost savings as a result of the measures so far in terms of reduced monitoring and staffing amount to £172,000 per annum. Future savings targets included within the revised FFP are £80,000 in both 2016/17 and 2017/18.

The CCTV service is currently operating on the following reduced hours basis:

- Staffed and monitored between 19.00 and 07.00 during weekdays.
- Not monitored between the hours of 07.00 and 19.00 hours during weekdays although cameras are continuously recording during these hours.
- Staffed and monitored on a 24/7 basis during weekends and Bank Holidays.
- The Out of Hours telephone service is maintained together with the Alarm monitoring service for Sandfields and Pen Afan Primary Schools.

The decision to reduce the level of monitoring is consistent with a number of local authorities.

ii) Costs

The current cost of the CCTV Service can be summarised as follows:

• BT Line Rental	£59,810.00 (annual) *
• Virgin Media Line rental	£11,000.00 (annual) ** £70810.00
• CDS – Maintenance	£24,800.00 (annual)
• Staff	£90,000.00
Total	£185,610.00

* The current BT Contract was agreed in 2014 for a five year period to obtain the maximum discount. Any cancellation would result in the contract having to be paid in full.

** The Virgin Media Contract relates mainly to the Cameras in Port Talbot Town Centre and is not tied in to any long term arrangement.

Line rental costs per area are as follows:

Neath Town Centre	£11,529.98
Milland Road CP	£1,732.87
Neath MSCP	£4,047.11
Seven Sisters	£2,651.55
Briton Ferry	£6,987.94
Port Talbot	£16,821.42
Sandfields	£13,976.12
Links to Circuits	£13,063.01
Total	£70810.00

The majority of the 96 public space cameras across the county borough are in excess of ten years old. The majority have been in place since the inception of the service in 1996. In order to continue the service on a long term basis, consideration should be given to having in place a budget to cover the cost of replacement parts. As the equipment gets older, the more difficult it will become to source parts and replacement will be inevitable. The cost of replacing a standard camera is approximately £4,300.00 plus VAT at the current rate. In addition to the CCTV monitoring the data capture table below shows the demands from the police and out of hours calls for the period October 2014- January 2015

Call Type	October	November	December	January
CCTV - CONTROL ROOM : CCTV PROCEDURE	-	3	9	-
CCTV - CONTROL ROOM : CONTROL ROOM VISITOR	15	10	17	15
CCTV - CONTROL ROOM : CREATE DISK	9	10	14	9
CCTV - CONTROL ROOM : FAULT REPORTING	2	10	10	2
CCTV - CONTROL ROOM : INCIDENT	41	49	40	39
CCTV - CONTROL ROOM : SCHOOL ALARM MONITOR	63	42	78	41
CCTV : Nitenet/Storenet	49	33	30	18
CCTV : Police	249	154	131	105
CCTV : SWTRA	2	1	-	2
OUT OF HOURS : BUILDING MAINTENANCE	41	30	39	16
OUT OF HOURS : DANGEROUS STRUCTURES	-	2	-	-
OUT OF HOURS : DOG CALLS	27	47	43	21
OUT OF HOURS : DUTY FITTER	2	7	2	3
OUT OF HOURS : ENVIRONMENTAL HEALTH OTHER	1	2	2	1
OUT OF HOURS : GENERAL INFO / ADVICE	36	59	81	33
OUT OF HOURS : HOMELESSNESS	1	-	-	-
OUT OF HOURS : IT ISSUES- INCOMING CALL	2	1	-	-
OUT OF HOURS : LIGHTING	3	11	4	2
OUT OF HOURS : NEIGHBOURHOOD	40	50	59	49
OUT OF HOURS : NOISE POLLUTION	3	3	3	2
OUT OF HOURS : NPT HOMES	14	19	28	9
OUT OF HOURS : PEST CONTROL	4	2	6	-
OUT OF HOURS : REFUSE AND RECYCLING	-	-	21	1
OUT OF HOURS : SWTRA	45	36	42	60

Other Research

The Police and Crime Commissioner in Dyfed Powys recently commissioned a review of CCTV in the Dyfed Powys area which involved consultation amongst partners and users of the CCTV service. The main points contained within the published report can be summarised as follows:

- As to the effectiveness of CCTV the conclusion of the review is that CCTV has no impact on violent crime where behaviour is impulsive and there is no time for rational decision making. However, where it is effective is in providing evidence, assisting investigative effort and the support of “better justice” outcomes.
- The Police together with the Crown Prosecution Service (Wales) are strong advocates of using monitored CCTV as it saves time and costs with enquiries such as missing persons. CCTV evidence provides a valuable aid in “not guilty” cases where CCTV evidence provides evidence to save investigative time and possible Court time.
- There is no case to support fully monitored CCTV in all areas of Dyfed Powys, particularly in the more rural areas. There is support from the majority of elected members and officers to support the continued use of active public space CCTV monitoring in the larger centres of population.

There is an option in adopting a passive service by default using a more intelligence based approach to deploying active monitoring

Long Term Strategy – Options

This section lists those options that have been identified to meet the savings targets identified in the Council’s Forward Financial Plan and to inform a longer term strategy for the future operation of the Council’s CCTV service. (It should be noted that any further reduction in costs alone will be marginal in the short term due to the terms and conditions of the BT contract and early termination penalties previously referred to). An initial Equality Impact Assessment has been undertaken and will be updated as the options are further developed.

Options:

- 1 Doing nothing** and the service remains at current levels of staff and service as outlined earlier in this report. This option would leave a gap in the savings required in the FFP of £80,000 in both 2016/17 and 2017/18.
- 2 Provide a partial (passive) service** - camera's recording only on a 24/7 365/6 days per year basis. No staff in post to operate the cameras. Alternative arrangements for the out of hours service would need to be made and also for the residual work e.g. tape retrieval.
- 3 Reduce the number of cameras.**

Analysis shows that the number of cameras used to record incidents are limited to twenty two "hotspot" cameras across the county borough (see Appendix 1) However, there are community safety benefits in retaining a broader coverage which has been highlighted in incidents such as the armed robbery which took place in Ladbroke's Briton Ferry. All offenders were caught and prosecuted largely due to the presence of CCTV in the area.

In addition, if the number of cameras were reduced the line rental contract with BT referred to earlier would need to be terminated and the Council would incur costs for early termination of that contract. Consideration would also need to be given to the costs associated with removing the cameras and associated mounting pillars/brackets etc. These would be "one off" costs and there is scope to reduce the service in terms of the number of cameras in the longer term.

4 Withdraw service altogether

If the Council was to withdraw the service, the line rental contract with BT referred to earlier would need to be terminated and the Council would incur costs for early termination of that contract this would be £59810 per year until 2019. There would also be the loss of six full time jobs, resulting in either redeployment or associated redundancy costs. Alternative arrangements for the out of hours service would need to be made.

5 Income Generation

At present the CCTV service receives no income from outside agencies/partners/businesses.

- i) South Wales Police make no contribution to the service. However, the Council has recently received an offer of volunteers for the Control Room but this is not considered a viable option going forward.

Nationwide, very few police forces make a contribution to the CCTV budget; any contribution is nominal by way of the supply of data discs etc. Of the police forces that do make a contribution to the service, Thames Valley Police have recently announced that their present contribution of £225,000 per annum to Oxford City Council will be reduced to £50,000 by 2018.

In Dyfed Powys the recent Police and Crime Commissioner's report revealed that £44,000 was contributed to Carmarthenshire County Council by the Dyfed Powys Police and Crime Commissioner and a further £10,000 from the Community Safety Partnership.

- ii) An option to consider would be a licensee contribution to the service. The night time economy is reliant on the CCTV service as a means of monitoring, preventing and detecting any serious disturbance in the town centre. A number of premises use the Nightnet radio system to contact the CCTV Control Room on a regular basis and benefit from the service.
- iii) Neath Town Council has indicated that there is interest in helping to maintain the CCTV service in the town centre. The Council would, in principle, be prepared to pay a contribution for the service. Other, relevant town community councils could be approached to make a contribution.
- iv) There are other opportunities to levy a charge including increasing the charge to insurers/3rd parties for CCTV footage; together with developers and businesses.

6 Diversification

On initial examination, a combination of income generating measures could have a material impact on the net operating cost. Activity analysis reveals significant downtime for CCTV operators. Options for using the spare capacity have been explored.

Two options have been considered to offset the costs of running the Control Room:

i) Alarm Monitoring

The Council has responsibility for approximately four hundred buildings. Some of these buildings are equipped with a variety of intruder and fire alarm systems which are remotely monitored. Such remote monitoring is currently outsourced to security companies such as Chubb. It is a fragmented area of expenditure with few central contracts. The total cost to the Council is in the region of £200,000 per annum. A feasibility exercise was carried out in 2011 to investigate the possibility of the CCTV control room. It is considered this option should be revisited and this will include any set up or consequential costs. This proposal is supported in principle by the Council's property team.

ii) Careline Service

The Careline service is currently provided by Carmarthen County Council on behalf of Neath Port Talbot and a number of other authorities in the area. The service is a monitoring and support function rather than an Emergency Response Service. This option would require a dedicated call centre to be established and accredited by the Telecare Standards Agency. Staffing levels would also need to be reviewed and possibly increased to cover the demand. It is therefore not considered viable in the short term.

7 Outsource Completely

The service could be run by an outside agency. Given existing contractual commitments and TUPE issues there does not appear to be significant savings possible from this option. This option would normally only be viable in a start up situation.

8 Collaboration

Bridgend County Borough Council has recently agreed to manage the Vale of Glamorgan CCTV Service and are having discussions with other authorities with a view to a regional CCTV function. How viable this would be remains to be seen as the Bridgend Control Room is not suited to any expansion. There would be very limited cost benefit to Neath Port Talbot given contractual commitments the loss of jobs and the costs incurred in paying Bridgend BC to run the service.

The pros and cons of each of the above options have been summarised on the following table:

Option	Cost	Pros	Cons
1. Do Nothing	<ul style="list-style-type: none"> No additional cost Gap in savings targets of £160,000 in FFP period. 	<ul style="list-style-type: none"> Current service maintained Out Of Hours service maintained 	<ul style="list-style-type: none"> Savings targets will not be achieved
2. Partial Service	<ul style="list-style-type: none"> Line rental cost to remain Saving in staff cost £90,000 per annum Gap in savings target of £70,000 in FFP period. 	<ul style="list-style-type: none"> Cameras recording on a 24/7 basis 	<ul style="list-style-type: none"> Staff redundancy costs Staff redeployment Potentially negative publicity Alternative needed for Out of Hours service
3. Reduce Number of Camera's	<ul style="list-style-type: none"> Individual Lines would need to be terminated at cost Obsolete cameras removed – at cost No savings realisable in short term 	<ul style="list-style-type: none"> Long Term Cost Saving Camera's in place where needed 	<ul style="list-style-type: none"> Loss of coverage in outlying areas Termination and removal costs
4. Withdraw Service	<ul style="list-style-type: none"> Termination cost of £180,000 from 2016 (£59,810 per annum to 2019) Saving in staff costs of £90,000 		<ul style="list-style-type: none"> Staff redundancy costs Staff redeployment Potentially negative publicity Alternative needed for Out of Hours Service Increase in crime

Option	Cost	Pros	Cons
5. Income Generation i) Police ii) Licensee iii) Charging Town Councils	<ul style="list-style-type: none"> Unlikely to receive any contribution to the Service from South Wales Police Potential Income to be agreed Potential income to be agreed 	<ul style="list-style-type: none"> New income stream New Income Stream 	<ul style="list-style-type: none"> Administration costs Reaching agreement with all Licensee's through a license fee Equitable charging policy to be agreed.
6. Diversification i) Alarm monitoring	<ul style="list-style-type: none"> Set up costs not yet known 	<ul style="list-style-type: none"> New income Stream Sustains service and jobs 	<ul style="list-style-type: none"> Set up costs not yet known
7. Outsource Completely	<ul style="list-style-type: none"> Existing contractual agreements of £70810. per annum Additional unknown staffing costs 	<ul style="list-style-type: none"> Sustains service 	<ul style="list-style-type: none"> Job Losses Need to secure alternative out of hours service
8. Collaboration	<ul style="list-style-type: none"> Existing contractual agreements of £70810 per annum Additional costs to the lead Authority 	<ul style="list-style-type: none"> Benefits likely to be to the lead Authority Sustains service 	<ul style="list-style-type: none"> No cost saving Job Losses No opportunity to use the existing Control Room in future

CONCLUSION:

There is some further scope to reduce the costs of CCTV to the Council. However, in the short term the scope for cost reduction alone is limited by the existing line rental arrangements and the need to maintain an out of hours service. There is scope to raise income to defray costs to the Council. Whilst research evidence suggests CCTV impact in crime prevention is patchy, there is strong evidence to support CCTV Services in the detection of crime and disorder and subsequent prosecution activity.

EQUALITY IMPACT ASSESSMENT:

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

RECOMMENDATION:

Having due regard to the Equality Impact Assessment the Head of Corporate Strategy and Democratic Services is authorised to develop options for placing the Council CCTV service on a sustainable basis further and to undertake consultation with relevant stakeholders to support further appraisal of the options available to the Council.

REASON FOR PROPOSED DECISION:

To develop further the proposals set out in the Council Budget 2015-16 – 2017-18 to make further savings in the cost of CCTV to the Council.

APPENDICES

CCTV Usage Neath and Port Talbot	Appendix 1
Equality Impact Assessment (EIA)	Appendix 2

BACKGROUND PAPERS:

Special Council Budget Report	4 th February 2015
Budget Proposals Cabinet Report	1 st October 2014

OFFICER CONTACT:

Mrs Karen Jones, Head of Corporate Strategy & Democratic Services,
Tel no. 01639 763284, email k.jones3@npt.gov.uk

COMPLIANCE STATEMENT

CCTV OPTIONS

(a) **Implementation of Decision**

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

(b) **Sustainability Appraisal**

Community Plan Impacts:

Economic Prosperity	- negative
Education and Lifelong Learning	- neutral
Better Health and Well Being	- negative
Environment and Transport	- negative
Crime and Disorder	- negative

Other Impacts:

Welsh Language	- neutral
Sustainable Development	- neutral
Equalities	- negative
Social Inclusion	- negative

(c) **Consultation**

The options will be subject to consultation with relevant stakeholders.

Equality Impact Assessment (EIA) Report Form

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

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

Where do you work?
Service Area: CCTV
Directorate: CHEX

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

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

(b) Please name and describe below...

A full review of the CCTV service to explore the options available to continue with the service in line with the Authorities FFP which is to reduce the budget by £80,000 for the years 2016/17 and 2017/18. The essence of the review is that the way the service is staffed, the age and number of cameras and the lack of contributions from partners and business have resulted in an expensive service that no longer matches current operating practices and legislation. The aim and purpose of the service is to promote public confidence by developing a secure environment for those visiting or using the area covered by the CCTV scheme.

(c) It was initially screened for relevance to Equality and Diversity on: 6th February 2015

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

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

(e) Lead Officer

Name: Jayne Banfield

Job title: Customer Services Manager

Date: 9th February 2015

(f) Approved by Head of Service

Name: Karen Jones

Job title: Head of Corporate
Strategy and Democratic
Services

Date: 11th February 2015

Section 1 – Aims (See guidance):

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

What are the aims? To review the cctv service and identify areas where savings can be made or income generated to achieve the savings targets in the Authorities Forward Financial Plan for 2016/17 2017/18

The essence of the review is that the way the service is staffed, the age and number of cameras and the lack of contributions from partners and business have resulted in an expensive service that no longer matches current operating practices and legislation.

The aim and purpose of the service is to promote public confidence by developing a secure environment for those visiting or using the area covered by the CCTV scheme.

The CCTV service is aimed at ensuring the safety of all residents regardless of the protected characteristics.

Who has responsibility?

Karen Jones – Head of Corporate Strategy and Democratic Services.

Who are the stakeholders?

The General Public, South Wales Police, British Transport Police, Retail and Licenced Trade, Internal Council Departments , potential developers, Town and Community Councils in the relevant areas, SWTRA together with the staff in Council who run the service.

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

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

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

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

Records are maintained within the CCTV control room which identifies/itemises the incidents that have occurred and captured on CCTV. Records are also maintained to record phone calls and visits to the control room, the data capture indicates peak demand periods and where intervention may be needed.

The general public are the subject of the CCTV system as cameras are recording 24 hours a day when an incident is captured the footage is retained until such time the Police or other agency require data for evidential purposes.

Any Actions Required?

In order to obtain more specific data regarding data relating to individual groups through the Police research unit is to be investigated together with any link to CCTV.

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

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

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

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

- Option 1 – Do Nothing – This would have a positive impact as CCTV is for the benefit of all members of the community
- Option 2 – Partial Service – This would have a negative effect on certain groups as certain groups would feel less secure without the knowledge of having monitored CCTV
- Option 3 – Reduce the number of cameras – this would disadvantage groups in areas not covered by cameras, however the principal areas could remain covered.
- Option 4 – Withdraw service – This would have a negative impact on all groups as cctv benefits all members of the community
- Option 5 – Income Generation – No impact would be seen as the service would remain the same for all users
- Option 6 – Diversification – As Option 5
- Option 7 – Outsource – As with Options 5 and 6.
- Option 8 – Collaboration As with Options 5 – 7.

South Wales Police have a research unit and enquiries are ongoing to determine what information is available. Anti-Social behaviour statistics are available by area only and not characteristic specific. The impact on equalities is indirect as the main impact on the provision or variation of the CCTV service is on Crime and Disorder and fair justice outcomes. It is known from research evidence that some groups with protected characteristics are over / under represented in victim and offender profiles.

What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view?

Stakeholders include staff, trade unions, council officers, elected Members, Town and Community Council Members, retailers, traders, licensees, police, courts, CPS, general public, CCTV service providers.

The primary aim of the service is to provide reassurance and safety to all groups regardless of characteristics.

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

None

Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

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

Foster good relations between different groups Positive or Negative depends on options selected	Advance equality of opportunity between different groups N/A
Elimination of discrimination, harassment and victimisation Positive or Negative depends on options selected	Reduction of social exclusion and poverty N/A

Please explain any possible impact on each of the above.

The current service reduces the fear of crime and gives reassurance to all sectors.

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

Is the initiative likely to impact on Community Cohesion?

How will the initiative treat the Welsh language in the same way as the English language?

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

This will be considered in detail as options are more fully developed.

Section 5 - Monitoring arrangements:

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

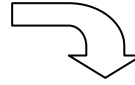
Monitoring arrangements: Depending on the option taken forward existing monitoring arrangements by internal and external means will remain in place and new options sought for specific characteristic data.

Actions: Dependant on data collected and actions taken to address any issues in line with current and historical data.

Section 6 – Outcomes:

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

- Outcome 1: Continue the initiative...
- Outcome 2: Adjust the initiative...
- Outcome 3: Justify the initiative...
- Outcome 4: Stop and remove the initiative...



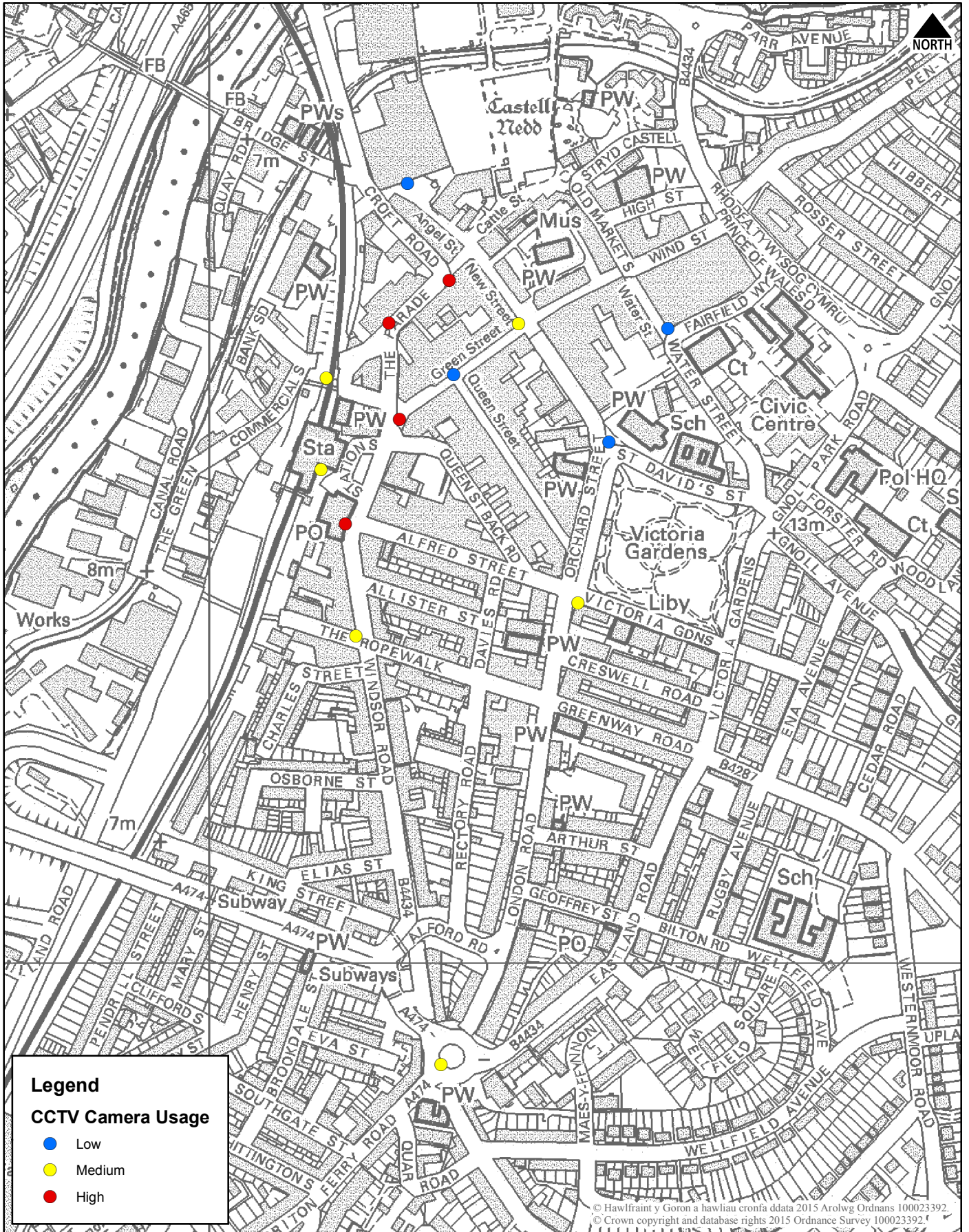
For outcome 3, detail the justification for proceeding here

Section 7 - Publication arrangements:

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

Action Plan:

Objective - What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome - How will we know we have achieved our objective?	Progress
Formal Consultation Process	Head of Corporate Strategy and Democratic Services	July 2015	Following Policy and Resources Cabinet / Scrutiny Committee on 19 th February.	
Further research on impact for groups with protected characteristics will be undertaken during the consultation period.	CCTV Project Manager	July 2015	Following Policy and Resources Cabinet / Scrutiny Committee on 19 th February.	

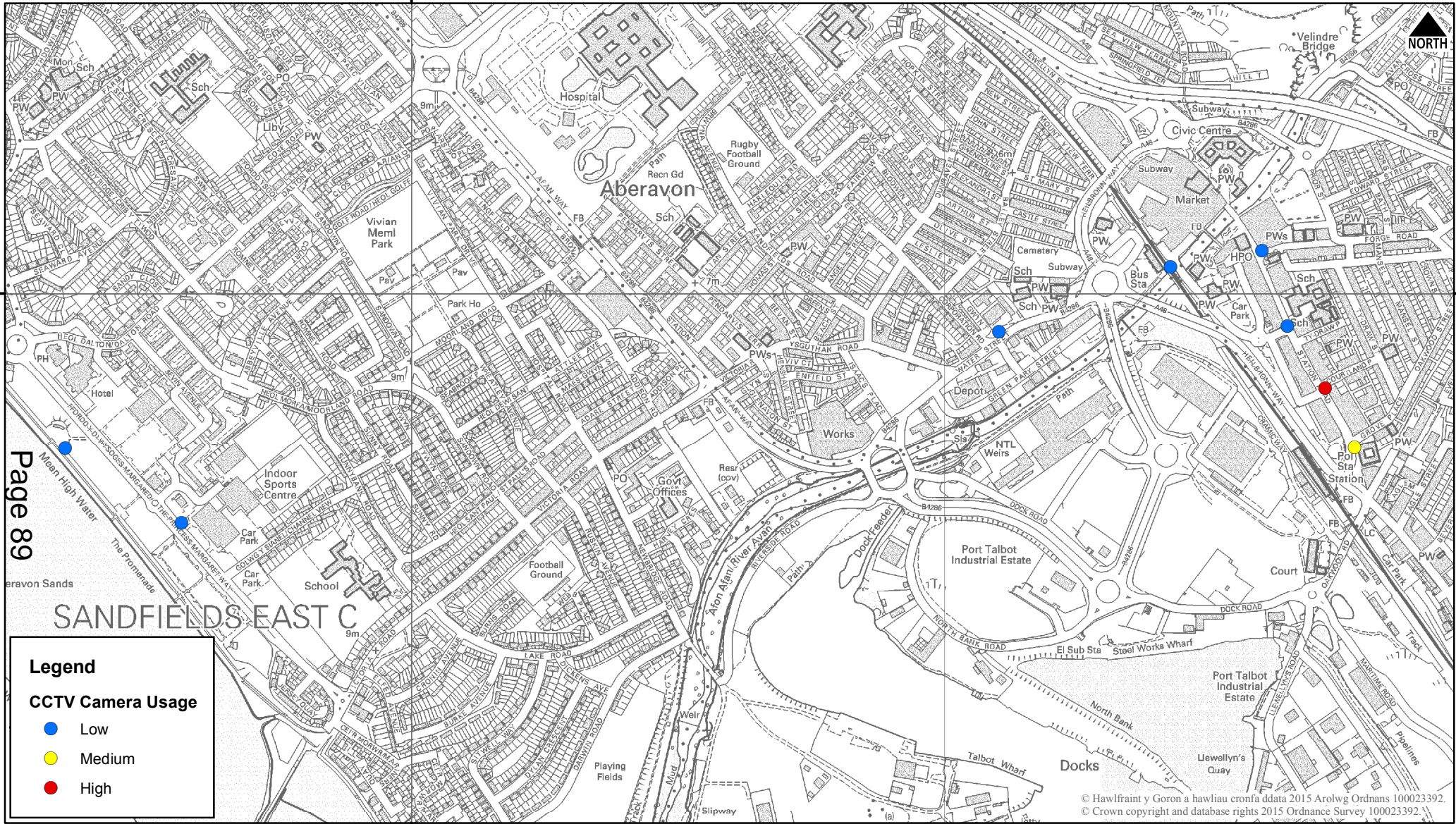


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Legend

CCTV Camera Usage

- Low
- Medium
- High

CCTV Camera Usage in Port Talbot



Network Management
 Neath Port Talbot County Borough Council
 Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot
 Environment Directorate
 Mr. Gareth Nutt
 The Quays, Brunel Way, Baglan Energy Park,
 Neath, SA112GG

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POLICY AND RESOURCES CABINET BOARD

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

19 FEBRUARY 2015

SECTION A – MATTERS FOR DECISION

**WARD(S) AFFECTED: ALL WARDS WITH AN EXISTING TOWN OR
COMMUNITY COUNCIL**

MODEL CHARTER AGREEMENT BETWEEN NEATH PORT TALBOT COUNTY BOROUGH COUNCIL AND THE COMMUNITY AND TOWN COUNCILS IN THE NEATH PORT TALBOT AREA

Purpose of Report

To seek authority from the Cabinet Board to enter into a Model Charter Agreement between Neath Port Talbot County Borough Council and the participating Community and Town Councils in the Neath Port Talbot area.

Background

There are many example of positive and effective relations between unitary authorities and community and town councils in Wales. Many of these, however are ad hoc and rely on the personal drive and commitment of particular individuals. In a joint report drafted by the Welsh Government, Welsh Local Government Association (WLGA) and One Voice Wales, it has been recommended that formal agreements and communication protocols be discussed and agreed between unitary authorities and community and town councils to ensure clarity of expectations and an understanding of respective roles.

Various written agreements between some community and town councils and unitary authorities currently already exist in Wales. Some of these are called charters and they set out the way that the two tiers of government primarily exchange information and consult with each other.

Furthermore, there is evidence from England, where such agreements have been developing over a longer period of time, that local charters have assisted in regularising effective working practices and offer a process that all parties can have a say in and sign up to. The process of arriving at a charter is considered as important as the charter itself as it necessitates in depth consultation and negotiation.

To assist in the development of such agreements in Wales, a model charter has been compiled jointly by the Welsh Government, Welsh Local Government Association (WLGA) and One Voice Wales.

The Welsh model highlights certain aspects of working that are equally important to both unitary authorities and community and town councils. These include “recognition”, “consultation”, “information and communication”, “land use planning” and others.

The Welsh model is offered as a starting point for local discussion and can be amended to reflect local arrangements. The Welsh Government has powers to make the development of such charters a mandatory requirement, but, in the first instance hopes that such arrangements will be developed on a voluntary basis, obviating the need for future legislation.

Current Position

On 22 October 2012, discussions started to take place between the Council and Community and Town Council representatives on how best to progress the development of a local Charter agreement.

There have been some minor changes made to the Model Charter to reflect local circumstances. In its current form, while there are some additional responsibilities to be borne by Town and Community Councils (e.g. formally reporting back to their individual councils in relation to forum meetings) the proposed Charter agreement reflects current practice and related administrative arrangements that are already in place between the two tiers of local government.

Equality Impact Assessment

A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the Screening Assessment it has been determined that this Policy does not require a Full Equality Impact Assessment. There will likely be a minor positive impact in terms of equalities.

Financial Implications

Stated above, the Model Charter reflects and codifies the current practice and administrative arrangements that are largely already in place between the two tiers of local government and no additional financial implications are expected to be incurred in implementing the agreement.

Recommendations

It is recommended as follows:-

- (a) that the Cabinet Board support and approved the adoption of the Model Charter Agreement.
- (b) that the Proper Officer be authorised to sign the Model Charter Agreement with those town and community councils who wish to participate in the initiative.

Reasons for Proposed Decision

To establish a Model Charter Agreement within the County Borough which will formally articulate the way the two tiers of government primarily exchange information and consult with each other.

List of Background Papers

Model Charter Agreement between Neath Port Talbot County Borough Council and Community/Town Councils in the Neath Port Talbot area.

Officer Contact

Mrs. Karen Jones, Head of Corporate Strategy and Democratic Services

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E-mail: k.jones3@npt.gov.uk

Mr. Rhys James George, Electoral and Democratic Services Manager

Tel: 01639 763719

E-mail: r.j.george@npt.gov.uk

COMPLIANCE STATEMENT

MODEL CHARTER AGREEMENT BETWEEN NEATH PORT TALBOT COUNTY BOROUGH COUNCIL AND COMMUNITY AND TOWN COUNCILS IN THE NEATH PORT TALBOT AREA

(a) Implementation of Decision

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

(b)	Sustainability Appraisal	..	No Impact
	Community Plan Impacts	..	No Impact
	Economic Prosperity	..	No Impact
	Education & Lifelong Learning	..	No Impact
	Better Health & Wellbeing	..	Positive
	Environment & Transport	..	No Impact
	Crime & Disorder	..	No Impact

Other Impacts

	Welsh Language	..	No Impact
	Sustainable Development	..	Positive
	Equalities	..	No Impact
	Social Inclusion	..	No Impact

(c) Consultation

Initial and further consultations and discussions with all Community and Town Councils in the Neath Port Talbot area and Members of the Community Council Liaison Forum have taken place.

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A SHARED COMMUNITY

CHARTER AGREEMENT

Introduction

The Community and Town Councils of Neath Port Talbot and Neath Port Talbot County Borough Council have agreed to publish a charter which sets out how we aim to work together for the benefit of local communities whilst recognising our respective responsibilities as autonomous, democratically elected statutory bodies.

The charter is designed to build on existing good practice and embrace the shared principles of openness, respect for each other's opinions, honesty and our common priority of putting citizens at the centre. This charter is based on equality of partnership and is not a top-down arrangement.

Partners to the Charter

[names to be listed individually here]

Recognition

We accept the legitimacy and benefits of partnership working whilst at the same time recognising and respecting each other's roles. We aim to work together as a partnership of equals rather than tiers.

Neath Port Talbot CBC	Community and Town Councils
<p>Acknowledges and recognises that Community and Town Councils are the grass roots level of local government. In their role as democratically accountable bodies, Community and town Councils offer a means of engaging with local people, of decentralising the provision of certain services, and of revitalising local communities.</p>	<p>Recognise the strategic importance of the Principal Authority and economies of scale and equitable distribution of certain services they are able to achieve.</p>
<p>Recognise and respect the diversity of Community and Town Councils and that their needs vary according to size, and the extent to which they participate varies.</p>	<p>Recognise that Community and Town Councils come within the common umbrella of the Principal Authority.</p>

Local Governance

We will be clear about the expectations that we have of each other in order to facilitate a smooth working relationship. In this regard, we will define the way in which we interact with each other. We will be clear about the role of Councillors at all levels in the relationship and in community leadership.

Neath Port Talbot CBC	Community and Town Councils
<p>Will hold liaison meetings with representatives of all Community and Town Councils that wish to take part.</p>	<p>Will contribute towards the agenda of liaison forum meetings and proactively encourage attendance and discussion. In addition, agenda items put forward by Town and Community Council's for liaison forum meetings must be non-location specific and notice of such items must be submitted in a timely and reasonable manner to the appropriate officer/clerk of meeting.</p> <p>Furthermore a standing agenda item must be maintained at the Liaison Forum meetings to ensure Members report back to the Community Council Liaison Forum in relation to their representations on other organisations or outside bodies.</p>
<p>Will appoint a nominated member of staff to be a liaison officer between the unitary authority and Community and Town Councils. This officer will act as a specific 'point of first contact' for Town and Community Councils providing advice and guidance as needed. However, it will not preclude Town and Community Councils from making direct contact with Officers or Members of the County Borough Council on specific issues if required. Deputy liaison officers will also be appointed as and when necessary.</p>	<p>Will contact the nominated officer on the agreed issues and make them aware of any difficulties being encountered.</p>

<p>Community and Town Councillors/Officers (as appropriate) may, where appropriate, be formally represented on key local partnerships and committee meetings. The unitary authority will seek to ensure that these arrangements are regarded as suitable and sufficient.</p>	<p>Will invite Councillors/Officers (as appropriate) of the unitary authority to meetings and will provide a space on its meeting agenda for presentations as and when appropriate.</p> <p>There will be a responsibility for representatives to formally report back to their individual councils in relation to liaison forum meetings.</p>
<p>Will administer the holding of Community and Town Council elections.</p>	<p>Will notify the need for elections in a timely manner.</p>

Consultation

We appreciate the importance of meaningful consultation and set out a genuine commitment among all parties to consult on matters of mutual concern. We will agree clear, specific and time limited procedures and processes for consultation.

Neath Port Talbot CBC	Community and Town Councils
<p>Will, where appropriate and reasonable, give Community and Town Councils the opportunity to comment before making a decision that affects the local community. In support of this NPTCBC will make available a copy of its public reports to Cabinet, Panels, Committees, and copies of its agendas, on the Council's corporate website as soon as possible.</p>	<p>Community and Town Councils will respond to consultation opportunities in a timely manner, addressing the key issues in the consultation document. They will also make full use of the papers available to them to inform local decision-making.</p>
<p>NPTCBC Officers may, if appropriate and practicable, attend meetings with Community and Town Councils (or groups of Councils) at a mutually agreed time to discuss matters of common interest when requested to do so and given sufficient notice.</p>	<p>NPTCBC Councillors and Officers will, where appropriate and practicable, be given an opportunity to speak at Community and Town Council meetings on matters of mutual interest</p>
<p>Will encourage Scrutiny Committees to liaise with Community and Town Councils on relevant local issues and look at potential ways of incorporating views of Town and Community Councils into Scrutiny Forward Work Programmes following discussions with Scrutiny Committees Chairs where appropriate and practical.</p>	<p>Will respond to requests to input views to Scrutiny Committees.</p>

Information and Communication

We appreciate the need for timely, clear and relevant information and communication in fostering good relationships and better joint working for the benefit of local people.

Neath Port Talbot CBC	Community and Town Councils
Will provide up-to-date named contacts, office telephone numbers and where possible e-mail addresses via the Council's corporate website.	Will utilise the agreed contact information and respond in the most appropriate and timely method.
Will communicate by providing, where appropriate, sufficient numbers of electronic versions of documents for members of Community and Town Councils.	Will ensure that all Town and Community Councillors have access to the appropriate documents.

Joint Working and Engagement

The Charter defines 'Partnership' as working together towards a common set of goals, based on equality in terms of ownership, decision-making and recognition of each party's distinctive contribution. It is recognised that an equal and effective partnership brings benefits and responsibilities to all those involved. Local government at both tiers must work together to promote the economic, social and environmental well being of our area. If doing things differently achieves a better service, we will seriously examine these methods.

Neath Port Talbot CBC	Community and Town Councils
Will provide opportunities, when practicable and appropriate, for clerks of Town and Community Councils to meet relevant NPTCBC officers to discuss common concerns and resolve issues.	Will encourage participation by clerks in opportunities to network and share common concerns.
Will be clear about how devolved services can be discussed and agreement reached on whether to proceed or not to proceed with the consent of the relevant town or community council.	Will use the agreed procedures if there is a wish to progress devolved services.

Will give due consideration to devolving services that would provide better value for money and/or enhanced services.	Will be clear about how any devolvement of services will provide better value for money and/or enhanced services taking account of local and wider county borough considerations as necessary?
Will encourage accountability for all acquired activities.	Will take responsibility for aspects of joint working that are signed up to.

Land Use Planning

Community and Town Councils know and understand their local area and must be able to comment effectively on planning matters. The unitary Council is able to take an overview of the needs of the whole local area and make decisions, taking local views into account.

Neath Port Talbot CBC	Community and Town Councils
Will uphold its statutory duty to consult Community and Town Councils on all planning applications in their communities.	Make appropriate responses to the unitary authority recognising the parameters imposed by planning law and agreed planning policy.
Ensure planning application decisions are available to view on the Council's website	Maintain an objective and professional approach to planning matters at all times.
Ensure information about relevant planning committee meetings (times, dates, venues) are available to view on the Council's website.	Councillors to take up the opportunity to attend planning committee meetings as spectators/observers.

Practical Support

In order to be effective, elected members and officers must be well-trained and have the support they need to carry out their roles.

Neath Port Talbot CBC	Community and Town Councils
NPTCBC will, where practical and taking account of any relevant capacity issues, offer Community and Town Councils access to support services, to enable them to take advantage of facilities at a mutually agreed price. Such agreements will be published and made available to all Town and Community Councils.	Will follow procedures set out to access unitary authority support services, but also have opportunity to make own arrangements.

Expertise

We will encourage continuous development of officers and members in both unitary authority and Community and Town Councils, either in their individual groupings or together. Improved expertise leads to professionalism and more effective joint working.

Neath Port Talbot CBC	Community and Town Councils
<p>Will offer member induction training to Town and Community Councillors to enable them to understand the role and function of the Principal Council as and when practicable and appropriate. In addition, all venues utilised for training should as far as possible be accessible by public transport.</p>	<p>Will provide an induction to elected Councillors to enable them to undertake their role effectively, as and when practicable and appropriate.</p>

Ethics

We will provide an ethical service to local people, following the appropriate standards and Codes of Conduct. We will encourage links between Community and Town Council clerks and unitary authority Standards Committee.

Neath Port Talbot CBC	Community and Town Councils
<p>NPTCBC will, through the appointed Monitoring Officer, support Community and Town Councils in the timely consideration and provision of advice in relation to the application of the Members Code of Conduct.</p>	<p>Community and Town Councillors shall not make vexatious complaints under the Code and will provide all such information as required by the Monitoring Officer to enable him/her to carry out his/her function effectively.</p>

Financial Arrangements

Both NPTCBC and Town and Community Councils recognise the need for clarity and transparency in financial arrangements. In development and implementing financial arrangements, relevant national and local priorities will be taken into account.

Neath Port Talbot CBC	Community and Town Councils
NPTCBC in setting the level of council tax for the area, will have regard to services being delivered by Community and Town Councils in its area, and the funding thereof.	Community and Town Councils, in setting the annual precept, shall have regard to the plans for service delivery of the unitary authority for the coming year.

Delegating responsibility for service provision

Services should be delivered in the most appropriate manner, with regard to value for money and added value for local people.

Neath Port Talbot CBC	Community and Town Councils
NPTCBC will give due consideration to all reasonably argued cases for the delegation of service delivery to Community and Town Councils, basing its consideration primarily on the improvement of service delivery for citizens whilst ensuring value for money is retained or enhanced.	Community and Town Councils will recognise that there are certain instances where it is not appropriate or desirable for the unitary authority to delegate service delivery.
Where it is not appropriate or desirable to delegate service delivery, NPTCBC will seek ways in which local information from communities might be used to enhance service delivery to better meet citizen needs.	Community and Town Councils will engage with the citizens in the communities they serve to understand better their needs and convey these needs in a coherent and constructive manner to the unitary authority, such that they can be taken account of in service design and delivery.

Sustainability

We will work in ways that are sustainable as far as possible taking account of environmental, economic, financial and social impacts, reconciling the long-term needs with those of the present; and protecting and improving the quality of life of current generations without compromising the quality of life of future generations.

Neath Port Talbot CBC	Community and Town Councils
Will assist Town and Community Councils with information on sustainable practices.	Will proactively assess the sustainability of current practices and processes.
NPTCBC will outline how it is actively pursuing sustainable development as part of its statutory reporting mechanisms and will assist in information sharing particularly in relation to the work it undertakes developing Sustainable Development Strategies and other similar planning documentation	Will investigate projects which contribute to sustainability where beneficial to the community.

Community Strategy

We recognise the strategic importance of the Community Strategy as the overarching strategic vision and priorities for the local area. Furthermore, we recognise that the Community Strategy will only be fully effective if it is informed by the grass roots experiences from within our communities.

Neath Port Talbot CBC	Community and Town Councils
NPTCBC will invite a representative of Community and Town Councils to attend the Local Service Board (LSB) in recognition of the local knowledge and experience this will bring.	Community and Town Councils shall nominate a representative to attend the Local Service Board (LSB). This individual shall proactively represent the sector raising matters of general concern as appropriate.
NPTCBC will invite representatives of Community and Town Councils to attend the Local Service Board (LSB) Annual Seminar in recognition of the local knowledge and experience this will bring.	Community and Town Councils shall nominate representatives to attend the Local Service Board (LSB) Annual Seminar. These individuals shall proactively represent the sector raising matters of general concern as appropriate.

Will involve Town and Community Councils in the development of the Corporate Improvement Plan (CIP) and Single Integrated Plan (SIP) as and when practical and appropriate.	Will contribute to the development of the Corporate Improvement Plan (CIP) and Single Integrated Plan (SIP) at its development stage as and when practical and appropriate.
Will involve Town and Community Councils in the implementation of the Corporate Improvement Plan (CIP) and Single Integrated Plan (SIP) as and when practical and appropriate.	Will respond actively and fully to consultation of the draft Corporate improvement Plan (CIP) and Single Integrated Plan (SIP) and participate, as and when practical and appropriate, in the partnership monitoring and implementation of the CIP & SIP.

Local Elections

Fair and open elections are the bedrock of local democracy. We will ensure that elections are freely and fairly contested, and encourage local people to become involved in local democracy.

Neath Port Talbot CBC	Community and Town Councils
Will involve Community and Town Councils in the local election planning process.	Will encourage participation in the local election process by members of the local community.
Will involve Community and Town Councils in any awareness raising/publicity to encourage nominations for candidacy at local elections.	Will ensure wide publicity of vacancies on Community and Town Councils to maximise community representation.
Will help to publicise forthcoming local elections on behalf of Community and Town Councils via the Council's website.	Will facilitate public participation at all relevant meetings of the council and its committees to encourage community involvement.

<p>Will brief Community and Town Council clerks on the nomination process so that they are equipped to assist any potential candidates who come forward for local elections.</p>	
<p>Will provide help and assistance with the local election legal and administrative processes and procedures as and when appropriate</p>	

Action Plan

This Charter will be supported by the development of an annual Action Plan addressing each of the individual topics contained herein. The Action Plan will be developed on a joint basis and mutually agreed and shall attribute responsibilities to each partner. In addition, as previously mentioned, the plan will explicitly identify any financial implications associated with its implementation. Actions will be accompanied by a timescale and will be reported on at least quarterly during the year concerned.

Neath Port Talbot CBC	Community and Town Councils
NPTCBC will nominate a lead officer for the development and monitoring of the Action Plan.	Community and Town Councils will collectively agree priorities for inclusion in the Action Plan.
Responsible officers of NPTCBC will have due regard to the Action Plan and include relevant actions in their work plan for the year.	Community and Town Councils will have due regard to the Action Plan and include all actions relevant to them during the course of the year.

Monitoring and Review

The Charter will be fully reviewed every five years or more often if there is a need to do so. The Community Liaison Committee will measure progress annually in achieving the measures set out in the Charter through the setting and reviewing of actions contained in an action plan.

Neath Port Talbot CBC	Community and Town Councils
Will arrange for the Charter to be reviewed every five years or as agreed.	Will actively contribute to the review of the Charter.
Will arrange for the development of an action plan linked to the Charter and will actively contribute to achieving the action plan.	Will actively contribute to the development and delivery of the Charter action plan.

Conclusion

The undersigned Community and Town Councils and unitary authority are committed to the principles and statements with the charter, for the benefit of local people.

POLICY AND RESOURCES CABINET BOARD

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

19 FEBRUARY 2015

SECTION A – MATTERS FOR DECISION

WARD(S) AFFECTED: ALL

TWINNING ARRANGEMENTS WITHIN NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Purpose of Report

To seek the Cabinet Board's approval to secede from the 1996 Twinning Partnership agreement and activities due to significant reductions in the Civic budget.

Background

In 1996 the former Borough of Port Talbot, Neath and northern Lliw Valley ceased to exist and under a new local government structure Neath Port Talbot County Borough Council was established, with the new Council taking over the twinning arrangements of each former Borough. In its essence the twinning of villages, towns and cities across Europe served as a post 2nd World War initiative to reconcile citizens of Countries who had previously been engaged in a state of warfare.

In October 1996 during the Conference of Twin Cities and Partnership Cities in Velenge, a 'Document of Friendship' was signed by Albacte, Esslingen, Schiedham, Udine, Vienne, Velenge and Neath Port Talbot. Pietrorow signed the Partnership at a later date.

Between 1996 and 2015 there have been many twinning exchanges, some of which have included School and Youth Exchanges. These activities have encouraged international understanding through educational, social and civic exchanges, and also shared experiences in the economic development of areas.

As time has passed, the twinning initiatives have been gradually diminishing in significance as the European Union has grown in importance. Consequently, given that this year marks the 70th anniversary of the 2nd World War it is considered appropriate to bring the Council's twinning activities to a formal end.

Members are advised that the small budget that have supported these activities have been removed in recent budgets as part of the Council's response to austerity measures.

Equality Impact Assessment

A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the Screening Assessment. It has been determined that this Policy does not require a Full Equality Impact Assessment and is considered unlikely to have any significant equality impact.

Financial Implications

The Twinning budgets have already been removed consequently this proposal has a neutral financial impact, aside from the modest cost of erecting a suitable commemorative plaque in the Council Chamber.

Recommendations

It is recommended as follows:-

- (a) that the proposal to formally secede from the 1996 Partnership arrangement be approved.

- (b) that a commemorative plaque be commissioned to recognise the Partnership and links of friendship which have developed between the twinned towns over the past two decades.

Reasons for Proposed Decision

To bring the Council's involvement in the Twinning Partnership formally to an end.

List of Background Papers

Equality Impact Assessment Screening Form

Letter of Secession from the Twinning Partnership

Officer Contact

Mrs. Karen Jones, Head of Corporate Strategy and Democratic Services

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E-mail: k.jones3@npt.gov.uk

Mr. Rhys James George, Electoral and Democratic Services Manager

Tel: 01639 763719

E-mail: r.j.george@npt.gov.uk

COMPLIANCE STATEMENT

TWINNING ARRANGEMENTS WITHIN NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

(a) Implementation of Decision

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

(b) Sustainability Appraisal	..	No Impact
Community Plan Impacts	..	No Impact
Economic Prosperity	..	No Impact
Education & Lifelong Learning	..	No Impact
Better Health & Wellbeing	..	No Impact
Environment & Transport	..	No Impact
Crime & Disorder	..	No Impact

Other Impacts

Welsh Language	..	No Impact
Sustainable Development	..	No Impact
Equalities	..	No Impact
Social Inclusion	..	No Impact

(c) Consultation

This item has been subject to informal consultation and discussions with relevant officers and stakeholders.

POLICY AND RESOURCES CABINET BOARD

19 FEBRUARY 2015

REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES

SECTION A – MATTERS FOR DECISION WARDS AFFECTED - ALL

MISCELLANEOUS GRANTS APPLICATIONS

Existing Policy Statement

- a) Each application will be considered on its merits.
- b) The Committee will only approve applications for financial assistance from voluntary or charitable organisations which are manifestly committed to voluntary endeavours of a local nature. This will not preclude the consideration of applications where the disposal of funds is outside the area but still provides significant benefits for the people from the Neath Port Talbot area.
- c) No applications will be considered from religious bodies except relating to church halls and other premises where there is significant community use of the property for non-religious activities.
- d) No applications will be considered from other public funded bodies such as community councils, hospital trusts, etc. or where the benefit may be in lieu of their contributions such as appeals for hospital equipment.
- e) Applications from individuals may be considered where both the person and the community derive a benefit.
- f) No grants will be made to any individual or organisation whose prime purpose is to distribute their funds to other charitable bodies.

Budget for 2014/15

The following grants are included and have been approved within this budget:-

	Budget 2014/15 £
Citizen Advice Bureau	82,680
Neath Port Talbot Council for Voluntary Service	45,494
Racial Equality Council	15,900
Maintenance of Mechanics Institute (in lieu of grant aid to Antiquarians & Archives)	14,037
West Glamorgan Association for the Blind	2,100
One-off grants	949
Total	<u>161,160</u>

Community Centre Facilities

As Members are aware discussions are taking place with Community Groups in relation to them taking over and providing Community Centre Facilities from 1st April 2015. These premises are owned by the Council and, in order for those Communities to take over the operation and running of the buildings, a lease agreement is required and again, the Community Groups are seeking grant aid to cover the annual rental costs. At present the Council is in discussion with such Groups in relation to facilities at Taibach, Baglan, Bryn, Pontardawe, Sandfields, etc. The annual rental charge is based on the individual property market rental value and will vary for each premises and Members are requested to approve the principle that a grant be awarded to cover the rent. The award will be limited to a 5 year review in line with the lease agreement.

New Applications

Please see attached Appendix 1.

Recommendations

It is recommended that Members:

- Approve that a grant is provided to those community groups who take over the running of community centre facilities during 2015. The grant will cover the annual rent due for the initial 5 years in line with the rent review period.
- Decide on the applications set out in Appendix 1.

Reason for Proposed Decision

To decide on the grant applications

List of Background Papers

Grant Applications and Community Facilities Leases

Appendix

Appendix 1 –Miscellaneous Grant Applications.

Officer Contact

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COMPLIANCE STATEMENT

MISCELLANEOUS GRANTS APPLICATIONS

(a) **Implementation of Decision**

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

(b) **Sustainability Appraisal**

Community Plan Impacts:

Economic Prosperity	Positive
Education and Lifelong Learning	Positive
Better Health and Well Being	Positive
Environment and Transport	Positive
Crime and Disorder	Positive

Other Impacts:

Welsh Language	Neutral
Sustainable Development	Neutral
Equalities	Positive
Social Inclusion	Positive

(c) **Consultation**

There has been no requirement under the Constitution for external consultation on this item.

APPENDIX 1

MISCELLANEOUS GRANT APPLICATIONS

Applicant	Purpose	Amount Request/ Cost of “Project”	Previous Support	Comments
Baglan Boys & Girls Club Baglan	Grant to cover the annual lease rental of the Evans Bevan Playing Field Baglan	£800 p.a.	None	Provide grant to fully cover rent for initial 5 year period in line with rent review period.
Blaenhonddan Community Council Blaenhonddan	Grant to cover the annual lease rental of the Waunceirch District Park	£650 p.a.	None	Provide grant to fully cover rent for initial 5 year period in line with rent review period.
Bryn Rugby & Social Club Bryn	Grant to cover the annual lease rental of the Bryn Recreation Ground & Pavilion	£1100 p.a.	None	Provide grant to fully cover rent for initial 5 year period in line with rent review period.

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POLICY & RESOURCES CABINET BOARD

19 FEBRUARY 2015

REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES

SECTION A – MATTERS FOR DECISION WARDS AFFECTED - ALL

PROVISION OF LICENSING AND TECHNICAL SUPPORT FOR THE COUNCIL'S HR, PAYROLL AND EXPENSE MANAGEMENT SYSTEM.

Purpose of Report

To obtain Member approval to extend the current contract for the Provision of Licensing and Technical Support for the Council's HR, Payroll and Expense Management System.

Background

The Council entered into a formal contract with Selima for the above services from 1st April 2010 to 31st March 2015 (with an option to extend for an additional five year period).

The software provided and supported by Selima allows Council to pay staff and to manage the claiming and approval of travel and other expenses. It also provides the HR modules to administer people related matters within the Council.

Current Situation

The advent of the Williams report, and the uncertainty regarding the process which will result in a reduction in the number of Councils in Wales, suggest an extension for another five year period without any break clause might prove a risk.

Negotiations have taken place with the company and they have agreed to structure the contract extension such that it may be terminated in the result of any local government reorganisation.

Recommendation

A formal contract extension is executed between the Council and Selima for the period 1st April 2015 to 31st March 2020 with a relevant break clause to terminate the contract as a result of local government reorganisation.

Reasons for Proposed Decision

The contract extension enables the Council to provide continuity of service for Payroll and HR. It is felt the five year extension provides flexibility in relation to the outcome of any Local Government Reorganisation.

List of Background Papers

Original contract with Selima plus relevant variation documents.

Officer Contact

For further information on this report item, please contact: -

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COMPLIANCE STATEMENT

PROVISION OF LICENSING AND TECHNICAL SUPPORT FOR THE COUNCIL'S HR, PAYROLL AND EXPENSE MANAGEMENT SYSTEM

(a) Implementation of Decision

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

(b) Sustainability Appraisal

Community Plan Impacts

Economic Prosperity	Positive
Education & Lifelong Learning	No Impact
Better Health & Wellbeing	Positive
Environment & Transport	No Impact
Crime & Disorder	No Impact

Other Impacts

Welsh Language	No Impact
Sustainable Development	No Impact
Equalities	Positive
Social Inclusion	No Impact

(c) Consultation

This item is not subject to external consultation.

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POLICY & RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

19TH FEBRUARY 2015

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED: ALL

HOME IMPROVEMENT LOANS INITIATIVE

1. Purpose of the report

- 1.1 The purpose of the report is to seek member approval for the Council to participate in the Welsh Government initiative, which aims to improve the standard of private sector housing and maximise the number of empty homes brought back into use.

2. Background

- 2.1. The home improvement loan scheme is being promoted in partnership between the Welsh Government, Welsh Local Government Association and Local Authorities in Wales as a way of providing loan funding to individuals and businesses for home improvements, which will contribute to the overall programme of improving the quality of homes and increasing housing supply within Neath Port Talbot. WG are seeking the agreement of Neath Port Council to participate in the scheme.
- 2.2. The power to enable us to lend the money comes from the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. However, in order to be able to provide assistance under ‘The Order’, an Authority must have adopted a policy for the provision of assistance and give public notice of the policy. If approved the policy will be included in the Council’s Housing Renewal Policy and there will also be other promotional activity.
- 2.3. An all-Wales fund of £5m has been set aside for participating authorities to offer recyclable loans in 2014/15 with a further fund of £15m in 2015/16. To qualify for funding Local Authorities must work collaboratively within one of 6 regional groups. Neath Port Talbot CBC

has been designated in the Swansea Bay Regional Steering Group, which also includes CC Swansea and Bridgend CBC.

- 2.4. The Funding has been apportioned to each Authority based on private sector housing stock numbers. Neath Port Talbot’s funding allocation has been broken down as £223,061 for 2014/15, and £669,183 for 2015/16. It will be available for a maximum of 15 years and will need to be re-paid to Welsh Government by 31st March 2030. The breakdown of the regional funding is as follows:

Local Authority	2014-15	2015-16	Total Loan Amount
Neath Port Talbot	223,061	669,183	892,244
Bridgend	228,320	684,960	913,281
Swansea	379,764	1,139,291	1,519,055
			3,324,579

Neath Port Talbot’s Vibrant & Viable Places (VVP) programme has also been allocated £200,000 per year for 2014/15, 2015/16 and 2016/17 to offer recyclable loans within the VVP boundary under the same conditions of the home improvement loan scheme.

- 2.5. The National Loan scheme will add to and not replace existing tools that authorities have in improving private sector housing and reducing the number of empty homes.

3. Scheme Details

- 3.1. Detailed below are some of the scheme details and conditions. Please also see Appendix A for further information.
- 3.2. The scheme will enable Local Authorities to provide loans, which are recoverable within 5 years (for landlords / developers), but can be extended for up to 10 years where the loan is provided for the purpose of owner occupation.
- 3.3. The loans must contribute to making the property warm, safe or Secure. There is no requirement that the impact of the loan meets all of these criteria, the loan could be targeted at one key element and can be used to support the following:

- Substandard Housing (Cat 1 / Cat 2 Hazards / Welsh Housing Quality Standard);
 - Repair, Fire Safety or Security;
 - Empty Homes (Renovation / Conversion);
 - Energy Efficiency (ECO top up);
 - Group Repair Schemes / Envelope Schemes;
 - Private Rented Sector (Access Schemes);
 - Aids and adaptations or DFG top up.
- 3.4. Loans will be paid ‘up front’, subject to a financial, property and scheme viability risk assessment, which will be carried out by the Housing Renewals team using a standard template provided as part of the Welsh Government toolkit. Support will also be provided by the Finance Division.
- 3.5. The Welsh Government has given a commitment to share the risk with Local Authorities in relation to applicants defaulting on their loan repayments, the WG anticipate a default level of 5% on each of the loan funds. They will fund half of any default costs up to a maximum of 2.5% of each loan fund. On the basis therefore of WG’s estimate of a maximum default of 5%, the potential risk to Neath Port Talbot would be £22,306, plus a further £15,000 through the VVP scheme. These figures however, would be greater if the default level is higher than the WG estimate.
- 3.6. A loan administration fee which is added to the cost of the loan has an upper limit of 15%. This will cover all associated costs such as legal fees, registering a charge where necessary etc. The level of charge needs to be determined on a regional basis, and discussions have indicated that the region would charge between 10 and 15%.
- 3.7. In each of the years there is a 12 month rolling programme to spend, and if any of the money is not loaned within the 12 months, any funding that is not loaned is re-allocated amongst the regional area. The 12 month period starts at the point at which the money is drawn down by the Authority. The Authority is only liable for de-defaults on money that it issues and not for any monies that are re-distributed. Loans can be recycled into further loans as can repayment monies.
- 3.8. There is a minimum loan value of £1,000, and a maximum home to value ratio for any loan of 80%. Any loans valued at over £3,000 will be secured on the property; the maximum loan available is £25,000 per unit of accommodation, up to a maximum of £150,000 where multiple applications are made.

- 3.9. A national steering group will be set up to monitor and review the scheme. This will be made up with representatives of each regional group, WLGA, the Wales Housing Technical Panel, and Welsh Government.
- 3.10. Performance measures will be put in place – these will need to be determined from the loan types offered. Discussions will be held with finance, legal and audit sections to determine what measures, budget reports and other performance criteria are required.
- 3.11. In terms of the process to invite applications and award the loans, this will follow the houses into homes loan scheme; the Housing Renewal Section are working with the following sections as part of the houses into homes scheme and this will continue across the private sector loan scheme:
- Environmental Health
 - Housing Strategy
 - Building control
 - Renewal Areas

Direct and indirect advertising will also take place to generate leads for the scheme.

4. Current Position

- 4.1. Given the timeframe involved council officers from Housing Renewals, Environmental Health and Housing Strategy are currently developing the best options and a strategic approach, for Neath Port Talbot, created by this opportunity. The delivery mechanisms for the scheme are currently being developed to cover all aspects of the loan assessment, approval and recovery processes, a system flow chart will be provided for approval with the final scheme proposals.
- 4.2. Discussions have also taken place with representatives of both CC Swansea and Bridgend CBC. Subject to Cabinet Board agreement, it is hoped that a consensus can be reached providing the basis for the development of a flexible operational model for the region.

- 4.3. In order to progress the initiative further a Cabinet Board decision is now required:
1. To support a regional model for the delivery of this scheme in collaboration with CC Swansea and Bridgend CBC.
 2. To allow the development of a project plan, with the objective of maximising the potential presented by the scheme within Neath Port Talbot.
- 4.4. If members approve this further development, a further report will be brought back to outline the final scheme and seek member approval. This is likely to be at the next Policy and Resources Board meeting in April 2015.

5. Appendix A

Appendix A – Further details associated with the Home Improvement loan scheme.

6. Recommendations

- 6.1. Members approve the adoption of a regional model for the delivery of this initiative in collaboration with the City and County of Swansea and Bridgend CBC.
- 6.2. Members approve the development of a project plan and final scheme for participation in the Home Improvement Loans Initiative, which will be brought back for approval.

7. Reason for Proposed Decision

- 7.1 The proposed decision is recommended to enable the Authority to maximise the funding opportunity presented by the national Home Improvement Loan scheme initiative

8. List of Background Papers

Housing Files

9. Officer Contact

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COMPLIANCE STATEMENT

HOME IMPROVEMENT LOANS INITIATIVE

(a) **Implementation of Decision**

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

(b) **Sustainability Appraisal**

Community Plan Impacts:	
Economic Prosperity	Positive impact
Education and Lifelong Learning	No impact
Better Health and Well Being	Positive impact
Environment and Transport	No impact
Crime and Disorder	No impact
Other Impacts:	
Welsh Language	No impact
Sustainable Development	No impact
Equalities	No impact
Social Inclusion	No impact

(c) **Consultation**

There has been no requirement under the Constitution for external consultation on this item.

DETAILS OF PROPOSED SCHEME

The table below provides further details associated with the Home Improvement loan scheme.

<p>Eligible Applicants</p> <p>The applicant must own the property.</p> <p>Registered Social Landlords and Registered Providers will not be eligible.</p> <p>Tenants on repairing leases may be considered if the relevant interest offers adequate security.</p>	<p>Owners of substandard houses including:</p> <ul style="list-style-type: none"> • Owner occupiers • Landlords • Developers • Charities / Third Sector <p>Priority must be given to homeowners and landlords.</p> <p>Priority must be given to landlords that offer affordable / social housing / nomination rights over market rent.</p>
<p>Regional Approach</p> <p>Each region must ensure a consistent approach.</p>	<p>Any product offered must be available across the region.</p>
<p>Maximum Loan Charge / Cost</p> <p>The maximum fee chargeable</p>	<p>A one-off administration fee of up to 15% e.g. a £10,000 loan would incur a maximum fee of £1,500</p>
<p>Minimum and Maximum Loan Value</p>	<p>Min £1,000 up to a Max £25,000 per unit</p>
<p>Maximum loan per applicant</p> <p>(Applicant can be individual, Company or Charity)</p>	<p>Up to £150,000</p>

DETAILS OF PROPOSED SCHEME

<p>Improvement Required (there is no requirement that the property must meet all of these criteria, the funding may target only one element)</p>	<p>Warm, Safe or Secure</p>
<p>Loan Criteria for Private Rented Sector Only</p>	<p>Property must be free of Cat 1 Hazards (HHSRS)</p>
<p>Loans can be used to improve property to / for:</p>	<p>Continued Ownership To sell To rent</p>
<p>Maximum Loan Periods</p>	<p>Landlords / Developers / Charities: Up to 5 years Owner Occupiers : up to 10 years</p>
<p>Repayment Terms</p>	<p>Choice of Staged Payments (Region to define)</p> <ul style="list-style-type: none"> • Weekly • Monthly • Quarterly • Annual • Full repayment at the end of the loan period • Loan repayable on the sale of the property
<p>Affordability</p>	<p>The applicant must be able to afford the loan or have the means to repay the loan on the due date:</p> <ul style="list-style-type: none"> • Be able to meet the loan amount repayable; <p>or</p> <ul style="list-style-type: none"> • Be able to afford to repay the loan at the end of the loan period.

DETAILS OF PROPOSED SCHEME

<p>Other Criteria</p> <p>This is not an exhaustive list. It is a matter for each Local Authority to establish the suitability of the applicant to enable them to gain access to the funding.</p> <p>The risk of non-payment sits with the individual Local Authority.</p>	<p>Applicants must not:</p> <ul style="list-style-type: none"> • Have adverse credit history which may include: <ul style="list-style-type: none"> ➤ County Court Judgements (CCJ) ➤ Individual Voluntary Arrangements (IVAs) ➤ Debt Relief Order (DRO) ➤ Bankrupt (within last 6 years) ➤ Company Insolvency / Liquidation • Owe any outstanding debt to the Local Authority at the time of making an application
<p>Risk Mitigation Measures</p> <p>The Local Authority must take steps to minimise the risk from non-recovery of the loan.</p>	<p>Possible approaches to minimise the risk:</p> <ul style="list-style-type: none"> • Undertake appropriate ID checks in line with money laundering and Land Registry requirements. • Undertake affordability check (LA / Credit Union) on applicants to ensure they can afford the loan. • Securing any loan as a charge against the property. • Ensure that any loan secured as a charge is up to a maximum loan to value • Obtain a RICS valuation of the property used as security for the loan. • Place a local land charge • Obtaining two estimates for the cost of the works. • Consider applying a suitable default rate for breach of loan conditions i.e. 5%.

DETAILS OF PROPOSED SCHEME

<p>Grant Funding</p>	<p>Any other funding options such as Arbed / ECO should be explained to the applicant where appropriate.</p> <p>Other funding options can be used in conjunction with the loans as long as they are funding separate works</p>
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POLICY & RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

19TH FEBRUARY 2015

SECTION B – MATTERS FOR INFORMATION

WARDS AFFECTED: ALL

Council Tax – Single Person Discount Review

1. Purpose of Report

1.1 Following a previous report to members on the 27th March 2014, and the subsequent agreement to commence the Council Tax Single Person's Discount Review, this report provides the results of the review undertaken in partnership with Capita services.

2. Background

2.1 Single person discount is a discount awarded to a person who solely occupies a dwelling, disregarding any dependant children or specific exempt persons. It is a discount of 25% of the Council Tax Liability.

2.2 By law local authorities are required to carry out single person discount reviews, this authority reviews single person discount on a bi annual basis.

2.3 The review for 2014/15 commenced in June 2014 and was completed in December 2014.

2.4 On the 3rd June 2014, Capita was sent a file of accounts in receipt of single person discount. Capita processed this information against different data sets available, for example credit card records, phone records, credit reference agencies to determine how many people had a recent financial link to the address. Where the only person identified with a financial link to the property was the person liable for Council Tax SPD continued as the account was deemed low risk. Where it was identified that another person(s) had a financial link to the property the Council Tax payer was sent a review form.

3. Statistics and results

3.1 Abbreviation CTRS = Council Tax Reduction Scheme (Council Tax Benefit)

Action	Numbers
SPD's reviewed	18,674
Low risk cases (SPD continued)	10,586
Middle/High risk cases (sent a review form)	8,088
Cases where SPD removed (non CTRS a/cs)	408
Cases where SPD removed (CTRS a/cs)	202

3.2 Analysis of the additional income generated for the non CTRS accounts reviewed is easy to extract as it equates to 25% of the Council Tax liability for the period the SPD was cancelled. The amount of additional revenue in 2014/15 from these accounts totals £95,797 with an estimated full year value of £122,000.

3.3 Analysis of the additional income generated from CTRS cases is more difficult to extract due to the numerous permutations of calculations depending on the customers income and the second adult declared at the property. However, if it is assumed that the majority of claimants were in Council Tax Property Band B then the amount of the Council Tax Base would have increased and generated income of over £50,000. Thus increasing the Council Tax yield in a full year by some £172,000 per annum.

3.4 In relation to the CTRS cases Members should note that in some instances Benefit has been removed completely due to the addition of a partner's income. Some have received additional CTRS support to cover increased cost whilst others have received a reduction in such support and are required to pay some additional Council Tax.

4. Case study of an account claiming SPD incorrectly

4.1 Mr A had been receiving SPD since 1 April 1993. Mr A had previously been sent review forms and declared that he lived alone at the property. In July 2014, following a letter from Capita informing him of the data matching exercise being undertaken by the Authority Mr A visited the office to inform us that his partner was moving back into the property. Following further investigation it was established that Mrs A had financial connections to the property since 1993 and SPD was removed from 1 April 1993. Mr A was given the right to appeal against our decision but agreed to repay the debt, he paid £3511.29 in July 2014.

5. Cost of review

- 5.1 The review was undertaken by Capita on a “payment by results” basis. It was agreed that Capita would charge for stationery plus £20.66 per SPD cancelled which remained cancelled for a period of 3 months or more following the removal.
- 5.2 The total cost of the review is £14,725.16 broken down as follows:

Total removals 610 @ £20.66 = £12,602.60
Provision of business reply envelopes = £2,122.56

6. Recommendation

- 6.1 That Members note that the single person discount review has been a successful project for the Council Tax team in conjunction with Capita Services in generating additional revenue for Neath Port Talbot CBC, ensuring correctness of discounts awarded and accuracy of the Council Tax base.

7 List of Background Papers

None.

Officer Contact

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POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

19TH FEBRUARY 2015

SECTION B – MATTERS FOR INFORMATION

WARDS AFFECTED: ALL

TREASURY MANAGEMENT MONITORING 2014/15

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 Bank base rates remain at of 0.5% (since 5th March 2009) and detailed below are the changes in the bank base rate since April 2008.

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 to date	0.50%

- 2.2 The following table provides examples of external borrowing costs as provided by the Public Works Loans Board after 9.15pm on 10th February 2015:

	Equal Instalments of Principal		Annuity		Maturity	
	Previous 15 December 2014	Current 10 February 2015	Previous 15 December 2014	Current 10 February 2015	Previous 15 December 2014	Current 10 February 2015
	%	%	%	%	%	%
5-5.5 years	1.84	1.78	1.85	1.79	2.35	2.22
10-10.5 years	2.35	2.22	2.37	2.23	2.92	2.72
20-20.5 years	2.92	2.72	2.98	2.76	3.47	3.24
35-35.5 years	3.38	3.15	3.47	3.24	3.58	3.34
49.5-50 years	3.56	3.34	3.59	3.36	3.55	3.31

3. General Fund Treasury Management Budget

3.1 The following table sets out the treasury management budget for 2014/15 and consists of a gross budget for debt charges i.e. repayment of debt principal and interest, and interest returns on investment income.

2013/14 Actual £'000		2014/15 Original Budget £'000
15,017	Principal and Interest charges	16,890
2,176	Contribution to Treasury Management Equalisation Reserve to fund SSIP and other Capital Programme over the next 3 years.	
17,193	Subtotal Expenditure	16,890
	Investment Income	
(778)	- Total	(654)
189	- less allocated to other funds	200
(589)	Subtotal Income	(454)
16,604	Net General Fund	16,436

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

4. Borrowing

4.1 The following long term borrowing was arranged with the PWLB on 22nd January 2015:

Date	Lender	Amount £m	Period	Rate	Details
22 January 2015	PWLB	5.0	48 years	2.98%	Fixed maturity loan repayable 01 January 2063

5.1 Investment Income

In line with the Council's Investment Strategy, the 2014/15 Original Budget for investment income is £654,000; treasury management investment income generated on investments made to date is £634,000.

Members should note that the majority of investments are classified as 'specified' i.e. up to 12 months and are currently with the major banks including Barclays, Lloyds Group, Bank Santander, Clydesdale, Royal Bank of Scotland 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	2.2%
Peterborough City Council	6,000	5 Years	Dec 18	2.1%
TOTAL	10,000			

Icelandic Bank Update

- 5.4 Members should note the following position in relation to the recovery of monies from investments in Icelandic related banks.
- 5.5 The tables below show the amounts outstanding.

Table 1 – Original Investments

Bank	Original Investment	Amount of Principal Repaid	Current Outstanding Investment
	£'000	£'000	£'000
Heritable	9,000	8,597	403
KSF	3,000	2,546	454
Total	12,000	11,143	857

Table 2 – Investments Held in Escrow Accounts – Icelandic Kroner

Bank	Investment (Sterling Equivalent)	Amount Repaid	Outstanding Investment
	£'000	£'000	£'000
New Glitnir	387	0	387

- 5.6 Some of the investments matured by the old Glitnir Bank have resulted in cash being held in the form of Icelandic Kroner. In line with Icelandic law, the Kroner is not tradable and can only be spent within Iceland. The Local Government Association is pursuing ways of transferring these investments to realise repayments into Sterling. These new investments with the new bank are held in an Escrow Account in the name of the local authority and generating interest in excess of 4%.
- 5.7 Members should note that the creditors of the old Glitnir Bank have challenged the original basis of settling the preferential creditors debts. Discussions are ongoing within the Icelandic Legal process in relation to this which may impact on some of the £387k referred to in the table above.

List of Background Papers

Treasury Management Files

PWLB Notice Number 055/15

Officer Contact

For further information on this report item, please contact:

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