



POLICY AND RESOURCES CABINET BOARD

***Immediately Following Scrutiny Committee on
THURSDAY, 9TH APRIL 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 Board held on the 19th February 2015 (*Pages 1 - 8*)

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

4. Miscellaneous Grants Applications (*Pages 9 - 14*)

To receive the Report of the Head of Financial Services

5. Treasury Management Monitoring 2014-2015 (*Pages 15 - 20*)

To receive the Joint Report of the Director of Finance and Corporate Services and the Head of Corporate Strategy and Democratic Services

6. Review of Policy Concerning Grants (*Pages 21 - 44*)

To receive the report of the Head of ICT and Procurement

7. Approval and Adoption of the Procurement Strategy (*Pages 45 - 66*)

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

8. Corporate Strategy and Democratic Services Business Plan 2015-2016
(Pages 67 - 96)
9. Community Boundary Review (Pages 97 - 148)
10. Officer Urgency Action - Delivery of Partnership Agreement with the Department of Work and Pensions to Support Universal Credit (Pages 149 - 150)
11. To receive the Forward Work Programme 2014/15. (Pages 151 - 152)
12. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Statutory Instrument 2001 No 2290 (as amended).
13. 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

14. Council Tax Write Offs (Pages 153 - 160)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Wednesday 1st April 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
19TH FEBRUARY, 2015

Cabinet Members:

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

Officers in Attendance:

Mrs.K.Jones, D.Rees and Mrs.T.Davies

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor A.N.Woolcock be appointed Chairman for the meeting.

2. **MINUTES OF THE POLICY AND RESOURCES CABINET BOARD HELD ON THE 27TH NOVEMBER 2014, AND THE 15TH JANUARY 2015**

Decision:

Noted by the Committee.

3. **FORWARD WORK PROGRAMME 2014/15**

Decision:

That the report be noted.

4. **MINUTES OF THE MARGAM JOINT CREMATORIUM COMMITTEE HELD ON THE 26TH SEPTEMBER, 2014**

Decision:

Noted by the Committee.

5. **PERFORMANCE MANAGEMENT REPORT - QUARTER 3**

Members were pleased to note that the overall message was a positive one, despite the current financial situation. Members felt that further reports could be commissioned from the Performance Monitoring report by the Scrutiny Committee, in order to support the scrutiny process.

Decision:

That the report be noted.

6. **CCTV - OPTIONS**

Decision:

That, having due regard to the Equality Impact Assessment, the Head of Corporate Strategy and Democratic Services be authorised to develop options for placing Neath Port Talbot County Borough Council's CCTV service on a sustainable basis, and to undertake consultation with relevant stakeholders to support further appraisal of the options available to the Authority.

Reason for 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 Authority.

Implementation of Decision:

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

Consultation:

The options will be subject to consultation with relevant stakeholders.

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

Members were pleased to note that 15 out of 19 Town and Community Councils had now signed up to the Agreement.

Decisions:

1. That the adoption of the Model Charter Agreement (as detailed within the circulated report), be approved;
2. 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.

Reason for Decisions:

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.

Implementation of Decisions:

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

Consultation:

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

8. **TWINNING ARRANGEMENTS WITHIN NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

Members were pleased that a commemorative plaque was to be commissioned, in order to pay respect to the role the Twinning Partnership had in the aftermath of the Second World War.

Decisions:

1. That the proposal to formally secede from the 1996 Twinning Partnership arrangement be approved;

2. That a commemorative plaque be commissioned to recognise the partnership and links of friendship which had developed between the twinned towns over the past two decades.

Reason for Decisions:

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

Implementation of Decisions:

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

Consultation:

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

9. **MISCELLANEOUS GRANT APPLICATIONS**

Decisions:

1. That a grant be provided to those community groups who take over the running of community centre facilities during 2015, which will cover the annual rent due for the initial 5 years, in line with the rent review period;
2. That the funding applications in respect of Baglan Boys and Girls Club, Baglan; Blaenhonddan Community Council, Blaenhonddan and Bryn Rugby and Social Club, Bryn (as detailed at Appendix 1 to the circulated report), be approved.

Reason for Decisions:

To decide on the Grant Applications.

Implementation of Decisions:

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

10. **PROVISION OF LICENSING AND TECHNICAL SUPPORT FOR THE COUNCIL'S HUMAN RESOURCE PAYROLL AND EXPENSE MANAGEMENT SYSTEM**

Decision:

That a formal contract extension be executed between the Authority and Selima for the period 1st April 2015 to 31st March 2020 with a relevant break clause to terminate the contract in the event of Local Government Reorganisation.

Reason for Decision:

To enable the Authority to provide continuity of service for Payroll and Human Resources, and the five year extension would provide flexibility in relation to the outcome of any Local Government Reorganisation.

Implementation of Decision:

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

11. **HOME LOANS IMPROVEMENT INITIATIVE**

Decisions:

1. That the adoption of a regional model for the delivery of the Home Improvement Loans Initiative, in collaboration with the City and County of Swansea, and Bridgend County Borough Council, be approved;
2. That the development of a project plan and final scheme for participation in the Home Improvement Loans Initiative, to be brought back to the Policy and Resources Cabinet Board, be approved.

Reason for Decisions:

To enable the Authority to maximise the funding opportunity presented by the national Home Improvement Loan scheme initiative.

Implementation of Decisions:

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

12. **COUNCIL TAX SINGLE PERSON DISCOUNT REVIEW**

Decision:

That the report be noted.

13. **TREASURY MANAGEMENT MONITORING 2014/15**

Decision:

That the report be noted.

14. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No.2290, the public be excluded for the following 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.

15. **COUNCIL TAX WRITE OFFS**

Decision:

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

Reason for Decision:

The accounts are irrecoverable.

Implementation of Decision:

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

16. NEWSPAPER ADVERTISING COSTS

Decisions:

1. That a contract be put in place with the Evening Post to cover the advertising of Public Notices at a rate of £9 per column centimetre in the Evening Post and the Courier for the Financial Year 2015/16;
2. That Officers continue work to reduce the word count of Notices and the space which they occupy;
3. That Officers look to ensure that the placing of advertisements be better coordinated in order to ensure that the Authority gets the maximum benefit from the contract;
4. That the contract be subject to a tendering exercise for the financial years following 2015/16.

Reason for Decisions:

To secure the lawful advertising of Public Notices and to generate a saving for the Council.

Implementation of Decisions:

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

CHAIRMAN

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POLICY AND RESOURCES CABINET BOARD

9 APRIL 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 2015/16

The following grants are included for Members' approval for 2015/16:-

	Budget 2015/16 £
Total budget	164,383
Grants for approval:	
Citizen Advice Bureau	82,680
Neath Port Talbot Council for Voluntary Service	45,494
Swansea Bay Regional Equality Council	15,900
Maintenance of Mechanics Institute (in lieu of grant aid to Antiquarians & Archives)	14,280
West Glamorgan Association for the Blind	2,100
Port Talbot Horticultural Society	712
One-off grants budget	3,217
Total	<u>164,383</u>

New Applications

Please see attached Appendix 1.

Recommendations

It is recommended that Members:

- Approve the grants payable as per the above mentioned table.
- 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

Appendix

Appendix 1 –Miscellaneous Grant Applications.

Officer Contact

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

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.

MISCELLANEOUS GRANT APPLICATIONS

Applicant	Purpose	Amount Request/ Cost of “Project”	Previous Support	Comments
Cwmgors RFC Gwaun-Cae-Gurwen	Grant to cover the lease of playing fields at Maerdy site Tairgwaith.	£750 p.a.	None	Provide grant to fully cover rent for initial 5 year period in line with rent review period.
Cwmgors RFC and Cwmgors Amateur Boxing Club	Grant to cover the annual lease rental of Pavillion and Changing Room at Parc-y- Werin	£450 p.a.	None	Provide grant to fully cover rent for initial 5 year period in line with rent review period.
Derby Toc H Children’s Camp Derby	Holidays for deprived children in the Derby area	£47,380 p.a. – contribution towards this cost.	None	Propose no grant is made due to council funds
Pontardawe AFC	Grant to cover the annual lease rental of Playing Fields - Ground at Parc Ynysderw in Pontardawe with effect from 1 st August 2014.	£600 p.a.	None	Provide grant to fully cover rent for initial 5 year period in line with rent review period
Dyffryn Clydach Volunteers	Grant to cover lease of recreational woodland. The original lease was entered for a term of 10 years wef 26 th March 2008 and external sponsorship funding has ceased.	£350 p.a.	None	Propose no grant is made due to council funds as the application relates to an existing lease agreement.

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POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

9th APRIL 2015

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 on 25th March 2015:

	Equal Instalments of Principal		Annuity		Maturity	
	Previous 10 February 2015	Current 25 March 2015	Previous 10 February 2015	Current 25 March 2015	Previous 10 February 2015	Current 25 March 2015
	%	%	%	%	%	%
5-5.5 years	1.78	1.63	1.79	1.63	2.22	2.06
10-10.5 years	2.22	2.06	2.23	2.08	2.72	2.59
20-20.5 years	2.72	2.59	2.76	2.63	3.24	3.14
35-35.5 years	3.15	3.04	3.24	3.13	3.34	3.26
49.5-50 years	3.34	3.25	3.36	3.27	3.31	3.22

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 No long term borrowing has been arranged since the previous report.

5.1 Investment Income

In line with the Council's Investment Strategy, the 2014/15 Original Budget for investment income is £654,000; the treasury management investment income generated on investments projected for the year amounts to £656,000

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) £'000	Amount Repaid £'000	Outstanding Investment £'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 ordinary creditors of the old Glitnir Bank challenged the original basis of settling the preferential creditors' debts and this has resulted in the Icelandic Courts determining that the March 2012 settlement should have been paid on the basis of exchange rates payable at payment date rather than those the rates that applied as at April 2009. The LGA has led on discussions to settle this issue and agreement has now been reached to repay the liability in sterling which for this Council amounts to £23,206.01. This sum was paid on 30th March 2015. Members should note that this Council has therefore recovered some £27k more than the original deposit in Glitnir.

List of Background Papers

Treasury Management Files

PWLB Notice Number 117/15

Officer Contact

For further information on this report item, please contact:

Mr David Rees – Head of Financial Services

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Mr Huw Jones – Chief Accountant – Capital and Corporate

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Mr Chris Rees – Senior Accountant

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POLICY & RESOURCES CABINET BOARD

JOINT REPORT OF

THE DIRECTOR OF FINANCE & CORPORATE SERVICES

&

THE HEAD OF CORPORATE STRATEGY & DEMOCRATIC SERVICES

9TH APRIL 2015

SECTION A - MATTER FOR DECISION

WARDS AFFECTED - ALL

REVIEW OF POLICY CONCERNING GRANTS

Purposed of Report:

1. To seek members approval to consult on a revised Scheme (and associated documentation) which will improve the value for money and governance arrangements for third sector funding.

Background:

During 2013/2014, as part of the Forward Financial Plan, a review of funding to third sector organisations was undertaken. The final recommendations from the Steering Group set up by Policy & Resources Cabinet Board to oversee the review were approved in December 2013.

In addition to identifying where the savings could be allocated, the Steering Group made a number of recommendations aimed at further improving the value for money and governance arrangements for third sector funding. Those recommendations (see Appendix 1) were approved by the Policy & Resources Cabinet Board in December 2013.

Initially, it was proposed the work to implement these recommendations would be completed by the end of March 2014 to inform grant allocations in 2015/2016. However, due to the extensive budget consultation activities undertaken during the autumn and to avoid confusion with the savings

proposals identified as part of that process a revised timetable was agreed by Policy & Resources Cabinet Board on 16th October 2014. This revised timetable requires the work to be completed by end of July 2015 to inform grant allocations in 2016/2017.

Implementation of Recommendations:

An internal officer Implementation Steering Group, chaired by the Director of Finance & Corporate Services, has been established to take forward a number of the recommendations listed in Appendix 1 (Recommendation no's 2, 3, 4, 5, and 6). Work to implement recommendation no. 12 ("benefits in kind") will commence shortly with input from Officers within the Estates section of the Environment Directorate.

The scope of the work covers base budget grants and a list of those organisations who currently receive this funding is attached at Appendix 2.

The Implementation Steering Group is overseeing the development of the following documents:

- 1. Policy** – to contain policy objectives, accountabilities and decision making arrangements (*this document is currently being drafted and will be presented to Policy & resources Cabinet Board on 23rd July 2015*)
- 2. Scheme** – setting out the principles that grant funding will be based upon
- 3. Standard application forms and guidance** – to ensure openness, transparency and equity
- 4. Standard Agreements** – to ensure consistency
- 5. Standard Monitoring Forms**

Representatives of the Voluntary Sector Liaison Committee have been involved in developing the draft Scheme and the associated documentation and a communications and engagement plan was developed at the outset to ensure the 3rd Sector has opportunity to input into this process before the final documents are approved at the end of July (Appendix 3).

Draft Scheme:

The draft Scheme is attached at Appendix 4 which is aligned with the Welsh Government's 3rd Sector Scheme. The aims of the Scheme are to:

- Make the grant funding process clear, transparent and equitable;
- Ensure the administrative arrangements that support grant funding are efficient and effective; and
- Foster genuine partnership working between the Council and the 3rd Sector to promote the wellbeing of local people and communities

The draft Scheme contains 17 key principles that will govern the Council's approach to grant funding the 3rd Sector which will ensure we have a more robust system around the provision of grants to the 3rd Sector and will able us to clearly identify where the Council's money is going and what we are receiving in return e.g.

- Funding aligned to the Council's priorities
- Decisions on funding set within the Council's budget and corporate planning timetable
- Two-way effective dialogue with the 3rd Sector
- Outcomes to be clearly demonstrated
- Suitable / appropriate performance management to obtain assurances money is being used for the relevant purpose

Next Key Steps:

Milestone	Due Date
<ul style="list-style-type: none">• 12 week formal consultation period on draft Scheme and associated documentation	14 th April – 7 th July 2015
<ul style="list-style-type: none">• Policy and Scheme to be presented for approval	23 rd July 2015 – Policy & Resources Cabinet Board (Special)
<ul style="list-style-type: none">• Those organisations currently receiving funding to be	Summer – 30 th

invited to re-apply for funding for 2016/2017 using the approved Scheme and procedures (transition year only)	September 2015
<ul style="list-style-type: none"> Organisations will be informed whether or not they have been successful 	December 31 st 2015

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 assessment it has been determined that this Scheme does require an Equality Impact Assessment (EIA). The EIA is currently being developed and will be informed by the outcomes of the public consultation exercise. The final equality impact assessment will accompany the report to Policy & Resources Cabinet Board on 23rd July 2015.

Recommendation:

For Members to authorise the Director of Finance and Corporate Services to initiate formal public consultation on the draft Scheme contained in Appendix 4 for a period of 12 weeks commencing on 14th April and ending on 7th July 2015.

Reasons for the Proposed Decision:

- 1) To implement recommendations (2,3,4,5 and 6) approved by the Policy & Resources Cabinet Board on 13th December 2013 following the review of funding to third sector organisations.
- 2) To enable interested parties to comment upon the proposals prior to the Cabinet Board taking final decisions on the approach to be taken to grant funding the 3rd sector from 2016/2017 onwards.

Appendices:

Appendix 1 – Recommendations from review of funding to 3rd Sector to improve value for money and governance arrangements

Appendix 2 – Funding to 3rd Sector organisations - 2015/2016

Appendix 3 – Communications and Engagement Plan

Appendix 4 – Draft Scheme

Officer Reporting:

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Mrs Karen Jones, Head of Corporate Strategy and Democratic Services

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COMPLIANCE STATEMENT

REVIEW OF POLICY CONCERNING GRANTS

(a) Implementation of Decision

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

(b) Sustainability Appraisal

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

Other Impacts

Welsh Language	-	Positive
Sustainable Development	-	Neutral
Equalities	-	Positive
Social Inclusion	-	Positive

(c) Consultation

Informed consultation has been undertaken with representatives of the 3rd sector from the outset of the review and there will now follow a 12 week formal public consultation period with this item.

Appendix 1

1. No change to the Discretionary Rate Relief Scheme affecting third sector organisations and is protected from cuts in 2014/2015.
2. The Council considers adopting a corporate commissioning framework.
3. The Council gives consideration to issuing its officers with clear guidance as to when the procurement framework should be used and when a grant making agreement should be used and these arrangements are also clearly communicated to the third sector.
4. The Council considers replacing its existing grant making policy with one that differentiates between strategic partners and other grant recipients.
5. The Council brings together its small grant funding pots into one general pot with the criteria for awarding the grant to be established annually by the Council and communicated to the third sector (overall pot is to be reduced by 5.1% in 2014/2015).
6. The Council provides clearer guidance in its contracts and grant agreements to ensure that the costs supported by funding are clearly accounted for and the risk of double funding is minimised. This should include provision for 3rd sector organisations to be required to provide details of any other public funding that it receives additional to that subject of any individual agreement with the Council.
7. The Director of CVS gives consideration as to how understanding amongst third sector organisations of Charity Commission guidelines on reserve balances might be improved.
8. The Council should consider initiating a review of benefits advice provision, jobs search support and transport services provided by the third sector with a view to ensuring that services are well targeted and the

arrangements offer the best use of available funding across the county borough.

- 9.** The Council proposes to the Local Service Board that more integrated planning and working be developed between the third sector and local public sector organisations.
- 10.** Funding of “facing the challenge” service to be reviewed by Children and Young People Services re: NHS funded component of service.
- 11.** Payments to the FAW and WRU not to be cut.
- 12.** The Council clarifies its policy on the provision of “benefits in kind” so as to ensure there is value for money, equity and transparency in the provision of such “benefits in kind”.

Appendix 2

Directorate	Type of Funding	Source of Funding	Organisation	Proposed Payment to Organisations 2015/16
ELLL	Core Funding	NPT Funded	Glyncorrwg Ponds	8,767
ELLL	Core Funding	NPT Funded	Glynneath Training Centre	48,497
ELLL	Core Funding	NPT Funded	Canolfan Maerdy	18,682
ELLL	Core Funding	NPT Funded	DOVE Workshops	35,335
ELLL	Core Funding	NPT Funded	Ystalyfera Development Trust	15,668
ELLL	Core Funding	NPT Funded	Neuadd Cwmllynfell	27,000
ENVT	Core Funding	NPT Funded	DANSA Transport	33,013
ENVT	Core Funding	NPT Funded	NPT Shop Mobility	37,150
FCS	Core Funding	NPT Funded	Citizens Advice Bureau	82,680
FCS	Core Funding	NPT Funded	NPT CVS - Core Funding Contribution	45,494
FCS	Core Funding	NPT Funded	Swansea Bay Racial Equality Council	15,900
SSHH	Core Funding	NPT Funded	Age Concern Neath Port Talbot	21,084
SSHH	Core Funding	NPT Funded	Care & Repair NPT Ltd	4,930
SSHH	Core Funding	NPT Funded	Cruse	4,640
SSHH	Core Funding	NPT Funded	Epilepsy Support	1,470
SSHH	Core Funding	NPT Funded	NPT CVS - Volunteering Project	12,420
SSHH	Core Funding	NPT Funded	NPT CVS - Working with volunteers	31,270
SSHH	Core Funding	NPT Funded	Port Talbot Stroke Group	460
SSHH	Core Funding	NPT Funded	Stroke Association	4,340
SSHH	Core Funding	NPT Funded	Vision Wales(was Wales Council for Blind)	1,930
ENVT	Core Funding	NPT Funded	Unallocated - 2015	34,692
				485,422
ELLL	Grant	NPT Funded	Community Safety Grant	12,000
ELLL	Grant	NPT Funded	Miscellaneous	3,515
ELLL	Grant	NPT Funded	Collaborative Communities	6,125
FCS	Grant	NPT Funded	One-off grants	3,850
				25,490

Review of Policy Concerning Grants to the Third Sector – Implementation

Communications & Engagement Plan (v 270315)

Phase 1 – January – July 2015 – Development						
	Timing	What	Key Messages	Tool / Channel	Audience	Status
1.	14 th January	Inform CVS, reps of VSLC the Council has commenced work on the implementation of the recommendations from the initial review	<ul style="list-style-type: none"> • Reminder of recommendations from initial review • Update on work undertaken to date • Improving the way the Council funds the 3rd sector (fairness, transparency, accountable) • Full engagement with CVS and the 3rd Sector during development and implementation 	<ul style="list-style-type: none"> • Meeting with VSLC reps - Meeting No 1 • Facilitated discussion 	<ul style="list-style-type: none"> • CVS • Reps from VSLC 	Completed
2.	January / February	Learning from other local authorities	<ul style="list-style-type: none"> • Information sharing 	Research (desk top)	<ul style="list-style-type: none"> • Local authorities 	Ongoing
3.	17 th February	Draft Scheme and Communications and	<ul style="list-style-type: none"> • Improving the way the Council funds the 3rd sector 	<ul style="list-style-type: none"> • Meeting with VSLC reps Meeting No 2 	<ul style="list-style-type: none"> • CVS • Reps from VSLC 	Completed

		Engagement Plan	(fairness, transparency, accountable) <ul style="list-style-type: none"> • Full engagement with CVS and the 3rd Sector during development and implementation 	<ul style="list-style-type: none"> • Facilitated discussion 		
4.	17 th March	<ul style="list-style-type: none"> • Draft application forms / agreement / comms and engagement plan • Discussion re activities to be planned during consultation period 	<ul style="list-style-type: none"> • Improving the way the Council funds the 3rd sector (fairness, transparency, accountable) • Full engagement with CVS and the 3rd Sector during development and implementation 	<ul style="list-style-type: none"> • Meeting with VSLC reps Meeting No 3 • Facilitated discussion 	<ul style="list-style-type: none"> • CVS • Reps from VSLC 	Completed
5.	9 th April Policy and Resources Scrutiny Committee and Cabinet Board	Seeking authority to consult on draft scheme and associated documents	<ul style="list-style-type: none"> • Improving the way the Council funds the 3rd sector (fairness, transparency, accountable) 	<ul style="list-style-type: none"> • Report – published on website 	<ul style="list-style-type: none"> • Members 	To be completed
6.	13 th April	Email raising awareness of the start of the consultation period	<ul style="list-style-type: none"> • Improving the way the Council funds the 3rd sector (fairness, transparency, accountable) 	<ul style="list-style-type: none"> • Email to all those currently in receipt of grant funding 	<ul style="list-style-type: none"> • 3rd sector organisations 	To be completed
7.	14 th April – 7 th July	Formal consultation period	<ul style="list-style-type: none"> • New scheme and procedures • Opportunity to have you say 	<ul style="list-style-type: none"> • Consultation documents 	<ul style="list-style-type: none"> • CVS • 3rd sector 	To be completed

	(12 week consultation)			<p>published on NPTCBC web site</p> <ul style="list-style-type: none"> Information available on CVS information systems signposting to consultation documents Face to face meetings (if required) with reps from Sector 	<p>organisations</p> <ul style="list-style-type: none"> Officers Public 	
8.	30 th April (NPT Homes – 2.30pm)	Monitoring forms	<ul style="list-style-type: none"> Improving the way the Council funds the 3rd sector (fairness, transparency, accountable) 	<ul style="list-style-type: none"> Meeting with VSLC rep Meeting No 4 Facilitated discussion 	<ul style="list-style-type: none"> CVS Reps from VSLC 	To be completed
9.	8 th July (CVS – 2.30pm)	Review of responses to consultation	<ul style="list-style-type: none"> Any changes required to draft documentation following consultation 	<ul style="list-style-type: none"> Meeting with VSLC rep Meeting No 5 Facilitated discussion 	<ul style="list-style-type: none"> CVS Reps from VSLC 	To be completed
10.	23 rd July Policy and Resources Scrutiny Committee and Cabinet Board	Approval of final scheme and associated documents	<ul style="list-style-type: none"> Improving the way the Council funds the 3rd sector (fairness, transparency, accountable) 	<ul style="list-style-type: none"> Report – published on website 	<ul style="list-style-type: none"> Members 	To be completed

Phase 2 – July – December 2015 – Implementation *(Detail to be further develop)*

11.	Summer – 30 th September	Applications for funding for 16/17 received via new scheme				
12.	1 st October – middle of December	Evaluation of applications in order to provide 3 months' notice				

DRAFT

Neath Port Talbot Third Sector Grant Funding Scheme

Introduction

During 2013, the Council undertook a review of existing grants to third sector and community sector organisations in Neath Port Talbot. As well as making recommendations as to where funding could be reduced in order to achieve Council savings targets, the review identified a number of recommendations to improve the way in which grants are administered. These were approved by the Council's Policy & Resources Scrutiny Committee on 13th December 2014.

In January 2014, the Welsh Government published their revised Third Sector Scheme. The Welsh Government Scheme underpins the relationship between Welsh Government and the Third Sector in Wales and discharges duties under section 74¹ of the Government of Wales Act 2006.

This Neath Port Talbot Scheme has been developed to take forward the recommendations in the 2013 Council review. It has been developed using the principles set out in the Welsh Government's Scheme reflecting Welsh Government's expectation that councils will embrace good practice in their relationships with the Third Sector.

Aims

Neath Port Council has had a long and productive relationship with the Third Sector. The Council has grant funded Third Sector organisations to support our communities in a wide range of ways. The Council recognises and values the contribution of the many volunteers and third sector organisations that play an important role in supporting the wellbeing of local people and communities.

¹ In this Section, Welsh Ministers are required to make or review a voluntary sector scheme which sets out how they propose to promote the interests of relevant voluntary organisations'

However, times have and continue to change. The severe and enduring cuts to local authority budgets mean we must target available funds in a manner that supports the Council's priorities. Indications are that austerity measures will continue at least into the medium term. Grant assistance arrangements must reflect this.

This Scheme aims to:

- Make the grant funding process clear, transparent and equitable;
- Ensure the administrative arrangements that support grant funding efficient and effective; and
- Foster genuine partnership working between the Council and the Third Sector to promote the wellbeing of local people and communities.

Scope

This Scheme covers:

- Grant funding provided from the Council's own revenue resources (*add reference to legislation – particular powers*);
- Grants of benefits "in kind" eg rent-free periods granted to organisations in the Council's property portfolio; and

Grants distributed from Welsh Government directly to the third sector by way of specific grant are governed by the Welsh Government Third Sector Scheme, the principles of which are reflected in this Scheme.

This scheme does not cover grants provided to the Council by other parties as the specific conditions of those grants would need to be applied.

Definition of the Third Sector:

The Council has adapted the definition provided in Section 74 of the Government of Wales Act for the purpose of this Scheme:

"...bodies other than local authorities (or other public bodies) whose activities:

- are carried on otherwise than for profit; and
- directly or indirectly benefit the whole area or any part of Neath Port Talbot

The Council acknowledges that this definition covers a very diverse range of organisations that share a set of values and characteristics which include:

- Independent, non-governmental bodies;
- Bodies established voluntarily by people who choose to organise themselves;
- Bodies which are “value driven” and motivated by social, cultural or environmental objectives, rather than simply to make a profit; and
- Bodies committed to reinvesting their surpluses to further their social aims and for the benefit of people and communities.

Third Sector organisations include community associations, self-help groups, voluntary organisations, charities, faith-based organisations, social enterprises, community businesses, housing associations, development trusts, co-operatives and mutual organisations.

Grant Funding – Commissioning Arrangements

The Council wishes to adopt an outcomes-based approach to the way in which it determines its grant funding arrangements. It will be the intended results of activity to be grant funded, not the activity itself that will be the key consideration in determining whether the Council will provide grant assistance, subject to the Council being provided with sufficient assurance on associated governance arrangements.

Grants can provide financial support to third sector organisations to enable them to undertake activities the Council wish to support. They may be aimed at assisting with the core costs of running and developing an organisation or more specifically to help it carry out a particular project or service. Generally, the Council will consider awarding a grant where organisations undertake activities that support the Council’s policies and priorities. Where the Council wishes to obtain goods or services for direct benefit or use then the Council would expect those

arrangements to operate under the Council's procurement policies and procedures.

The Council will set out its priorities on an annual basis as part of its corporate planning cycle. Grant assistance will be administered in accordance with the principles set out in this Scheme. Grants may be awarded for up to three years

Applications for grant assistance will need to be made via a standard form that will be publicly available and published on the Council's website. Any timetable for submitting and agreeing grants will also be set out on the website. The Council will provide the contact details of officers who can offer support and advice to organisations who may be considering making a grant application. Where a funding bid is complex, organisations are encouraged to discuss their proposed bid prior to submitting an application. The Council will formalise grant assistance through a legally binding grant agreement. The agreements will contain standard grant conditions to promote consistency and fairness and to minimise administrative costs for all parties. Where the Council decides not to award grant assistance, the Council will provide written feedback to the applicant, summarising the reasons why the grant application has been refused. There will be no right of appeal against the Council's decisions.

Review and Monitoring

The Leader of the Council is the portfolio holder for relationships with the Third Sector and ultimately responsible for this Scheme. The Senior Officer responsible for the Scheme is the Director of Finance and Corporate Services. This Scheme will be used by all departments of the Council. Its operation will be monitored by the Voluntary Sector Liaison Committee and reviewed no less frequently than every three years.

Neath Port Talbot Third Sector Grant funding Scheme

Principles

The key principles that will govern our approach to grant funding the Third Sector and what is expected from the Third Sector in return are set out in this section.

Principle 1 – Supporting Council policies and priorities

i) Demonstrate contribution to the delivery of key priorities

Grant applications will need to demonstrate how proposals will support the delivery of the Council's policies and priorities. These are summarised in Council's Corporate Improvement Plan.

ii) Leverage in additional resources (multiplier effect)

Applications that demonstrate how Council funding will be used to leverage in additional financial resources in support of Council policies and priorities are particularly welcomed.

iii) Sustainable organisations

Applicants will need to demonstrate financial sustainability. The Council will wish to be satisfied that the applicant is not dependent on continuing Council funding to achieve financial sustainability.

Principle 2 – Respect for the Sector's independence
--

The Council recognises Third Sector organisations are value driven, motivated by social, cultural or environmental objectives and committed to reinvesting their surpluses to further their social aims and for the benefit of people and communities. The Council respects the sector's independence.

The Council acknowledges and encourages the Third Sector's ability to raise funding through non-statutory routes and deliver services that complement or are additional to those provided by statutory agencies and which, in particular, operate to prevent or reduce demand on public services.

Principle 3 – Early and constructive dialogue

The Council is committed to early discussions with the Third Sector to support a strategic approach to delivering key priorities and to allow for better planning of services. The Council will seek to provide opportunities to discuss applications well in advance of the formal application deadline.

It is expected that in return, the Third Sector will engage constructively in this dialogue and respect the limitations on dialogue imposed by the need to ensure fairness and transparency in respect of grant funding decisions.

Principle 4 – Timely decisions

The Council recognises that early decision making in respect of funding can support better business and workforce planning. The Council's commitment is the notification of decisions about future funding at least three months prior to the expiry of an existing funding agreement or the start of a new agreement. Where funding has been granted for more than one year, a review will be completed 3 months before the commencement of the second or third year to confirm funding will continue. If an offer in principle has been made, this must also be confirmed three months prior to the expiry of the current funding.

Principle 5 – Security of funding

In a climate of reducing resources and escalating need, security of funding is an issue felt across all sectors. The Council acknowledges that sometimes short term funding can cost more administratively and will be prepared to consider longer term funding commitments wherever possible to minimise administration costs. The Council will be prepared to provide funding for up to 3 years which will provide Third Sector organisations with the security to apply for funding from other sources and enable a longer term approach to planning and securing sustainability.

Principle 6 – Fair funding levels

It is reasonable to expect that funding pressures placed upon local authorities will be reflected in the level of grant funding available to the Third Sector. Therefore, where the Council has granted funding for more than one year, the amount of grant available in each year of the agreement will vary to reflect the financial settlement the Council receives from the Welsh Government. The Council will generally seek to notify organisations of the uplift or reduction to be applied by 31st December each year.

Principle 7 – Value for money

1. Tax payers' money must be used economically, efficiently and effectively. The Council aims to achieve the best possible level of outputs and outcomes of acceptable quality at the lowest cost. Third sector organisations who receive grant assistance are expected to ensure the economic, efficient and effective use of public money. Applications and associated monitoring arrangements will need to demonstrate:
 - i. The need for intervention
 - ii. The purpose to which funding will be put

- iii. The outputs and outcomes to be achieved
- iv. Other sources of funding accessed
- v. How activities will be evaluated
- vi. Financial probity and sustainability

Principle 8 – Full Cost Recovery

The Council acknowledges the principle of full cost recovery. The Council recognises that other funders sometimes render certain expenditures ineligible and the award of grant assistance from the Council may be sought to complete a funding package.

Principle 9 – Commissioning Principles

Grant arrangements will be outcomes focused linked to the Council's policies and priorities which will be summarised in the Council's Corporate Improvement Plan

Principle 10 – Payments

The Council will make grant payments in advance (i.e. before the grant recipient has incurred the expenditure) as it recognises that most Third sector organisations do not hold large reserves and do not have the resources available to undertake work and receive payment afterwards. The payment will be made after the commencement of the relevant financial year. The frequency and timing of payments will be set out in the grant agreement. Electronic payment is preferred to minimise administrative burdens on both the Council and Third sector organisations.

Principle 11 – Fair and Reasonable Treatment

This Scheme commits the Council to consult openly and meaningfully with the Third Sector on changes to this Scheme and associated arrangements. The Council will aim to provide a minimum period of 12 weeks consultation period where changes to the Scheme and its associated arrangements are proposed. Additionally, the Council will aim to provide 12 weeks notice before changes are made to the Scheme or decisions are made which would lead to a withdrawal or significant reduction of grants.

In return, Third Sector organisations are asked to cooperate fully during this consultation / notice period and use it as an opportunity to positively contribute to the discussion with departments or policy / service areas.

The Council upholds the need for clarity in what is being funded by defining and agreeing outcomes with recipients of funding. These outcomes should be set out transparently in the funding agreement to ensure fair and reasonable treatment of organisations and shared and agreed expectations for service delivery.

Principle 12 – Joint approach to monitoring, evaluation and audit

The processes of monitoring and evaluation must be consistent, proportionate and reasonable. The Council will set out the details for monitoring and evaluation in procedural guidance and in its grant agreements. The Council expects its internal audit service to have access to documents and information (including access to interview senior officers and board members) relating to monies provided by the Council. Recipients of funding agree to give assistance, information and explanation to the internal audit service or such other officers as the Council may so require as a condition of funding.

Principle 13 – Identifying Expertise and Developing Capability to Deliver

The Council is committed to working with the Third Sector to identify areas of expertise and to support organisations and individuals to take the lead in or contribute to the implementation of new policies. The Council welcomes applications for grant funding that build capacity and capability within the Third Sector across Neath Port Talbot to secure the sustainability of services.

Principle 14–Diversity and Equality

The Council recognises the diverse needs of people and communities across Neath Port Talbot and the variety of services required to meet these needs. Diversity in this context is about maintaining a range of accessible services to meet a variety of individual and collective needs; locally based and run services, as well as larger services; and different models of services to meet different needs.

The Council is required under the Equalities Act 2010 to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations amongst and between people of different protected groups.

Third Sector organisations will be expected to demonstrate in their applications how they promote both diversity and equality in the planning and delivery of their services.

Principle 15– Innovation

The Council is committed to working with the Third Sector to identify innovative practices that improve the delivery of public services, including where appropriate, exploring new funding models.

Principle 16– Good Governance and Due Diligence

The Council will apply good governance and due diligence in the way it administers this Scheme and expects Third Sector grant recipients to demonstrate good governance and due diligence both in the application process and through monitoring arrangements. The Council will seek specific assurances about governance arrangements, including the development accessed by trustees or directors during the application process and in any annual review process. If any support is required when completing the application form, please contact (to be added).

Principle 17– Monitoring the Scheme

The Voluntary Sector Liaison Committee will provide the mechanism for joint monitoring of this Scheme. The Council commits to reviewing this Scheme no less frequently than every 3 years.

POLICY AND RESOURCES CABINET BOARD

9 APRIL 2015

FINANCE & CORPORATE SERVICES

REPORT OF THE HEAD OF ICT AND PROCUREMENT

STEPHEN JOHN

SECTION A - MATTER FOR DECISION WARDS AFFECTED - ALL

APPROVAL AND ADOPTION OF THE PROCUREMENT STRATEGY

1. Purpose of Report

To approve the content and adopt the Procurement Strategy for the Council.

2. Background

The Council's Corporate Improvement Plan and its associated improvement objectives, coupled with the challenging financial situation facing the Council, required that a Procurement Strategy for the Council be created covering the period 2015-2018. This strategy will also support the delivery of the Wales Procurement Policy Statement.

3. Procurement Strategy – Organisational Fit

The Council is a major buyer of supplies, services and works, with annual revenue spend in the most recent financial year, of approximately £115m, a Capital expenditure of approximately £62m and South Wales Trunk Road Agency (SWTRA) spend of approximately £30m.

This Strategy is part of the wider Council Strategy that aims to underpin and support the delivery of the Council's Corporate Improvement Plan, 'Rising to the challenge'.

The Procurement Strategy is not a technical document aimed solely at procurement staff but one that will be used by all Council staff and Service Managers to engage with the Corporate Procurement Unit in order to transform and deliver their services.

4. Procurement Strategy – Key Points

The Procurement Strategy:-

- Understands that delivery of the strategy is a corporate activity and that while specific elements fall directly inside the Corporate Procurement Unit, the majority of elements will demand service involvement
- Acknowledges the current and on-going budget situation and will continue to support the delivery of effective procurement across the Council
- Is aligned with the aims of the Wales Procurement Policy Statement
- Adopts a category management approach to procurement to improve value from the organisation's external spend on goods, services & works.
- Ensures that the Council contributes to the collaborative procurement agenda in Wales.
- Identifies the need to effectively utilise new and existing eProcurement tools to streamline current processes
- Embeds the principle of community benefits into the procurement activity of the Council to achieve the maximum environmental and social benefits achievable from our expenditure.
- Recognises that it is essential that all officers involved within the procurement process, have appropriate skills and knowledge to support the ever changing law and regulation in the procurement field.

5. Recommendation

It is recommended that Members approve the publication and adoption of the Procurement Strategy.

6. Reason for Proposed Decision

To update the Council's Procurement Strategy.

7. List of Background Papers

Procurement Files.

8. Appendices

Procurement Strategy 2015 – 2018 – Appendix A

9. Officer Contact

For further information on this report item, please contact:

Mr. Stephen John –
Head of ICT and Procurement
Tel. No. 01639 686218
E-mail: s.john@npt.gov.uk

COMPLIANCE STATEMENT

Approval and Adoption of the Procurement Strategy

(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 and Lifelong Learning	Positive
Better Health and Well Being	Positive
Environment and Transport	Positive
Crime and Disorder	No impact

Other Impacts:

Welsh Language	Positive
Sustainable Development	Positive
Equalities	Positive
Social Inclusion	Positive

(c) **Consultation**

Not applicable.

Neath Port Talbot County Borough Council Procurement Strategy

2015 - 2018



Foreword

The strategy sets out our vision of how we aim to use strategic procurement, guided by the Wales Procurement Policy Statement to achieve value for money and efficiency savings, whilst at the same time improve the services we deliver to Neath Port Talbot citizens

These are challenging times and the Council has to adapt if it is to meet the demands of our citizens with ever decreasing resources.

Procurement has a major part to play in this process and I am confident that this strategy supports the Council's priorities and will provide a focus for all staff to engage with procurement in transforming and delivering their services.



Councillor Ali Thomas
Leader of the Council

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Executive Summary

The Council is a major buyer of supplies, services and works, with annual revenue spend in the most recent financial year at the time of writing, approximately £115m, a Capital expenditure of approximately £62m and South Wales Trunk Road Agency (SWTRA) spend of approximately £30m.

The emphasis on procurement has increased in recent years, due to the need to continuously deliver value for money gained from our expenditure and also our ability to secure wider social, economic and environmental benefits for local communities and citizens' wellbeing.

This strategy underpins and supports the delivery of the Council's Corporate Improvement Plan, 'Rising to the challenge' which aims to:

- To improve outcomes for children in need and children looked after by improving the performance of the Council's Children and Young People Services Department
- To raise educational standards and attainment for all young people
- To maximise the number of adults who are able to live independently with or without support within the home of their choice within their community
- To support and invest in our town centres and communities to promote economic growth, regeneration and sustainability to maximise job opportunities and improve access to employment
- Increase the percentage of waste recycled and composted
- To Improve customer / citizen access to services and functions provided by the Council or on behalf of the Council and to improve the efficiency of those services and functions

1. Setting the Scene

1.1 Purpose of the Strategy

'To enhance the capability and capacity of procurement across the Council, in order to deliver value for money, quality services, for local people'.

The strategy aims to set out the vision of promoting effective procurement across the whole organisation in line with the Welsh Government's drive towards best practice. The strategy will assist all officers who are involved in commissioning and procurement to fully understand their role in the procurement process as well as providing a guideline for the effective interaction with the supply market.

1.2 The importance of Procurement

The Council spends over £200m per annum with external suppliers for the provision of goods, services and works.

All service areas of the Council depend on these external organisations to support their daily and long term operations. It is vitally important there is a clear procurement strategy in place for the management of these third party organisations and the goods and services they provide.

The decisions made on how and which suppliers are utilised will play a key role in the success of the Council's operation and this procurement strategy sets out to provide a clear guide for the best use of these resources.

1.3 Aims

The aims of this strategy are to:

- Establish a clear strategic direction for procurement activity within the Council
- Identify the key procurement policies
- Use procurement as a driver to deliver change within the organisation
- Support the delivery of front line services through the use of effective procurement

2. Delivering Corporate Objectives

2.1 Supporting the Corporate Improvement Plan

The Corporate Improvement Plan sets out the top priorities the Council will focus on over the next three years and are referred to as our improvement objectives. These objectives support the vision for Neath Port Talbot which is set out in the County Borough's Single Integrated Plan 2013-2023.

It is recognised that strategic and sound procurement is fundamental to the successful delivery of the Council's Corporate Plan as it;

- Has a direct impact on the expenditure of the Council
- Operates in an area of complex UK and European legislation
- Can have a direct impact on the supply market within the County Borough
- Assists in the delivery of sustainable and community targets
- Can help to deliver quality services to citizens

2.2 Key Priorities

In order to deliver the six priorities set out within the Corporate Improvement Plan, procurement will:

Safer Brighter Futures

Ensure that commissioners are procuring the right providers to deliver children's services and that any associated risk is comprehensively managed throughout the process.

Better Schools, Brighter Prospects

Improve the impact of external suppliers and contractors within schools, ensuring value for money is obtained to assist effective financial management.

Transforming Adult Social Care

Enable commissioners to deliver high quality, effective, sustainable services.

Prosperity for All

Support regeneration and maximise resources through the effective use of community benefit policy and develop the local supply chain and third sector to supply to the Council and wider public sector.

Reduce, Reuse, Recycle

Apply the principles and aim of the objective to reduce waste within the supply chain.

Better, Simpler, Cheaper

Simplify and standardise the procurement process through the effective use of technology. Collaborate locally, regionally and nationally to identify improved ways of engaging with external suppliers and third sector organisations.

3. Governance

3.1 Structure

Effective governance of procurement activity ensures that the work carried out is managed in line with the legal and regulatory frameworks that reflect best practice and effectively manage risk.

Efficient Procurement across the Council to drive improvements in service delivery will need to be actively supported by Cabinet Members and Senior Management

Each of the Council's departments is responsible for the procurement of supplies and services they need. The Corporate Procurement Unit acts a key enabler by providing a coordinating and advisory role to ensure a consistent approach to procurement across the Council.

3.2 Contract & Risk Management

It is vitally important that the Council effectively manages risk within its supply chain to minimise the potential disruptions to service delivery, the Council's reputation and legal challenge.

The procurement unit will work with service departments to ensure compliance with all mandatory procurement regulations, procedures and policies and to identify key risks throughout the procurement process

We will ensure the contract procedure rules effectively reflect the needs of the Council and the governance of the Council's expenditure is managed appropriately.

We will actively promote the correct processes and procedures service departments should follow to achieve quality, value for money outcomes.

3.3 Reporting & Accountability

The procurement unit will ensure that the actions and decisions it undertakes will be clear and transparent and reported through the appropriate channels.

Elected Members will be kept informed of the activity of the procurement department through regular updates to relevant cabinet boards and committees, informing them of contractual awards and procurement performance.

Regular reporting on key performance indicators such as compliance, savings and adoption of technologies will be relayed to senior management and any relevant strategic programme/project boards.

3.4 Communication & Stakeholder Engagement

The Corporate Procurement Unit will develop and maintain stakeholder maps and associated communication plans in conjunction with service departments to improve and deliver value for money across the Authority.

4. Category Management

4.1 Purpose & Aim

Category Management is the best practice approach to managing procurement. It works by organising spend and resources into specific categories and provides a clear, structured framework aimed at delivering improved value.

Category management is an approach to procurement that delivers improved value from the organisation's external spend on goods, services and works by challenging what the organisation buys (demand) and improving how it is bought (supply).

Our aim is to ensure the Council's procurement activity is managed in a way to deliver value for money across the organisation whilst effectively managing risk

4.2 Outcomes of Category Management

Category Management will not be implemented as a formal function of the Corporate Procurement Unit due to the levels of resource required; however the principles of the approach will be adopted for all procurement activity.

It will deliver savings from improved procurement by ensuring there is:

- Knowledge of supply markets
- Understanding of demand and external spend
- A link between commissioning, procurement and contract management
- The need to drive value for money
- Innovation in the procurement process

4.3 Strategic Sourcing

Strategic Sourcing is the key process at the heart of category management. It is used to actively challenge current practices, and to stimulate the creative and innovative thinking that will generate value.

The Corporate Procurement Unit, through regular engagement with service areas, will aim to develop category and project specific sourcing strategies based on an understanding of our business needs and market analysis.

4.4 Spend Management

Accurate spend management information is crucially important when making informed procurement decisions. The procurement unit undertake ongoing categorised spend analysis for each financial year. This is currently conducted on a retrospective basis through third party software but with a view to moving to real time categorised data via the in house APEX system.

The Council will use this information to:

- Map the requirements of its procurement portfolio using Strategic Analysis Tools to help to identify the most appropriate strategies to take for each area of spend, depending on their risk and value.
- Identify areas where contracts are not in place that:-
 - > Provide opportunities to aggregate spend across the Council
 - > Highlight areas of spend where further collaboration could take place with other public sector organisations.
 - > Highlight opportunities to improve procurement operations and supplier performance

4.5 Delivering Value for Money

The Council has a duty to ensure it can demonstrate value for money in its procurement processes. With the mounting financial pressures and the need to balance budgets, achieving value for money on the procurement of goods and services is of utmost importance to the Council.

Procuring goods and services at optimum cost is a key driver for the Council; however, this drive to reduce expenditure must be balanced against the need to achieve a high quality service. It is important that whole life costing of procurement decisions is undertaken ensuring that commercial, quality and social benefits are all incorporated into the procurement process.

In order to deliver these efficiencies, the Corporate Procurement Unit will:

- Further develop the use of technology within the procurement process in particular the use of procure 2 pay software.
- Increase the level of compliance with corporate contractual arrangements
- Improve the levels of contract management and develop more strategic supplier relationship management
- Provide a greater focus on demand management both operationally and strategically
- Investigate areas of untouched, non-contract spend.

5. Collaborative Sourcing

5.1 Purpose and Aim

Collaborative sourcing involves sectoral and cross-sectoral public sector joint working to deliver additional value within the procurement process.

There are many collaborative sourcing bodies across Wales and the United Kingdom. The Council is an active member of the Welsh Purchasing Consortium (WPC) and a member/customer organisation of the National Procurement Service (NPS).

Collaborative Sourcing is a key procurement policy for the Council and also a key objective for the Welsh Government to deliver further efficiencies for the public sector in Wales through increased economies of scale, improved use of procurement resources and sharing of knowledge.

5.2 Collaborative Bodies

The Council is an active member of the WPC, making use of a number of agreements across its contract portfolio and also acts as lead Authority on a variety of contracts.

The Council will also actively contribute to the National Procurement Service across its various customer groups and provide information as required to deliver standardised, effective all Wales arrangements.

The Council will also continue to be active in regional collaborative procurement, specifically in the areas of construction through the long established South West Wales arrangements and social care through the Western Bay Partnership.

There is a need to look outside of Wales in regards to collaboration in procurement and the Council will continue to track the work undertaken by the Pro5 buying organisations as well as Crown Commercial Services, identifying options to improve sourcing opportunities where possible.

5.3 Delivering Value

By contributing to the collaborative procurement agenda in Wales, value to the procurement process will be obtained by

- Aggregating our spend with other organisations to achieve leverage
- Standardising documentation and specifications to benefit the supply market and to improve bids
- Obtaining knowledge and developing expertise through joint working and information sharing.
- Reducing the contractual burden on the procurement unit.

5.4 Ensuring Compliance

The Corporate Procurement Unit will support regional and local infrastructure projects subject to stipulations on the conduct of the procurement activity. This will ensure that any funding received will not be subject to threat due to a lack of adherence to public procurement rules.

6. Technology

6.1 Purpose & Aim

Technology in procurement has a key role in delivering improvements within the supply chain that can benefit both the Council and its suppliers. It can improve the monitoring and compliance of spend against contracts, provide robust management information and help streamline paper based processes.

Our aim is to effectively utilise new and existing eProcurement tools to streamline current processes, providing more effective management information to benefit both the Council and the supply market.

6.2 Purchase 2 Pay (P2P)

The process of ordering and subsequently being invoiced electronically through P2P software has been introduced into the Council's operation. This has added to the use of purchase cards as a method of electronic payment, which has subsequently expanded with the implementation of P2P, as it provides a complementary method of procuring electronically.

The Procurement Unit will continue to implement and make mandatory the use of P2P software across the whole of the Council in line with the eProcurement strategy and associated roll out plan.

6.3 eSourcing

The use of technology through eSourcing to manage the tendering process has been utilised for several years on a select category of tenders. As part of the 2015 Public Contracts Regulations, the electronic access to documentation is mandatory for above threshold procurements. As a result of this and the ongoing development of eSourcing, the procurement unit will;

- Ensure all documentation is available electronically on above threshold procurements.
- Improve the use of eSourcing for low value quotations
- Adopt and develop the Welsh Government's Supplier Questionnaire Information Database (SQUID) further in to the eSourcing process
- Educate technical officers in the use and benefits of the software
- Continue and improve on the amount eSourcing software is used for higher value, strategic projects.

6.4 Innovation

The Procurement Unit will further develop the use of technology to streamline the procurement process by making use of alternative routes to market such as the utilisation of Dynamic Purchasing Systems and the development of eAuctions where applicable, in various categories of spend.

7. Community Benefits

7.1 Purpose & Aim

The Welsh Procurement Policy Statements Principle Four states “Delivery of social, economic, and environmental benefit through effective application of community benefits policy must be an integral consideration in procurement”.

The aim of this strategy is to embed this principle into the procurement activity of the Council to achieve the maximum environmental and social benefits achievable from our expenditure.

7.2 Delivering for the Community

The amount of external spend with suppliers generated by the Council can be a major driver for local economic development and help to create a prosperous community. Increasing the amount of local Small and Medium Size Enterprises (SMEs) that can bid for and be successful in winning Council and wider Welsh Public Sector contracts, is a key responsibility of the Procurement function.

In addition to supporting local SMEs, the development of Community Benefits into Council contracts can help support the local communities through the creation of employment and training opportunities as well as delivering other positive outcomes for the community.

By establishing a clear process and approach to Community Benefits within the procurement process, this will not only deliver social and economic benefits but also commercial gain to the Council, the Community & the local supply chain.

In order to maximise the influence the Council’s Procurement can have on the local economy, we will;

- Actively promote the opportunities tendered by the Procurement Unit through organisations such as Business Wales.
- Encourage interest in contracts through the use of supplier days.
- Support and educate the local supply market in how to tender and win Council business
- Include social clauses, where appropriate in Council tenders to assist in the delivery of community benefits.
- Advertise low value contract requirements through the National Procurement Website to increase the visibility of contract opportunities to local suppliers.
- Realise the impact and benefits using the Community Benefit measurement tool.

7.3 Green Procurement

Green Procurement considers the environmental aspects, potential impacts and costs, associated with the life cycle assessment of goods and services being acquired. In order to fully consider these issues within the procurement process, we will;

- Attempt to control through appropriate specifications, the purchase of goods and services which have a direct impact on the environment
- Increase use of the Welsh Government’s Sustainable Risk Assessment tool.
- Consider the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner

7.4 Equalities in Procurement

Neath Port Talbot Council is committed to promoting a fair and equal society. The general duty of the Equality Act 2010 states that “Public Bodies have a statutory duty to eliminate discrimination and promote equality in all they do – including procurement”.

Considering equality issues in procurement is not only about satisfying legal obligations, but can also help deliver higher quality services and achieve better value.

The Council will continue to take equality issues in to consideration in procurement by:

- Undertaking Equality Impact Assessments where appropriate.
- Including standard equality questions in tender documents and Approved List application forms.
- Ensuring that contract opportunities are easily accessible to SMEs and the Third Sector. This will improve supplier diversity, which can contribute to better quality public goods and services.
- Working with suppliers to influence their equality practices and achieve greater transparency.
- Developing specifications that take in to account Welsh Government and Equality & Human Rights Commission guidance.
- Providing full and open access to tender documentation and simplifying access criteria in line with the Public Contracts Regulations.

8. People

8.1 Purpose & Aim

In order to deliver effective procurement for the Council it is essential that all officers involved within the procurement process, have appropriate skills and knowledge to support the ever changing law and regulation in the procurement field.

8.2 Capability

The Council has a limited number of professionally qualified procurement staff in place. With this in mind, the Corporate Procurement unit will play an active role in promoting good procurement practice across the Council through effective stakeholder communication and management.

This will be done by:

- Effectively managing the capabilities of the existing resource within the Procurement unit using structured forward work plans that are developed in line with Directorates.
- Developing standardised, compliant procurement documentation to assist service departments where procurement is conducted outside of the central team.
- Develop online guidance and resources to promote sound procurement practice in line with legislative requirements.
- Make use of external staffing resources such as specialist consultancy and training services where costs allow.

8.3 Training & Development

For effective procurement activity to be delivered, continuous development of procurement and non-procurement staff must be undertaken. This will be achieved by;

- Continue to support procurement staff to achieve member status of the Chartered Institute of Purchasing & Supply.
- Ongoing training in regards to development in procurement law and legislation.
- Address capability gaps of procurement staff and support staff in developing soft skills as well as practical procurement skills and knowledge.
- Continue to provide a training programme for non-procurement staff to increase knowledge and awareness of the procurement process and legislation.

POLICY AND RESOURCES CABINET BOARD

9TH APRIL 2015

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES – KAREN JONES

CORPORATE STRATEGY AND DEMOCRATIC SERVICES BUSINESS PLAN

MATTERS FOR DECISION

WARDS AFFECTED: ALL

Purpose of Report

To seek endorsement from the Policy and Resources Cabinet Board to the Corporate Strategy and Democratic Services Department Business Plan for 2015/16.

Background

The Council introduced a revised Performance Management Framework in 2014/15. One of the requirements within that framework is the production of business plans by heads of service.

The timetable for finalising business plans covering the financial year 2015/16 is 31st May 2015.

The Plan appended, covers the functions of:

- Corporate Strategy
- Democratic Services
- Electoral Services
- Customer Services (One Stop Shops and Corporate Contact Centre)
- CCTV
- Communications and Marketing
- Digital Services
- Executive Support
- Mayoral Services

Discussions are taking place to determine whether responsibility for the Community Safety Team will continue to sit within the Departmental portfolio. A separate business plan covering the Community Safety Team will be produced in due course once the positioning of that function has been determined.

Equality Impact Assessment

A Screening Assessment has been carried out and that indicates that a full equality impact assessment is not required.

Forward Financial Plan Impacts

The Business Plan has been constructed on the basis of reduced budget allocations to be made available to the department over the period 2015/16-2017/18 as agreed by Council in January 2015.

Recommended

That the Cabinet Board endorses the Corporate Strategy and Democratic Services Department Business Plan for the financial year 2015/16 attached to this report.

Reason for Proposed Decision

To authorise the Corporate Strategy and Democratic Services Departmental Business Plan for 2015/16.

Officer Reporting:

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

Background Papers

- Business Plan 2014/15
- Cabinet – 10th September 2014 – Report of the Director of Finance and Corporate Services “Budget Savings Proposals 2015/16 – Corporate Services”

- Cabinet – 1st October 2014 – Report of the Corporate Directors’ Group “Budget Strategy for 2015/16 and beyond”
- Policy and Resources Scrutiny Committee – 13th October 2014 - joint report of the Chief Executive, Director of Finance and Corporate Services, Heads of Corporate Strategy and Democratic Services; ICT; Financial Service; Legal Services “Budget Strategy Proposals 2015/16”
- Policy and Resources Cabinet Board – 15th January 2015 – report of the Head of Corporate Strategy and Democratic Services “Budget 2015/16 – Corporate Strategy and Democratic Services”
- Council – February 4th 2015 – report of the Corporate Directors’ Group “Budget 2015/16”

COMPLIANCE STATEMENT

CORPORATE STRATEGY AND DEMOCRATIC SERVICES BUSINESS PLAN

(a) Implementation of Decision

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

(b) Sustainability Appraisal

Economic Prosperity	-	Negative
Education & Lifelong Learning	-	Positive
Better Health & Wellbeing	-	Neutral
Environment & Transport	-	Neutral
Crime & Disorder	-	Neutral

Other Impacts

Welsh Language	-	Positive
Sustainable Development	-	Positive
Equalities	-	Positive
Social Inclusion	-	Neutral

(c) Consultation

This item has been subject to external consultation as part of the wider budget proposals for the financial year 2015/16 and the outcome of that consultation has informed this report.

CORPORATE STRATEGY AND DEMOCRATIC SERVICES DEPARTMENT

BUSINESS PLAN 2015/16

INTRODUCTION

This business plan covers the period 1st April 2015 to 31st March 2016. The services and functions within the scope of the Plan are as follows:

- Corporate Strategy
- Democratic Services
- Electoral Services
- Customer Services (One Stop Shops and Corporate Contact Centre)
- CCTV
- Communications and Marketing
- Digital Services
- Executive Support
- Mayoral Services

COMMUNITY AND CORPORATE OBJECTIVES

The Single Integrated Plan for the Neath Port Talbot Area was prepared by the Local Service Board in 2013/14 and adopted by full Council. The vision contained within the Single Integrated Plan is as follows:

“Creating a Neath Port Talbot where everyone has an equal chance to be healthier, happier, safer and prosperous”

The way the Council contributes to the delivery of the Single Integrated Plan is set out in the Corporate Improvement Plan. There are six improvement objectives for 2015/18:

- **Safer, Brighter Futures** - Improve outcomes for children in need and children looked after by improving the performance of the Council's Children and Young People Services Department
- **Better Schools and Brighter Prospects** – Raise educational standards and attainment for all young people
- **Maximising choice and independence** - Maximise the number of adults who are able to live independently with or without support within the home of their choice within their community
- **Prosperity for All** – Support and invest in our town centres and communities to promote economic growth, regeneration and sustainability, maximise job opportunities and improve access to employment
- **Reduce, reuse and recycle** – Increase the percentage of waste recycled and composted
- **Better, simpler, cheaper** - improve customer/citizen access to services and functions provided by the Council or on behalf of the Council and to improve the efficiency of those services and functions.

The delivery of the six improvement objectives is based on our key principles of equality; sustainability; promoting the Welsh Language and culture; engaging with citizens; and partnership working.

SERVICE PURPOSE, VISION AND VALUES

The Corporate Strategy and Democratic Services department was formed in September 2013 when a number of functions were combined following a rationalisation of senior management portfolios. The following purpose, vision and values were created with the full involvement of the staff group and having undertaken a “what matters” exercise with key stakeholders.

Purpose:

- To support elected Members and chief officers to provide strong community leadership and continuous improvement of the Council

Vision:

- A resilient, adaptive and efficient department which is well regarded by others and a great place to work

Values:

- Mutual trust and respect:
- Fairness;
- Leading by example
- Team working
- Empowered staff at all levels
- Acting with integrity
- Doing what matters
- Openness

CONTEXT

The internal and external environments have been assessed in drawing up this plan. Key issues that will affect our service delivery in 2015/16 are as follows:

External

1. The Council will need to deliver further reductions in its net revenue expenditure and the department has been set savings targets of almost 40% in the next three years. Options for delivering CCTV services and Customer Services in more innovative ways at much lower cost will need to be priorities within the business plan in the next twelve months. Other, statutory functions, will need to be delivered at “good enough” standard and lowest cost. Opportunities to generate income will need to be fully explored.
2. Welsh Government is legislating to bring about changes in the operation of the Local Service Board, whilst also changing requirements in relation to Welsh Language and Sustainable Development. The department is responsible for ensuring the Council achieves compliance with these new duties and responsibilities.

3. The UK Government continues to roll out its welfare benefit reform programme. The Universal Credit programme begins its roll out in NPT during April 2015. The department has a lead role in preparing the borough for the changes and ensuring there is an appropriate corporate and partnership response.
4. Parliamentary elections take place in May 2015 with elections to the Welsh Government the following year. Alongside the introduction of individual electoral registration and the inevitable work that will be generated by any reorganisation of local government in Wales, 2015/16 is the start of a busy period for the Elections Team.
5. The Wales Audit Office Corporate Assessment of the Council in 2014 made a number of proposals for improvement which the department is responsible for implementing. This includes continuing improvements to: democratic arrangements; performance management; risk management and collaborative working. The work has been integrated into the Council's Corporate Improvement Plan to ensure it supports the delivery of the Council's agreed priorities.

Internal

1. The departmental headcount in 2015/16 will be 20% less than 2014/15. There has and will continue to be a focus on identifying the knowledge and skills each member of staff needs to have to carry out their roles – now and into the future. This is essential to ensure that the department retains the resilience to deliver the services and functions it is responsible and accountable for. The departmental staff survey will be enhanced in 2015/16 and the workforce development plan will be updated to reflect changes brought about by the reduction in funding.
2. There will be a renewed focus on understanding the needs and requirements of stakeholders to ensure the department is not over or under providing services within the reduced resource available. We will ensure that advice and support services to internal customers are remodelled so that more people are able to self-serve with a view to ensuring compliance at best value.
3. The importance of effective performance management will be underlined to ensure that staff understand what is expected and are equipped to fulfil those expectations. Performance management arrangements will also ensure the performance consequences of reducing expenditure are clear.

STAKEHOLDERS

Our key stakeholders are chief officers and elected Members. We will continue to work to understand their needs and requirements and to formulate effective, efficient and innovative responses to identified needs. We have protected investment in the core activities that enable chief officers and elected Members to fulfil their corporate and community leadership responsibilities.

Our workforce is also a key stakeholder. We will ensure that our workforce is clear as to what is required and supported through the changes that are needed. We have paid a lot of attention to supporting those staff who have left the Council under the Voluntary Redundancy Scheme and other arrangements. We will ensure that we are making the right investment in support for those staff who remain in the Council's employment.

Other stakeholder interests that we will pay attention to in the year ahead are set out in the appendices to this Plan. We will strengthen feedback mechanisms to ensure we are offering good enough services at lowest cost.

ACHIEVEMENTS 2014/15

A review of the business plan for 2014/15 demonstrates that, on the whole, the department delivered the objectives set out in the business plan for the year.

Key achievements included:

- a) Leading the Council through its Corporate Assessment by the Wales Audit Office – the exercise resulted in no statutory recommendations for the Council with the Wales Audit Office endorsing many of the areas for development that the Council already had in train;
- b) Fully realising the savings that were identified from the review of grant funding to the third sector and initiating work to take forward the associated recommendations to improve governance of residual funding arrangements;
- c) A revised performance management framework for the Council was introduced. A suite of business plans were in place for the financial year and a post-implementation review of the arrangements has been completed and used to further strengthen arrangements for 2015/16. Good progress was made in developing report cards and a review of progress has also been commissioned - to report in early 2015/16;

- d) A number of aspects of the Council's democratic arrangements were adjusted during the year and a new committee administration system, Modern.Gov was introduced. A review of progress to date is underway and the outputs from the review will feed into further improvement work over the civic year 2015/16;
- e) A Charter articulating the relationship between the Council and its town and community councils has been established;
- f) A polling station review was completed and a Community Boundary review was substantially completed;
- g) Individual Electronic Registration of electors was implemented in line with Cabinet Office requirements;
- h) The department continued to lead the development of the work to mitigate the impact of Welfare Benefit Reforms. A new "hub" was created at Pontardawe to improve citizens' access to services whilst removing duplication between agencies; improved performance in responding to calls to the Welfare Rights Unit was achieved through the establishment of an advice line; additional support in libraries was provided to those claimants who needed help to access on-line job search services; and preparations for the roll out of Universal Credit were made;
- i) The department monitored and responded to a range of new proposals that affect statutory plans and policies, including: the Wellbeing of Future Generations Bill; Welsh Language Standards; Equalities initiatives; anti-poverty policy initiatives; consultations undertaken by the Older Persons Commissioner; and a range of activities that relate to the Armed Forces Covenant;
- j) Good progress was made in putting more services on-line and supporting administrative reviews in payroll and procurement;
- k) Significant support was given to consultation and engagement on the Council's budget proposals for the financial year 2015/16;
- l) The department met its savings targets -an underspend is being targeted of circa £150k to assist with more demanding targets set for future financial years. This underspend has been possible as grant income has been successfully secured in-year;
- m) The department drew down the full Outcome Agreement grant of £1.4 million.

Areas where performance was below expectation included:

- a) Performance in answering telephone calls in the Corporate Contact Centre – a significant increase in the volume of calls was experienced in summer 2014/15 and this affected response times and abandonment rates. Remedial action was taken and improvements have been secured over the remainder of the year, although the service remains sensitive to unplanned staff absences and unexpected call volumes. This needs to be a focus for improvement work in 2015/16;

- b) There were higher than expected levels of staff sickness absence. This was accounted for by a small number of staff with long term health conditions and affected the Communications Team and CCTV service in particular. All staff involved have been supported in line with the Council’s Maximising Attendance Policy and staff absence levels are expected to reduce again in 2015/16;
- c) We transferred the CCTV service into the department in summer 2014 from the Environment Directorate. However, due to staff absence, we experienced difficulty in covering the reduced shifts on some occasions and we have initiated a further review of the service to ensure it is resilient and sustainable;
- d) Progress in reviewing the now out—of-date Strategic Equalities Plan has been slower than anticipated due to the pressure of other work. This has been identified as a priority for 2015/16.

SERVICE OBJECTIVES 2015/16

The following objectives have been set following analysis of the internal and external environments and our performance:

Service Development Priorities:

Objectives	Key Milestones	Timescale
Identify ongoing purpose of CCTV service and options for sustaining required service whilst achieving £160k savings	Consult on options	February - July 2015
	Produce options appraisal report	End September 2015
	Prepare business plan and integrate with forward financial plan	January 2016
Update the Council Access to Services Strategy to increase the number of services available on-line and reducing demand for other, more expensive channels such as face to face and telephone contact	Consult on draft Strategy	June 2015
	Identify priority projects	June 2015
	Implement plan to deliver priority projects	June 2015 – March 2016

Complete the programme of work to modernise and strengthen democratic services	Further strengthen Forward Work Plans	May 2015-May 2016
	Replace existing agenda planning meetings with more effective and efficient arrangements	May 2015
	Introduce enhanced Member development programme	May 2015
	Deliver revised Member ICT scheme	May 2015
	Strengthen budget and performance scrutiny	March 2015 – March 2016
	Complete review of outside body representation	July 2015
	Clarify relationship between scrutiny committees and audit committee	June 2015
	Complete roll out of Modern.gov	March 2016
Complete the review of corporate arrangements for grant aiding the third sector	Consultation on proposed new Scheme	June 2015
	New Scheme approved	July 2015
	Applications under new Scheme received	October 2015
	Grant applicants notified of decision on applications	December 2015
Review arrangements for the management of long term sickness absence cases across the Council	In co-operation with the Head of Human Resources and the Director of Environment, complete the work of the task force and review impact	December 2015
Update the Council's Strategic Equality Plan to ensure it is aligned with the Corporate Improvement Plan, Community Cohesion Strategy and Forward Financial Plan	Consult on draft Plan	May 2015
	Approve revised Plan	October 2015
	Incorporate into Corporate Improvement Plan	March 2016
Assess the impact and implications of the Wellbeing of Future Generations Act and the Welsh Language Standards and plan for compliance	Awaiting statutory guidance and timetables before more detailed planning can be undertaken	

Ensure the Corporate Assessment Action Plan is implemented	% actions fully completed in line with timetable set out in the action plan
Ensure the Council and its partners are well prepared for the roll out of Universal Credit and other welfare benefit changes	Implement the Partnership Delivery Agreement Identify opportunities to strengthen support for people on low incomes across the county borough, building on the experience of the Pontardawe Hub

Service Delivery:

Objectives	Performance Indicators	2014/15 Performance*	Critical Success Factors	Performance Outlook 2015/16
Customer Services				
Answer telephone calls to the Corporate Contact Centre within 20 seconds	% calls answered within 20 seconds	52-89%	Customers needs are met	Improve
	% calls abandoned	3-20%		Improve
	% callers dealt with "one stop"	New		Improve
Respond to customers to the One Stop Shops "one stop" within 10 minutes	% callers dealt with "one stop"	32-84%	Customer needs are met	Improve
	% callers walking off before seen	0.01-0.2%		Maintain
	Average waiting times	2-23 minutes		Reduce

Democratic Services				
Administer the Council's committees	No of meetings cancelled/rearranged following agreement of the meeting Cycle	New	Council meetings are conducted efficiently and effectively	Baseline
	% agendas/reports published within 3 clear days of the meeting	New		Baseline
	% minutes produced within 5 working days of the relevant meeting	New		Baseline
Support elected Members in their roles	% Member agreed development needs met	New	Members have the skills and knowledge to undertake their roles	Baseline
Maintain the electoral register and administer the Parliamentary election and any bye elections	No. electors registered	105,597	The Council's elections arrangements are efficient and effective	Improve
	No. electors removed from the register following section 9 review	1,413		Maintain
	% electors registered as a result of data matching	92%		Maintain
	% performance standards met/above standard	100%		Maintain
Arrange and support mayoral engagements	No of engagements arranged	534	The mayor is supported effectively in his/her role as first citizen of the borough	Maintain
	£s raised in support of charitable causes	£20,000 (est)		Maintain
Support the Council's scrutiny committees	No of recommendations made to the Executive by scrutiny committees	New	The Executive is held to account and scrutiny adds value to the conduct of Council business	Baseline
	No of recommendations accepted by the Executive for implementation	New		Baseline
	No of recommendations implemented by the Executive	New		Baseline

Corporate Strategy				
Corporate plans and policies are relevant and compliant	% corporate plans and policies published within timescales	100%	The Council's priorities are clear, we communicated and legally compliant	Maintain
	% plans and policies compliant with statutory requirements	100%		Maintain
	% actions within plans and policies implemented within published timescales	New		Baseline
Corporate public engagement mechanisms are efficient, effective and inclusive	No. meetings held with groups of people who have protected characteristics	New	Citizens are supported to have their say on prospective decisions that affect their lives	Improve
	No of responses received to the Budget and Corporate Improvement Plan proposals			Improve
Performance management reports are clear, accurate and timely	% performance reports produced to timetable	100%	Performance reports promote public accountability and decision making	Maintain
	On-line performance management resource is established	New		Improve
Communications and Digital Services				
Respond to media enquiries within deadlines	% responses provided within deadline	90%	The Council's reputation is protected and the public have easy access to information about the Council's work and services	Improve
	% press articles with positive tone	37.5%		Maintain
Issue proactive press releases	No of proactive press releases issues	300		Improve
	% press articles with positive tone	90%	Improve	
	No of followers on Twitter, no of friends on Facebook account	6,255 (Twitter) 3,541 (Facebook)	Improve	
Ensure website content is accessible and up to date	% web pages updated	60%	Customer choice is increased, service access is improved and costs are	Improve

			reduced	
Increase no of transactional services available on line	% web pages bi lingual	60%		Improve
	No of website hits	240,000		Improve
	No of new transactional services available on line	6		Improve
	% customers using digital service channel	24.5-58%		Improve

Note:

- 1) measures for CCTV are in development. Further refinement of measures will be undertaken in 2015/16.
- 2) measures for community safety will be developed if the function remains within the portfolio of the department.

Financial:

Objectives	Performance Indicators	2014/15 Performance*	Key Success Factor	Performance Outlook 2015/16
Deliver savings targets set for 2015/16	% savings at risk	Nil	Meet Financial Targets	Maintain
Contain Budget within cash limit	% revenue expenditure within Budget	100%		Maintain
Identify strategies to deliver future years' savings targets	% savings solutions identified/savings target	100%		Maintain
Reduce preventable demand	Ratio of preventable: value demand	New		Baseline

Workforce:

Objectives	Performance Indicators	2014/15 Performance*	Key Success Factor	Performance Outlook 2015/16
Reduce sickness absence levels to below council average	No. of working days lost/FTE	10 (est)	Maximise the potential of people remaining in the workforce	Improve
Ensure all staff receive a PDR in each twelve month period	% staff receiving PDR in last twelve month period	100%		Maintain
Meet identified learning and development needs	% learning and development needs met	100%		Maintain
Administer revised staff survey to measure levels of staff engagement and satisfaction	Staff survey administered by 31/3/2016	n/a		Achieve target
	% Staff very engaged/engaged in their work	New		Baseline
	% staff satisfied/very satisfied in their work	62%		Improve
Minimise number of unplanned staff departures	No of staff leaving on an unplanned basis	Nil		Maintain
Staff identify and implement service innovations	No of staff ideas generated	New		Baseline
	% staff ideas implemented	New		Baseline

Customers:

Objectives	Performance Indicators	2014/15 Performance*	Key Success Factor	Performance Outlook 2015/16
Process complaints efficiently and effectively and resolve complaints	No. of complaints received	5	Do what matters for customers	Maintain
	No. of compliments received	171		Maintain
	% Complaints upheld stage 1	0		Maintain
	% complaints upheld stage 2	2		Improve
	Ave time taken to respond to complaints	New		Baseline
Deliver what matters to customers	% customers satisfied/very satisfied with service	95.93%*		Maintain

* Customer satisfaction measured for customer services only. Measures to be extended to other service areas in 2015/16. Estimates of outturn.

RISK ANALYSIS

Risks to achieving our objectives and plans to mitigate those risks are as follows:

Ref	Description of Risk	Existing Score	Mitigating Actions	Owner	Revised Score
1	Insufficient numbers of staff to deliver the work	25	Set realistic objectives that take full account of reduced headcount	Service Managers	15
2	Staff do not have the knowledge and skills to	20	Implement workforce development	Service	15

	undertake their roles		plan	Managers	
3	Savings strategies are not implemented	25	Robust service and financial monitoring through report cards	Service Managers	15
3	Strategies are not identified for balance of savings targets	25	Income generating measures to be explored	Service Managers	15
4	Additional workloads are created for the department which have not been foreseen	20	Continuous environmental scanning to identify potential workloads. Re-negotiate existing Plan priorities with Chief Executive in the event of new workloads	Head of Service	10
5	Stakeholders resist proposals for changes to service delivery	25	Early and full stakeholder engagement plan to be established in support of each change project	Head of Service and Service Managers	15

MONITORING AND REVIEW

- This Plan is reviewed with the Leader and Cabinet Member for Corporate Services on a quarterly basis.
- The objectives contained within the Plan are the basis of the personal objectives agreed between the Chief Executive and Head of Corporate Strategy and Democratic Services. Achievement of the personal objectives agreed is reviewed six monthly as part of the Council's performance appraisal arrangements.
- Report cards are reviewed on a monthly basis in one to one meetings between the Head of Corporate Strategy and Democratic Services and each Service Manager. Personal objectives for all staff are set within the context of this Plan and reviewed six monthly as part of the Performance Development Review scheme.

Forward Financial Plan – Extract of Savings to be delivered by Corporate Strategy and Democratic Services Department

Forward Financial Plan Savings Targets (as approved by Council January 2015)

New Ref	Board	Description	Lead	Main Impacts	2015/16	2016/17	2017/18	2018/19	2019/20	<i>est staff</i>
					£000	£000	£000	£000	£000	
CORP534	PRB	Electoral	K Jones	Income generated through introduction of individual electoral registration	20					
CORP538	PRB	Democratic Services	K Jones	Reduce stationery budget - streamlined committee administration and greater reliance on electronic methods of working for both officers and elected members	10					
CORP542	PRB	Democratic Services	K Jones	Stop courier service for members	10					
CORP571	PRB	Performance Audit Fees	K Jones	Reduced cost of WAO performance audit fees	26					
CORP572	PRB	Reduce Elections Team Staffing Resource	K Jones	Less resilience within elections team.	7					1.0
CORP573	PRB	Income Target for Division	K Jones	Seek out income opportunities, mainly grant funding, to reduce pressure on council revenue budget	15					
CORP574	PRB	Complete winding up of Change Management and Innovation Unit	K Jones	No dedicated corporate capacity to support the council's change agenda	170					5.0

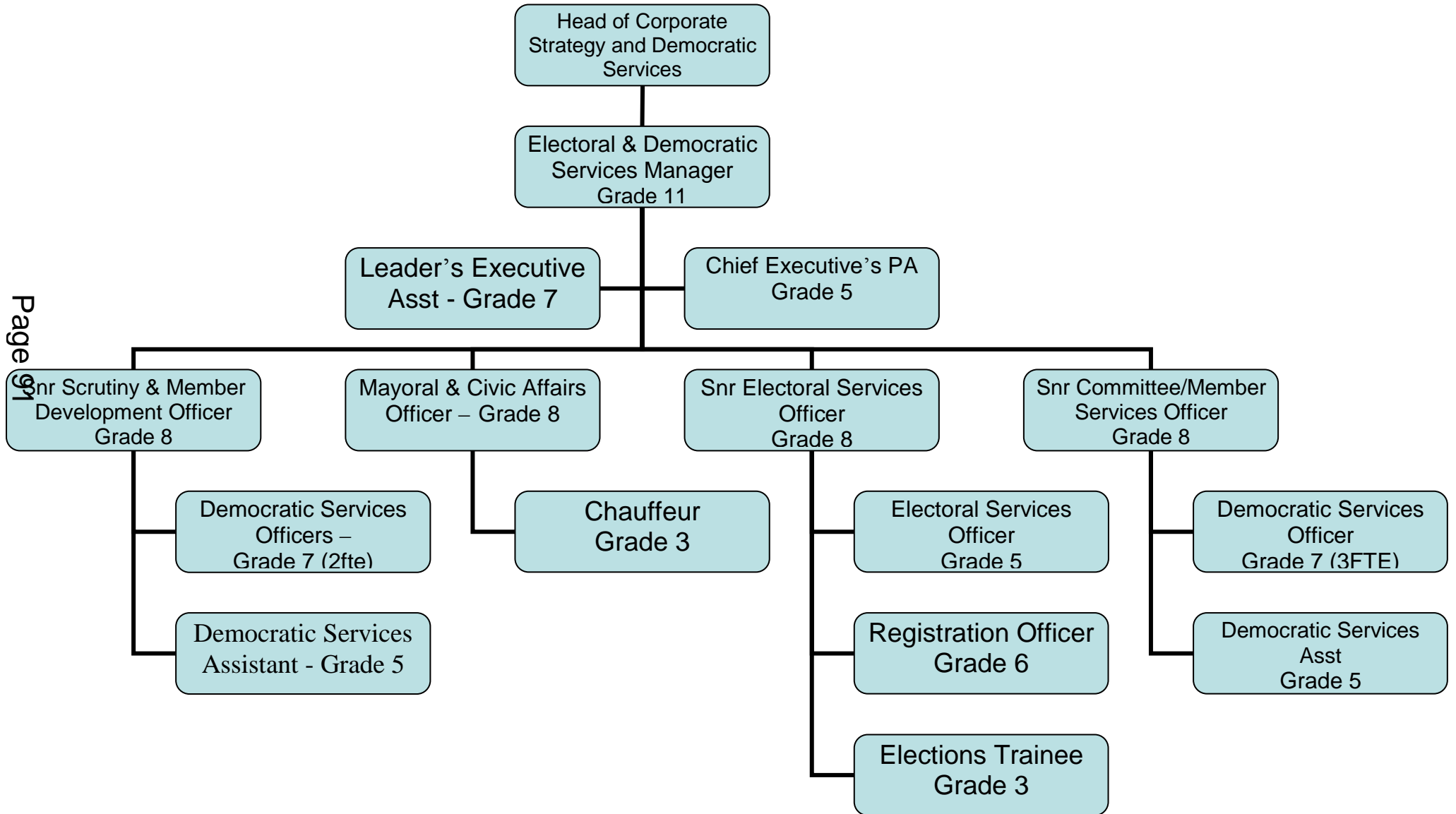
CORP575	PRB	Reduce capacity in customer services	K Jones	Reduction in service performance	40		2.0
CORP576	PRB	Introduce revised access to service policy across council	K Jones	Move to a digital by default policy. This will mean minimising the public information printed with people expected to use downloadable information; increasing the number of service available on line and increasing public take up of those services; introducing new technologies in the corporate contact centre to minimise the number of call handling staff required there.	200	100	10.0
CORP577	PRB	Further review of CCTV operation to further reduce costs	K Jones	Options could include reducing the availability of the service further, recharging the cost to partners with a view to full cost recovery or transferring the service to another provider at no/minimal cost to the council	80	80	8.0
CORP578	PRB	Further streamlining of democratic and corporate support following completion of modernisation programme	K Jones	Efficiency savings from modernisation programme		50	1.0

CORP579	PRB	Use of 2014/15 underspend to meet savings target in 2015/16.	K Jones	The 2015/16 shortfall will be met in 2016/17.	121	-121				
CORP580	PRB	Strategies to be identified	K Jones			95	20			
					419	254	250	0	0	27.0

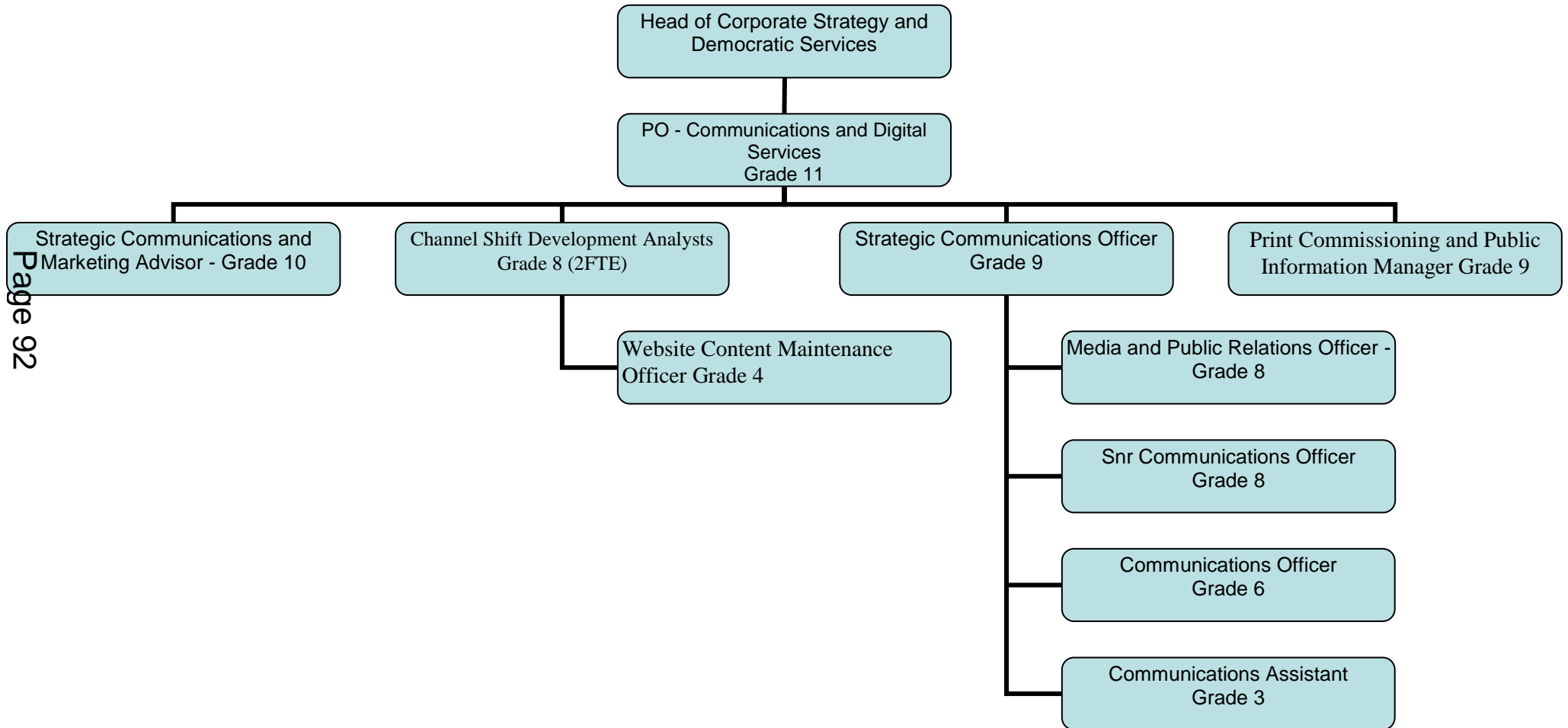
Staffing Structure from 1st April 2015

Electoral and Democratic Services 2015/16

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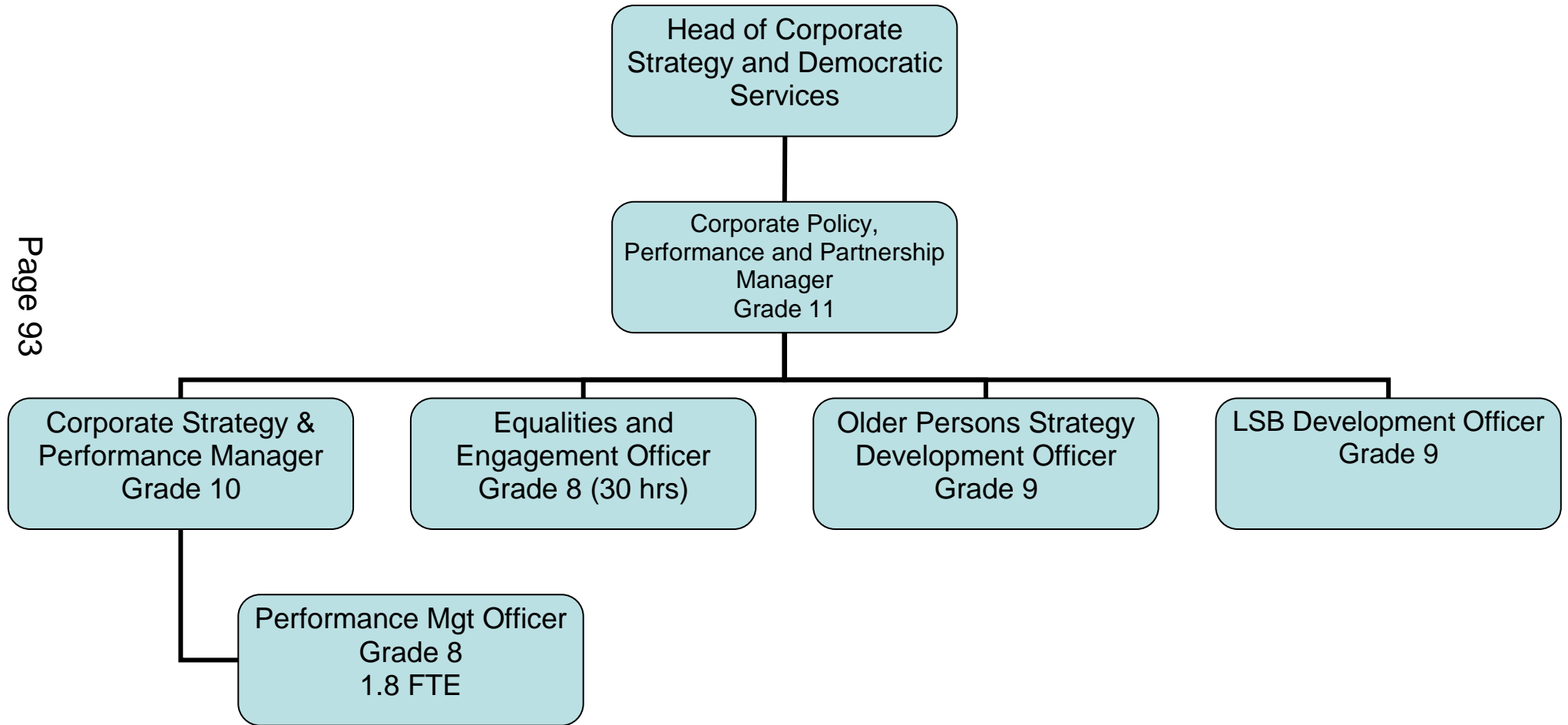


Communications and Digital Services 2015/16



Corporate Strategy and Performance Management – 2015/16

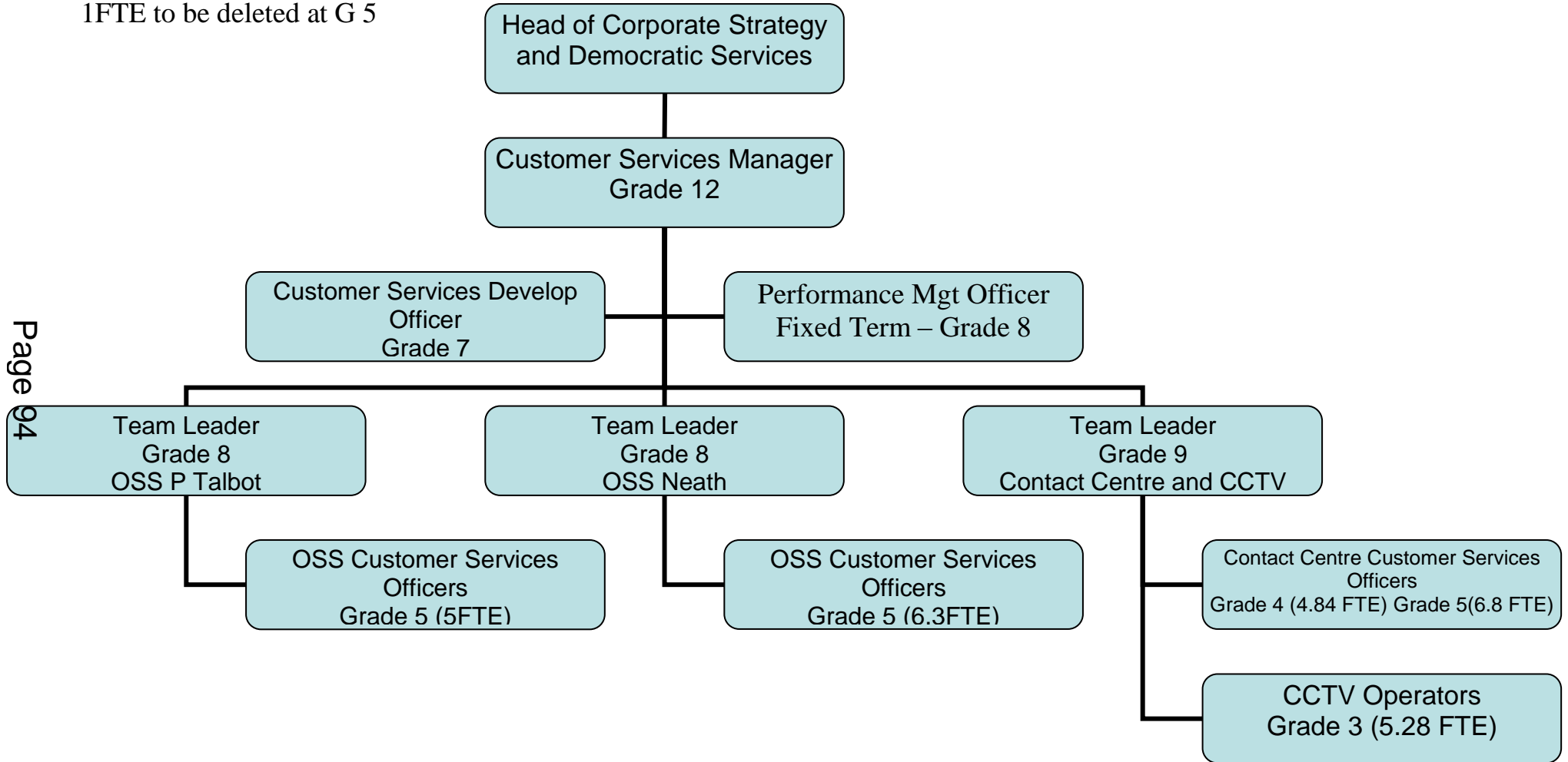
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Customer Services and CCTV 2015/16

Note: 0.65FTE at G 5 & 1.31FTE at G 4 plus 0.81FTE G 3 frozen to fund access to services development work
1FTE to be deleted at G 5

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Stakeholder Analysis

OTHER EXTERNAL STAKEHOLDERS

- Older People’s Commissioner for Wales
- Police & Crime Commissioner
- Local Democracy & Boundary Commission
- Boundary Commission for Wales
- Independent Remuneration Panel for Wales
- Welsh Language Commissioner
- Sustainable Development Commissioner
- Ombudsman
- Lord Lieutenant & High Sheriff
- Ombudsman
- Children’s Commissioner
- Welsh Government

KEY STAKEHOLDERS

- Leader / Chief Exec
- Corporate Directors / Heads of Service
- All Elected Members(inc Cabinet)
- Trade Unions
- Local Service Board
- Wales Audit Office
- NPT CVS/Third Sector

INDIVIDUALS

- Local Assembly Members, MPs, MEPs
- Communities 1st Cluster Managers

NETWORKS

- All Staff
- Health Social Care & Wellbeing Partnership
- Think Family Partnership
- Safer Neath Port Talbot Partnership
- General Public
- Accountable Managers & Principal Officers
- Welsh Local Government Association
- Youth Council
- Armed Forces Covenant Forum
- Listen to Us
- Older Persons' Council
- Supporting People & Homelessness Strategy Group
- Disabled Persons Advisory Group
- Disability Network Action Group
- Black Minority Ethnic Forum
- Local Regional Media
- Town & Community Councillors
- Western Bay
- APSE
- Business Crime Reduction Partnership
- City Region Board
- Joint Resilience Unit
- All Wales Continuous Improvement Community
- Low Income Families' Partnership

POLICY AND RESOURCES CABINET BOARD

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

9th April 2015

SECTION B – MATTER FOR INFORMATION

WARDS AFFECTED: ALL

COMMUNITY BOUNDARY REVIEW

Purpose of Report

To advise Members of an additional public consultation exercise in relation to further proposals relating to the review of community arrangements within the County Borough area.

Background

On 1 June 2013 Neath Port Talbot County Borough Council initiated a community review to consider what changes, if any, are needed to existing community arrangements across the County Borough of Neath Port Talbot.

The first stage of the review, which concluded on 30 September, was to ask all residents and interested parties to consider the current arrangements and submit their view of support or proposals for change. These submissions were reviewed and draft proposals drawn up and made available for further public consultation.

Please note Maps of all boundary alterations will be available in the Members Rooms at Neath and Port Talbot Civic Centres.

Progress

Following the publication of the draft proposals and on advice from the Local Democracy and Boundary Commission for Wales, a further short four week consultation period will be undertaken from 13 April, 2015. This additional consultation will include some minor alterations to resolve certain community ward boundary anomalies primarily due to urban development.

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

There are no financial implications.

Recommendation

It is recommended as follows:-

- (a) That Members note the commencement of a period of public consultation from 13th April to 8th May, 2015 in relation to the Community Review further proposals.

Appendices

Community Review – Stage 2 Draft Further Proposals
Terms of Reference

Community Review – Stage 2 Draft Further Proposals
(Appendix A) – Background Research

Community Review – Stage 2 Draft Further Proposals
(Appendix B) – Aberavon

Community Review – Stage 2 Draft Further Proposals
(Appendix C) – Neath

Officer Contact

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Tel: 01639 763719 e-mail: r.j.george@npt.gov.uk



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

COMMUNITY REVIEW

REVIEW OF THE COMMUNITY BOUNDARY AND ELECTORAL ARRANGEMENTS WITHIN THE COUNTY BOROUGH OF NEATH PORT TALBOT

STAGE 2: FURTHER DRAFT PROPOSALS

TERMS OF REFERENCE

Community Review

Review of the Community Boundary and Electoral Arrangements within the County Borough of Neath Port Talbot

Further Draft Proposals

Introduction

On 1st June 2013 Neath Port Talbot County Borough Council initiated a community review to consider what changes, if any, are needed to existing community arrangements across the whole of the County Borough of Neath Port Talbot.

The first stage of the review, which concluded in September 2013, was to ask all residents and interested parties to consider the current arrangements and submit their view of support or proposals for change. These submissions have now been reviewed and draft proposals drawn up and made available for further public consultation. The public consultation period will run from 1st March 2014 to 31st May 2014 where-upon the submissions received will again be considered and final proposals drawn up, published and adopted.

Following the publication of the draft proposals and on advice from the Local Democracy and Boundary Commission for Wales, a further short four week consultation period will be undertaken from April 2015. This additional consultation will include some minor alterations to resolve certain community ward boundary anomalies primarily due to urban development.

Review of Preliminary Submissions

With regard to the Terms of Reference, Neath Port Talbot County Borough Council has undertaken an unbiased analysis of all the Stage one submissions received and has made nine proposed alterations to existing community arrangements and ten proposed changes to existing community ward boundaries, as itemised in the attached appendices.

For the purpose of the analysis, a community has been viewed as having a characteristic of a sense of identity that is often accompanied by a sense of separation from people living outside the area.

This characteristic stems from a combination of social, economic, geographical, economic and cultural influences. Submissions have been rejected where there isn't a clear identifiable community being proposed.

The review also looked at community name changes and alterations to existing boundaries. Name changes will only be proposed where it is believed that the change will improve recognition and the identity of the community.

Boundary changes have been proposed where either an identifiable community has expanded beyond the current boundary due to housing development or change of land use or where a change to a physical barrier (river, main road, railway line) between two communities will give greater definition and clarity 'on-the-ground' to the communities in question.

Further Draft Proposals

Further Draft proposals have been made on the basis of the review of preliminary submissions explained above. These proposals are technical submissions and advice and support from the Local Democracy and Boundary Commission. It is expected that the public consultation on these additional proposals will inform the final proposals by clarifying the position of all the affected residents.

A summary of all the further draft proposals has been attached in Appendix A, B and C.

A detailed breakdown of the submissions received and proposals made has been split into the two main areas of the Council and attached in Appendix B (Aberavon) and Appendix C (Neath).

18 communities have no changes proposed for them. They are:

- Blaengwrach
 - Clyne & Melincourt
 - Coedffranc
 - Crynant
 - Cwmllynfell
 - Dyffryn Clydach
 - Glynneath
 - Gwaun-Cae-Gurwen
 - Pelenna
 - Resolven
 - Seven Sisters
 - Tonna
-
- Baglan Bay
 - Bryn
 - Cwmavon
 - Glyncorrwg
 - Sandfields East
 - Sandfields West

13 communities have one or more changes proposed for them. They are:

- Aberavon
- Baglan
- Blaenhonddan
- Briton Ferry
- Cilybebyll
- Margam
- Margam Moors
- Neath
- Onllwyn
- Pontardawe
- Port Talbot
- Tai-bach
- Ystalyfera

Submissions have been received that proposed the creation of a new community council. These submissions have not been taken forward as this review may not physically create a community council. Where appropriate the review has put forward draft proposals for alterations to boundaries of the community. These alterations are in anticipation that once the review has concluded, the electorate within the community may consider taking forward proposals for the establishment of a new Community Council.

Timetable for the Review

The review started on 1 June 2013 with the final recommendations being submitted for adoption in September 2014.

The public consultation on these further draft proposals will run from 13 April, 2015 to 8 May 2015. In order to be considered a submission, it must be received no later than midnight on 8 May 2015.

Action	Period	Date
Start of Review Further Proposals		13 April 2015
Preliminary Investigation <ul style="list-style-type: none"> • Invite initial submissions 	Four Weeks	13 April 2015 – 8 May 2015
Consideration of submissions received	Two Weeks	11 May 2015 – 22 May 2015
Final Proposal Publication <ul style="list-style-type: none"> • Publish final proposals & send recommendations to Local Democracy and Boundary Commission 		June 2015

Making a Submission

All comments and submissions on the further draft proposals will be given due consideration in the review if the following criteria are met:

- Comments refer to the draft proposals. Other matters will not be considered as part of this review.
- Comments shall be received on the pro-forma submissions form or a form to like effect.
- Comments are received by midnight of the timetabled deadline.
- All comments are received with a name and address identifying the sender. Anonymous submissions will not be accepted, though personal details of members of the public will not be made public. Submissions from representative bodies and persons such as Councils, Councillors and AMs, MPs will be named within the report.
- Where an organisation or an individual is making a submission, it shall show how it is made “in the interests of effective and convenient local government”.

Supporting Information

Further information relating to the review, including electorate figures, uncontested election results and maps showing existing boundaries are available at the Council’s main office’s and on the Councils Electoral Service website.

Neath Port Talbot CBC

Civic Centre
Port Talbot
SA13 1PJ

Neath Port Talbot CBC

Civic Centre
Neath
SA11 3QZ

www.npt.gov.uk/elections

COMMUNITY REVIEW

REVIEW OF THE COMMUNITY BOUNDARY AND ELECTORAL ARRANGEMENTS WITHIN THE COUNTY BOROUGH OF NEATH PORT TALBOT

DRAFT FURTHER PROPOSALS – APPENDIX A

PROPOSAL NUMBER	PROPOSAL DESCRIPTION	COMMUNITIES AFFECTED
CR001	<p>Creation of a new community of Baglan Moors</p> <ul style="list-style-type: none"> • Creation of a new community. • The new community is to be contained within the existing community boundary of Aberavon. • See Appendix B for further information 	Aberavon
CR002	<p>Blaenhonddan Community Council Electoral Arrangement Change</p> <ul style="list-style-type: none"> • Removal of one Community Councillor from the Bryncoch North Ward • This proposal is linked to CR003 • See Appendix C for further information 	Blaenhonddan - Bryncoch North
CR003	<p>Blaenhonddan Community Council Electoral Arrangement Change</p> <ul style="list-style-type: none"> • Addition of one Community Councillor for the Bryncoch South Ward • This proposal is linked to CR002 • See Appendix C for further information 	Blaenhonddan – Bryncoch South
CR004	<p>Neath Town Council Electoral Arrangement Change</p> <ul style="list-style-type: none"> • Addition of one Town Councillor for the Cefn Saeson Ward • See Appendix C for further information 	Neath – Cefn Saeson
CR005	<p>Pontardawe Town Council Electoral Arrangement Change</p> <ul style="list-style-type: none"> • Addition of three Community Councillor’s for the Pontardawe Ward • This proposal is linked to CR006 & CR007 • See Appendix C for further information 	Pontardawe – Pontardawe

CR006	<p>Pontardawe Town Council Electoral Arrangement Change.</p> <ul style="list-style-type: none"> • Removal of one Community Councillor for the Rhyd-Y-Fro Ward • This proposal is linked to CR005 & CR007 • See Appendix C for further information 	Pontardawe – Rhyd-Y-Fro
CR007	<p>Pontardawe Town Council Electoral Arrangement Change.</p> <ul style="list-style-type: none"> • Removal of two Community Councillors for the Trebanos Ward • This proposal is linked CR005 & CR006 • See Appendix C for further information 	Pontardawe – Trebanos
CR008	<p>Ystalyfera Community Council Electoral Arrangement Change</p> <ul style="list-style-type: none"> • Addition of two Community Councillor for the Godrergraig Ward • This proposal is linked to CR009 • See Appendix C for further information 	Ystalyfera – Godrergraig
CR009	<p>Ystalyfera Community Council Electoral Arrangement Change</p> <ul style="list-style-type: none"> • Removal of two Community Councillor for the Ystalyfera Ward • This proposal is linked to CR008 • See Appendix C for further information 	Ystalyfera – Ystalyfera
CR010	<p>Community Ward Boundary Change (MAP 1) - Margam</p> <ul style="list-style-type: none"> • At the north of the Margam Community at the boundary with Tai-bach Community, near to Dyffryn Comprehensive School, Brombil Paddocks is separated from Brombil Gardens in the Tai-bach Community. It is proposed to adjust the Tai-bach Community boundary to include six properties at the end of Brombil Paddocks (the dwellings are of a similar nature and design). 	Margam
CR011	<p><u>Community Ward Boundary Change (MAP 2) – Margam Moors</u></p> <p>At the north of Margam Moors Community, there is a small area of land known as the Sandfields East (DET) ward which it is proposed should be amalgamated within the Margam Moors Community. There are no electors in the Sandfields East (DET) ward.</p>	Margam Moors

CR012	<p><u>Community Ward Boundary Change (MAP 3) – Tai-bach</u> North of Tai-bach Community at the boundary with the Port Talbot Community, to the east of Goytre village, the L&A Outdoor Centre is bisected. It is proposed to move the boundary line north, as the main access road to the centre is in the Tai-bach Community.</p>	Tai-bach
CR013	<p><u>Community Ward Boundary Change (MAP 4) – Port Talbot</u> North of the Port Talbot Community at the boundary with the Cwmavon Community, between B4286 and A4107, just west of ‘Caerhendy’ and north of ‘Craig Avon’ – a playing field (situated in Cwmavon) and the adjacent buildings is divided by the boundary line. It is proposed to adjust the boundary to go around the playing field and adjacent buildings.</p>	Port Talbot
CR014	<p><u>Community Ward Boundary Change (MAP 5) – Baglan</u> North west of Baglan Community at the boundary with Briton Ferry Community, at the Britton Ferry roundabout at the north end of the A48 , an office/depot stands at the west side of the roundabout . The office/depot is in the Baglan Community, whilst the access road to the office/depot is in the Briton Ferry Community and is not easily identifiable. It is proposed to adjust the boundary accordingly.</p>	Baglan
CR015	<p><u>Community Ward Boundary Change (MAP 6) – Briton Ferry</u> North West of Shelone Wood community at the boundary with Brynhyfryd community, to the east of Neath Canal and Giant’s Wharf, and to the west of Highfield Road, the community boundary bisects the dwelling and associated garden of a property on Giant’s Grave Road. It is proposed to adjust the boundary accordingly.</p>	Briton Ferry – Shelone Wood

CR016	<p><u>Community Ward Boundary Change (MAP 7) – Blaenhonddan</u> At the East of Bryncoch South community at the boundary with Cadoxton Community, the Lidl food store, off Golwg y Gamlas road, is in Cadoxton ward, and half the car park and access road is in Bryncoch South Community. Furthermore the boundary bisects the gardens of two properties in Golwg y Gamlas. It is proposed to adjust the boundary accordingly.</p>	Blaenhonddan - Cadoxton
CR017	<p><u>Community Ward Boundary Change (MAP 8) – Neath</u> North east of Castle community at the boundary with the Llantwit community, the boundary line north of Prince of Wales Drive, to the east of Willet Close is not easily identifiable and bisects gardens at the rear of Willet Close. It is proposed to adjust the boundary accordingly.</p>	Neath - Castle
CR018	<p><u>Community Ward Boundary Change (MAP 9) – Onllwyn</u> At the west of Onllwyn Community at the boundary with Seven Sisters Community, just north of A4109, dwellings on Golwg y Bryn road at Ty Newydd are in the Onllwyn Community, but the access road is in Seven Sisters Community. It is proposed to adjust the boundary accordingly.</p>	Onllwyn
CR019	<p><u>Community Ward Boundary Change (MAP 10) – Cilybebyll</u> South west of Gellinudd Community at the boundary with Rhos Community, to the south of Gellinudd village, two dwellings just west of the A474 are in Gellinudd Community whilst the access road is in Rhos Community. In addition, just east of the A474, opposite the Ty'n-y-graig properties, a petrol station/garage's adjacent car parking area is bisected. It is proposed to adjust the boundary accordingly.</p>	Cilybebyll - Gellinudd

PROPOSAL NUMBER	PROPOSAL DESCRIPTION	COMMUNITIES AFFECTED
CR001	<p>Creation of a new community of Baglan Moors</p> <ul style="list-style-type: none"> • Creation of a new community. • The new community is to be contained within the existing community boundary of Aberavon. 	Aberavon Polling Districts AA5, AA6
Affected Streets		Number of Properties
Abbottsmoor / Rhos Yr Abad		127
Brooklyn Gardens		99
Fenbrook Close		36
Neath Port Talbot Hospital		11
Village Gardens		114
Westlands		112
Cathedral Way / Ffordd Y Gadeirlan		49
Chalice Court / Cwrt Y Ffiol		27
Chapel Close / Clos Y Capel		18
Cloisters Walk / Rhodfa'r Glwysti		16
Pentre Afan		71
Windsor Village		87
Total of Properties		767
Statistics		Current (2015)
Electorate		1,399

PROPOSAL NUMBER	PROPOSAL DESCRIPTION	COMMUNITIES AFFECTED
CR002	Blaenhonddan Community Council Electoral Arrangement Change <ul style="list-style-type: none"> Removal of one Community Councillor from the Bryncoch North Ward This proposal is linked to CR003 	Blaenhonddan - Bryncoch North Polling Districts: ND1,ND2
Affected Streets		Number of Properties
Alexander Crescent		10
Alexander Road		90
Birchwood Close		25
Briarwood Close		17
Brynglas		12
Caemaen		4
Channel View		20
Church Close		19
Cwm Cottages, Dyffryn Arms		2
Dyffryn Arms		4
Dyffryn Road		7
Dyffryn View		56
Elias Drive		29
Elias Road		8
Farmers Road		2
Firwood Close		19
Furzeland Drive		52
Gilfach Road		33
Glendale		20
Glendale Court, Glendale		2
Gorffwysfa Llys Gwynfryn		1
Green Hedges		31
Heol Hendre		1
Heol Pantglas		32
Heol-Ty-Gwyn		6

Lane from A474 to Lletty Siac Farm	3
Lane from Neath Road to Bryncoch Form	2
Lane from Neath Road to Gilfach Fach Farm	1
Linden Close	20
Llys Gwynfryn	12
Main Road	79
Maplewood Close	18
Margaret Street	12
Neath Road	2
New Road	2
New Wernddu Terrace	3
Oakfield Cottages	4
Oakland Drive	14
Old Furnace	1
Pentwyn, Dyffryn Road	2
Penywern Road	28
Primrose Bank	13
Redwood Close	16
Rosewood Close	18
Tre Nache Access Lane	3
Tyllwyd	8
Tyllwyd Cottage, Tyllwyd	2
Tynyrheol Road	37
Village Close	31
Wernddu Cottages, New Wernddu Terrace	3
Woodview Terrace	16
Total of Properties	852
Statistics	Current (2015)
Electorate	1,799

PROPOSAL NUMBER	PROPOSAL DESCRIPTION	COMMUNITIES AFFECTED
CR003	Blaenhonddan Community Council Electoral Arrangement Change <ul style="list-style-type: none"> • Addition of one Communtiy Councillor for the Bryncoch South Ward • This proposal is linked to CR002 	Blaenhonddan - Bryncoch South Polling Districts: NE1,NE2,NE3,NE4,NE5,NE6
Affected Streets		Number of Properties
Bittern Court		9
Blaenwern		6
Brookfield		134
Brwynen Las		37
Bryn Heulog		12
Cadoxton Road		6
Cae Derw		15
Chestnut Close		7
Cloda Avenue / Rhodfa Cloda		36
Cromwell Avenue		10
Cromwell Road		11
Crud – Yr - Awel		27
Curlew Close		16
Daphne Close		9
Daphne Road		63
Derlwyn		21
Derwen Deg		36
Dol Werdd		44
Dwr-Y-Felin Road		15
Dyffryn Woods / Allt Y Dyffryn		25
Dynevov Avenue		32
Fair View / Golwg Deg		25
Ffrwd Vale		48

Gelli Aur	8
Gellidawel	22
Gellideg	9
Glynleiros Gardens	8
Golwg-Y-Gamlas	18
Golwg-Y-Mynydd	17
Hazel Tree Court / Cwrt Y Gollen	9
Heol Catwg	54
Heol Glynderwen	46
Heol Illtyd	102
Heol Llwyncelyn	12
Heol Llwynon	15
Heol-Y-Felin	86
Heol-Y-Nant	29
Heol-Y-Wern	18
Hérons Way	15
Highfield Close	5
Kestrel Close	24
Lane from Leiros Parc Drive to Tycoch Farm	2
Lakespur Close	12
Leiros Parc Drive	44
Llewellyn Avenue	31
Llwyn Helyg	38
Llygad-Yr-Haul	105
Llys Iris	26
Llys Nedd	8
Llys Wern	30
Llys Y Coed	7
Lombardy Villas	6
Lon Brynteg	36
Maes Y Rhedyn / Fernlea Park	84

Maes-Y-Meillion	21
Main Road	16
Mill Race / Cafn Y Felin	80
Mill Road	15
Millbank / Bancyfelin	39
Mountain Stream / Nant Y Mynydd, Wern Fraith	39
Neath Abbey Road	11
Osprey Close	18
Penywern Road	39
Princess Drive / Ffordd Y Tywysoges	12
Priory Court / Clos-Y-Priordy	91
Ravenswood Close	25
Rhiw Las	36
Rhyd-Y-Pennau	9
Roman Way	67
Rowan Tree Close / Clos Coed Cerdinen	88
Royston Court / Llys Royston	15
Sunnybank / Haulfryn, Wern Fraith	14
Swallowtree Close	9
Taillwyd Road	62
The Rickyard / Buarth Y Ddera	14
Tudor Gardens	49
Twyn Teg	51
Ty Twyn Teg	64
Tyla Moes	18
Tynyrheol Road	25
Waun Las	35
Wern Fraith	3
Woodmill / Allt Y Felin	32
Wrenwood / Coed Y Dryw	36
Total of Properties	2,603

Statistics	Current (2013)
Electorate	4,503

PROPOSAL NUMBER	PROPOSAL DESCRIPTION	COMMUNITIES AFFECTED
CR004	Neath Town Council Electoral Arrangement Change <ul style="list-style-type: none"> Addition of one Town Councillor for the Cefn Saeson Ward 	Neath – Cefn Saeson Polling District: NG1
Affected Streets		Number of Properties
Access to Preswylfa Farm		2
Afan Valley Close		26
Afan Valley Road		15
Aspen Way		4
Brodawel		28
Brynau Wood		79
Bryn Siriol		8
Castle Drive		90
Cefn Saeson Close		10
Cefn Saeson Fach Access Road		1
Cefn Saeson Fach Cottages		1
Cefn Saeson Fawr Access Road		1
Cobham Drive		9
Glannant Rise		15
Glannant Way		124
Greenwood Drive		84
Heol Brynna		24
Heol Celyn		19
Heol Derwen		58
Heol Y Ffynon		15
Hornbeam Close		12
Larch Close		9
Mackworth Drive		128

Maple Close	18
Min Y Coed	22
Pentre Fedwen	20
The Hollins	10
The Hollins Care Centre	1
The Meadows	85
Trevallen Avenue	70
Willow Walk	15
Woodlands Drive	2
Woodview	81
Y Berllan	28
Total of Properties	1,114
Statistics	Current (2015)
Electorate	2,136

PROPOSAL NUMBER	PROPOSAL DESCRIPTION	COMMUNITIES AFFECTED
CR005	<p>Pontardawe Town Council Electoral Arrangement Change</p> <ul style="list-style-type: none"> • Addition of three Community Councillor's for the Pontardawe Ward • This proposal is linked to CR006 & CR007 	Pontardawe – Pontardawe Polling Districts: NT1,NT2,NT3,NT4
Affected Streets		Number of Properties
Bethesda Road	42	
Birchfield Road	9	
Brecon Road	14	
Coedcae	25	
Craig Llanguicke	4	
Davies Road	12	
Gellifowy Road	11	
Gwrhyd Road	3	
Heol Las	31	

Leyshon Road	5
Llanguicke Road	6
New Road	85
Old Road	32
Cefnllan Villas	1
St Marys Road	14
Vicarage Drive – Off Brecon Road	3
Ynysmeudwy Road	84
Clos Nant Ddu	34
Alltacham Drive	25
Alltycham House	1
Arthur Terrace	3
Brecon Road	58
Woodland Court / Llys Tircoed	11
Bronywawr Road	38
Bryn Celyn	8
Bryn Derwen	28
Bryn Onnen	11
Brynawel	31
Church Street	28
Clos Yr Hen Ysgol	7
Compass Row James St	4
Court Lane	2
Dynevor Terrace	7
Ffordd Brynheulog	24
Hafan Brynheulog	37
Ffordd Silkin	4
George Street	31
Grove Road	38
Haulfryn	3
Heathfield Road	14

High Street	86
Hopkin Street	19
James Street	27
Jones Street	4
Maes Yr Ysgol	36
Mount Pleasant	4
Oakfield Road	17
Cherry Grove / Gelli Geirios	4
Quarr Road	29
School Lane	1
Smithfield Road	26
Thomas Street	31
Upper Heathfield Road	10
Woodland Road	6
Ael Y Fro	38
Alltywerin Road	83
Cefn Llan Road	36
Derwen Deg	12
East Crossways	10
Fairway Drive	4
Ffordd Cefn Llan	3
Gellidderw	44
Gellideg	79
Gelligron Road	54
Glynteg Villas	2
Gwyrddgoed Road	75
Lon Deg	16
Lon Y Coed	12
Parc Gilbertson	117
Waun Gron	46
West Crossways	33

Derw Road	15
Francis Street	35
Fuller Street	9
Glanrhyd Road	7
Herbert Street	47
Lyric Court	8
Pat Chown Court, Herbert Street	14
Holly Street	18
Llwynderw	14
Orchard Street	16
Primrose Row	9
Riverside Court	34
Swansea Road	55
Tawe Terrace	23
Ty'n-Y-Pant Road	1
Uplands	28
Wesley Terrace	6
Western Road	26
Ynysderw House	31
Ynysderw Road	32
Ty Mawr	10
Total of Properties	2,230
Statistics	Current (2015)
Electorate	3,508

PROPOSAL NUMBER	PROPOSAL DESCRIPTION	COMMUNITIES AFFECTED
CR006	<p>Pontardawe Town Council Electoral Arrangement Change.</p> <ul style="list-style-type: none"> • Removal of one Community Councillor for the Rhyd-Y-Fro Ward • This proposal is linked to CR005 & CR007 	Pontardawe – Rhyd-Y-Fro Polling District: NT5
Affected Streets		Number of Properties
Allt-Y-Waun		38
Baran Road		11
Church Road		1
Commercial Road		55
Cwmclyd Road		2
Cwrt-Y-Waun		25
Cysgod Y Fro		20
Garth Road		8
Gellygron Road		5
Godrerfro		25
Gwrhyd Road		8
Gwrhyd Cottages		2
Heol-Y-Gors		1
Lane from Baran Road to Hafod Wennol Farm		1
Lane from Baran Road to Henrhyd Farm		1
Lane from Grenig Road to Brynmawr Farm		1
Nant Y Gafaelau Farm Access Road		1
Off Baran Road		1
Penlan Road		4
Perthigwynion Access Road from A474 Pontardawe Road		5
Pontardawe Road		12
Road from Baran Road to Penwaun		2
Road from Baran Road to Tresgyrch Fawr Farm		1
Waun Penlan		58
Waunsterw		28

Total of Properties	316
Statistics	Current (2015)
Electorate	542

PROPOSAL NUMBER	PROPOSAL DESCRIPTION	COMMUNITIES AFFECTED
CR007	Pontardawe Town Council Electoral Arrangement Change. <ul style="list-style-type: none"> • Removal of two Community Councillors for the Trebanos Ward • This proposal is linked CR005 & CR006 	Pontardawe – Trebanos Polling District: NY1
Affected Streets		Number of Properties
Caeismaen		9
Clos Pentyle		20
Danygraig Road		15
Farm Road		9
Gellionen Road		5
Glynmeirch Road		33
Graig Road		42
Darren Cottages, Graig Road		2
Heol Y Ffin		8
Heol Y Llwynau		140
Lloyd Street		17
Morgan Street		24
New Road		43
Pheasant Road		29
Richardson Street		5
Swansea Road		208
The Drive		16
The Green		4
The Grove		2

William Street	8
Total of Properties	644
Statistics	Current (2015)
Electorate	1,086

PROPOSAL NUMBER	PROPOSAL DESCRIPTION	COMMUNITIES AFFECTED
CR008	Ystalyfera Community Council Electoral Arrangement Change <ul style="list-style-type: none"> • Addition of two Community Councillor for the Godrergraig Ward • This proposal is linked to CR009 	Ystalyfera – Godrergraig Polling District: NL1,NL2
Affected Streets		Number of Properties
Access Lane to Pentwyn Farm from Graig Road		1
Cilmaengwyn Road		72
Cwmdu Road		36
Amman Court, Cwmdu Road		3
Gnoll Road		37
Graig Road		100
Maengwyn		33
Maesycod Road		11
Pen Cwmdu Road		22
Pendarren		12
Tanydarren		114
Carreg Yr Afon		34
Chemical Row		7
Ffordd Danygraig		39
Ffordd Y Glowyr		36
Glanyrafon		5
Golwg-Y-Mynydd		61
Graig Newydd		91
Crimea Court/Llys Crimea, Graig Y Darren		4

Graig Y Darren	26
Hodgson Road	62
Llys Cambrian	28
Llys Graig Arw	4
Llys Harry	12
Llys Rhaeadr	20
Llys Ynysgeinon	8
Llys Yr Afon	13
Owens Lane	8
Pantyffynnon Terrace	9
Total of Properties	908
Statistics	Current (2015)
Electorate	1,438

PROPOSAL NUMBER	PROPOSAL DESCRIPTION	COMMUNITIES AFFECTED
CR009	Ystalyfera Community Council Electoral Arrangement Change <ul style="list-style-type: none"> Removal of two Community Councillor for the Ystalyfera Ward This proposal is linked to CR008 	Ystalyfera – Ystalyfera Polling Districts: NZ1,NZ2,NZ3
Affected Streets		Number of Properties
Graigtwrch		11
Graigtwrch Villas		2
Lower Brynmorgan Bridge		1
Mynydd Bach		3
Near Tainewydd		2
Rhiwfawr Road		5
Cwmfelin Cottages, Rhiwfawr Road		1
Danygraig, Rhiwfawr Road		2
Twyn-Y-Berllan, Rhiwfawr Road		2
Tainewydd Isaf		4
Access Lane to Gilfach Yr Haidd Farm		1
Alltygrug Farm Road		8
Alltygrug Road		83
Bronyrallt Road		14
Bryngrug		8
Clare Road		41
Clyngwyn Road		14
Milborough Court, Commercial Street		5
Commercial Street		72
Arnold Court, Commercial Street		8
Glanyrysgol Road		5
Gough Road		67
Graigymerched Road		11
Lane from Bron Yr Allt to Gilfach Goch Farm		1
Lower Wern Road		1

Milborough Road	20
Pantygwanyd Row	2
Pen Y Graiggarw Farm Access Road	1
Penlan Fach Farm Access Road	1
Pentwyn Road	5
Penygrug Road	20
Penyrallt Road	20
Penywern Road	27
School Road	97
Tanywern Lane	11
Tirbach Road	12
Twynyrysgol Road	17
Wembley Road	2
Wern Road/Heol-Y-Wern	79
Wernwood Road	8
Y Gilfach	8
Y Gilwern	9
Canal Terrace	27
Church Road	17
Clees Lane	10
Cyfyng Road	51
Oak Villas, Cyfyng Road	4
Darren Road	9
Deeley Road	11
Ffordd Emlyn	28
Ffordd Glandwr	11
Glantwrch	66
Glanyrafon Road	58
Gurnos Road	34
Lane from A4067 to Ynysgeinon Farm	2
Lane from Glan Yr Afon to Abertwrch Farm	1

Lower Pantteg	1
Maes Y Darren	35
Min Yr Afon	28
Min-Y-Ffordd	24
New Street	15
Office Row	4
Old Wern Road	4
Wern Villas, Old Wern Road	3
Pantteg	25
Prospect Place	15
Rear of Commercial Street	1
St Davids Road	24
Swan Lane	24
Swanfield	18
Cadfan Villas, Swanfield	2
The Gardens	20
Varteg Road	108
Wade Avenue	50
Woodman Terrace	15
Ynysydarren Road	52
Sunnyville, Ynysydarren Road	2
Total of Properties	1,510
Statistics	Current (2013)
Electorate	2,237

Community Review

Review of the Community Boundary and Electoral Arrangements within the County Borough of Neath Port Talbot

DRAFT FURTHER PROPOSALS – APPENDIX B (ABERAVON)

ABERAVON COMMUNITY

Draft Proposals

No submissions were received regarding the Aberavon Community. However, the Electoral Registration Officer would like to propose the following change:

- **CR001 – Creation of a new community of Baglan Moors**

Submission review:

Upon review by the Electoral Services Team, it was identified that the area commonly referred to as 'Old Aberavon' is distinct from the newer housing developments on 'Baglan Moors'. It can be viewed that the two areas are physically separated by a dual carriage way, connected only by a small corridor of land. The two areas are clearly distinct communities in their own right with little in common in respect of their needs and aspirations. Baglan Moors is relatively affluent whilst Aberavon has high levels of deprivation. It is therefore recommended that a draft proposal be made to create a new community of Baglan Moors.

Rejected Submissions

None rejected

BAGLAN COMMUNITY

Draft Proposals

No submissions were received regarding the Baglan Community. However, the Electoral Registration Officer would like to propose the following change:

- **CR014 – Community Ward Boundary Change – Baglan**

Draft Proposals

Upon review by the Electoral Services Team, it was observed that North West of Baglan Community at the boundary with Britton Ferry Community, at the Britton Ferry roundabout at the north end of the A48, an office/depot stands at the West side of the roundabout . The office/depot is in the Baglan Community, whilst the access road to the office/depot is in the Britton Ferry Community and is not easily identifiable. It is proposed to adjust the boundary accordingly.

Proposal: Minor Boundary Alteration - See Map 5

Rejected Submissions

None rejected

BAGLAN BAY COMMUNITY

Draft Proposals

No submissions were received regarding the Baglan Bay Community.

Proposal: No Change

Rejected Submissions

None rejected

BRITON FERRY COMMUNITY COUNCIL (Craig-Y-Darren, Cwrt Sart, Brynhyfryd & Shelone Wood Communities)

Draft Proposals

No submissions were received regarding the communities of Craig-Y-Darren, Cwrt Sart, Brynhyfryd and Shelone Wood. However, the Electoral Registration Officer would like to propose the following change:

- **CR015 – Community Ward Boundary Change – Briton Ferry – Shelone Wood**

Submission review:

Upon review by the Electoral Services Team, it was identified that North West of Shelone Wood community at the boundary with Brynhyfryd community, to the east of Neath Canal and Giant's Wharf, and to the west of Highfield Road, the community boundary bisects the dwelling and associated garden of a property on Giant's Grave Road. It is proposed to adjust the boundary accordingly.

Proposal: Minor Boundary Alteration - See Map 6***Rejected Submissions***

None rejected

BRYN COMMUNITY***Draft Proposals***

No submissions were received regarding the Bryn Community.

Proposal: No Change***Rejected Submissions***

None rejected

CWMAVON COMMUNITY***Draft Proposals***

No submissions were received regarding the Cwmavon Community.

Proposal: No Change***Rejected Submissions***

None rejected

COEDFFRANC COMMUNITY COUNCIL

Draft Proposals

No submissions were received regarding the communities of Coedffranc Central, Coedffranc East Central, Coedffranc North, Coedffranc West and Coedffranc West Central.

Proposal: No Change

Rejected Submissions

None rejected

GLYNCORRWG COMMUNITY (Cymmer, Glyncorwg & Gwynfi Communities)

Draft Proposals

No submissions were received regarding the communities of Cymmer, Glyncorwg & Gwynfi.

Proposal: No Change

Rejected Submissions

None rejected

MARGAM COMMUNITY

Draft Proposals

No submissions were received regarding the Margam community. However, the Electoral Registration Officer would like to propose the following change:

- **CR010 – Community Ward Boundary Change – Margam**

Submission review:

Upon review by the Electoral Services Team, it was identified that at the north of the Margam Community at the boundary with Tai-bach Community, near to Dyffryn Comprehensive School, Brombil Paddocks is separated from Brombil Gardens in the Tai-bach Community. It is proposed to adjust the Tai-bach Community boundary to include six properties at the end of Brombil Paddocks (the dwellings are of a similar nature and design).

Proposal: Minor Boundary Alteration - See Map 1

Rejected Submissions

None rejected

MARGAM MOORS COMMUNITY

Draft Proposals

No submissions were received regarding the Margam Moors community. However, the Electoral Registration Officer would like to propose the following change:

- **CR011 – Community Ward Boundary Change – Margam Moors**

Submission review:

Upon review by the Electoral Services Team, it was identified that at the north of Margam Moors Community, there is a small area of land known as the Sandfields East (DET) ward which it is proposed should be amalgamated within the Margam Moors Community. There are no electors in the Sandfields East (DET) ward.

Proposal: Minor Boundary Alteration - See Map 2

Rejected Submissions

None rejected

PORT TALBOT COMMUNITY

Draft Proposals

No submissions were received regarding the Port Talbot community. However, the Electoral Registration Officer would like to propose the following change:

- **CR013 – Community Ward Boundary Change – Port Talbot**

Submission review:

Upon review by the Electoral Services Team, it was identified that North of the Port Talbot Community at the boundary with the Cwmavon Community, between B4286 and A4107, just west of 'Caerhendy' and north of 'Craig Avon' – a playing field (situated in Cwmavon) and the adjacent buildings is divided by the boundary line. It is proposed to adjust the boundary to go around the playing field and adjacent buildings.

Proposal: Minor Boundary Alteration - See Map 4

Rejected Submissions

None rejected

SANDFIELDS EAST COMMUNITY

Draft Proposals

No submissions were received that could be considered for this specific review exercise in relation to the Sandfields East Community.

Proposal: No Change

Rejected Submissions

Submission Review: Creation of Sandfields Community Council

One submission was received requesting that a new Community Council be created which would combine both the Sandfields East and Sandfields West Communities. This submission could not be taken forward as this review is not the appropriate mechanism for taking the proposal forward. Furthermore, no additional submissions were received in relation to this suggestion.

SANDFIELDS WEST COMMUNITY

Draft Proposals

No submissions were received that could be considered for this specific review exercise in relation to the Sandfields West Community.

Proposal: No Change

Rejected Submissions

Submission Review: Creation of Sandfields Community Council

One submission was received requesting that a new Community Council be created which would combine both the Sandfields East and Sandfields West Communities.

This submission could not be taken forward as this review is not the appropriate mechanism for taking the proposal forward. Furthermore, no additional submissions were received in relation to this suggestion.

TAI-BACH COMMUNITY

Draft Proposals

No submissions were received regarding the Port Talbot community. However, the Electoral Registration Officer would like to propose the following change:

- **CR012 – Community Ward Boundary Change – Tai-bach**

Submission review:

Upon review by the Electoral Services Team, it was identified that North of Tai-bach Community at the boundary with the Port Talbot Community, to the east of Goytre village, the L&A Outdoor Centre is bisected. It is proposed to move the boundary line north, as the main access road to the centre is in the Tai-bach Community.

Proposal: Minor Boundary Alteration - See Map 3***Rejected Submissions***

None rejected

Community Review

Review of the Community Boundary and Electoral Arrangements within the County Borough of Neath Port Talbot

DRAFT FURTHER PROPOSALS – APPENDIX C (NEATH)

BLAENGWRACH COMMUNITY

Draft Proposals

No submissions were received regarding the Community of Blaengwrach.

Proposal: No Change

Rejected submissions

None rejected

BLAENHONDDAN COMMUNITY (ABERDULAI, BRYNCOCH NORTH, BRYNCOCH SOUTH, CADOXTON & CILFREW WARDS)

Draft Proposals

One submission was received which requested no changes be made. However, the Electoral Registration Officer would like to propose the following changes:

- **CR002 – Blaenhonddan Community Council (Bryncoch North Ward) Electoral Arrangement Change**
- **CR003 - Blaenhonddan Community Council (Bryncoch South Ward) Electoral Arrangement Change**
- **CR016 - Community Ward Boundary Change – Blaenhonddan (Cadoxton Ward)**

Submission Review: CR002/CR003 – Blaenhonddan Community Council Electoral Arrangement Change

The current electoral arrangements for Blaenhonddan Community Council as a whole would see 18 Community Councillors representing an electorate of 9,609 with a Member/Elector ratio of 534. The representation ratio for the Bryncoch North ward is currently five Community Councillors representing 1,857 electors with a Member/Elector ratio of 371, while the representation for the Bryncoch South ward is 6 Community Councillors representing 4,596 electors with a Member/Elector ratio of 766.

The Electoral Registration Officer has determined that the current elector arrangements in these two wards do not provide equal representation. By removing one community councillor from the Bryncoch North Ward would reduce the overall ward representation to four Community Councillors with a Member/Elector ratio of 464. It is then proposed that the Bryncoch South Ward be given an additional Community Councillor to take account of their increased population size.

This would bring the community ward representation up to seven Community Councillors with a Member/Elector ratio of 657.

Proposal: Addition of one Community Councillor for the Bryncoch South Ward

Proposal: Removal of one Community Councillor from the Bryncoch North Ward

Submission Review: CR016 – Community Ward Boundary Change – Blaenhonddan - Cadoxton

Upon review by the Electoral Registration Officer, it was observed that at the East of Bryncoch South community at the boundary with Cadoxton Community, the Lidl food store, off Golwg y Gamlas road, is in Cadoxton ward, and half the car park and access road is in Bryncoch South Community.

Furthermore the boundary bisects the gardens of two properties in Golwg y Gamlas. It is proposed to adjust the boundary accordingly.

Proposal: Minor Boundary Alteration – See Map 7

Rejected Submissions

One submission was received relating to Blaenhonddan Community Council in general. It proposed no changes to electoral boundaries to the Community of Blaenhonddan and the status quo arrangements to remain. It was felt by the Electoral Registration Officer that the current electoral arrangements do not offer equal representation across the four community wards that comprise Blaenhonddan Community Council, in addition it was felt necessary to make the minor adjustment to the relevant community boundary to ensure it remained clear and effective.

CILYBEBYLL COMMUNITY (ALLTWEN, GELLINUDD & RHOS WARDS)

Draft Proposals

One submission was received that proposed no change be made to the existing community arrangements. However, the Electoral Registration Officer would like to propose the following changes:

- **CR019 – Community Ward Boundary Change - Cilybebyll**

Submission review:

Upon review by the Electoral Registration Officer, it was identified that Southwest of Gellinudd Community at the boundary with Rhos Community, to the south of Gellinudd village, two dwellings just west of the A474 are in Gellinudd Community whilst the access road is in Rhos Community. In addition, just east of the A474, opposite the Ty'n-y-graig properties, a petrol station/garage's adjacent car parking area is bisected. It is proposed to adjust the boundary accordingly.

Proposal: Minor Boundary Alteration – See Map 10

Rejected Submissions

One submission was received relating to Cilybebyll Community Council in general. It proposed no changes to electoral boundaries to the Community of Cilybebyll and the status quo arrangements to remain. However, it was felt necessary to make the minor adjustment to the relevant community boundary to ensure it remained clear and effective

CLYNE AND MELINCOURT COMMUNITY

Draft Proposals

No submissions were received regarding the Clyne and Melincourt Community. The Electoral Registration Officer following review proposes that the status quo arrangements should remain in place for the Community of Clyne and Melincourt.

Proposal: No Change

Rejected submissions

None rejected

CRYNANT COMMUNITY

Draft Proposals

No submissions were received regarding the Crynant Community. The Electoral Registration Officer following review proposes that the status quo arrangements should remain in place for the Community of Crynant.

Proposal: No Change

Rejected submissions

None rejected

CWMLLYNFELL COMMUNITY (CWMLLYNFELL & PENRHIWFAWR WARDS)

Draft Proposals

One submission was received that proposed no change be made to the existing community arrangements. The Electoral Registration Officer following review proposes that the status quo arrangements should remain in place for the Community of Cwmllynfell.

Proposal: No Change

Rejected Submissions

None rejected

DYFFRYN CLYDACH COMMUNITY

Draft Proposals

No submissions were received regarding the Dyffryn Clydach Community. The Electoral Registration Officer following review proposes that the status quo arrangements should remain in place for the Community of Dyffryn Clydach.

Proposal: No Change

Rejected submissions

None rejected

GLYNNEATH COMMUNITY (CENTRAL, EAST, WEST & WEST CENTRAL WARDS)

Draft Proposals

One submission was received that proposed no change was made to the existing community arrangements. The Electoral Registration Officer following review proposes that the status quo arrangements should remain in place for the Community of Glynneath.

Proposal: No Change

Rejected submissions

None rejected

GWAUN-CAE-GURWEN COMMUNITY (CWMGORS, GWAUN-CAE-GURWEN, LOWER BRYNAMMAN & TAI'R GWAITH WARDS)

Draft Proposals

One submission was received that proposed that no change was made to the existing community arrangements. The Electoral Registration Officer following review proposes that the status quo arrangements should remain in place for the Community of Gwaun-Cae-Gurwen.

Proposal: No Change

Rejected Submissions

None rejected

NEATH COMMUNITY (CEFN SAESON, CRYNALLT, MELIN CRYDDAN, PENRHIWTYN, CASTLE, LLANTWIT, GNOLL & MOUNT PLEASANT WARDS)

Draft Proposals

Two submissions were received which requested no changes be made. However, the Electoral Registration Officer would like to propose the following change:

- **CR004 - Neath Town Council (Cefn Saeson Ward) Electoral Arrangement Change**
- **CR017 – Community Ward Boundary Change - Neath - Castle**

Submission Review: CR004 – Neath Town Council Electoral Arrangement Change

The current electoral arrangements for Neath Town Council as a whole would see 18 Community Councillors representing an electorate of 14,847 with a Member/Elector ratio of 825. Based on the 1976 guidance provided by the former Local Government Boundary Commission for Wales, Neath Town Council is currently under-represented by one member.

Therefore, the initial proposal is to increase the number of community councillors overall for Neath Town Council to 19. Following review, it has been identified that the Cefn Saeson Community ward currently has 2 Community Councillors representing an electorate of 2,214, while the Melin Cryddan Community ward currently has 3 Community Councillors representing an electorate of 2,202 electors.

As such it has been determined that Cefn Saeson Community Ward currently does not have fair and adequate representation when compared to other similar size community wards. Therefore, it is proposed to allocate an additional Community Councillor to the Cefn Saeson Community Ward to rebalance its Member/Elector representation.

Proposal: Addition of one Town Councillor for the Cefn Saeson Ward

Submission Review: CR017 – Community Ward Boundary Change - Neath - Castle

Upon review by the Electoral Registration Officer, it was identified that North East of Castle community at the boundary with the Llantwit community, the boundary line north of Prince of Wales Drive, to the east of Willet Close is not easily identifiable and bisects gardens at the rear of Willet Close. It is proposed to adjust the boundary accordingly.

Proposal: Minor Boundary Alteration – Map 8

Rejected Submissions

Submission Review – Removal of County Borough Councillors from Town/Community Council's

One submission was received that proposed the removal of County Borough Councillors from Community/Town Councils due to the clear and frequent conflict of interests that occur. This proposal was rejected as it had no bearing on the review of Community areas currently being conducted.

Submission Review – Dissatisfaction with the running of the Community/Town Council

One submission was received that did not provide any specific proposals but outlined their dissatisfaction with some recent decisions and developments. This comment was rejected as it had no bearing on the review of community areas currently being conducted.

ONLLWYN COMMUNITY

Draft Proposals

Two submissions were received that proposed that no change was made to the existing community arrangements. However, the Electoral Registration Officer would like to propose the following changes:

- **CR018 – Community Ward Boundary Change - Onllwyn**

Submission Review

Upon review by the Electoral Registration Officer, it was identified that at the west of Onllwyn Community at the boundary with Seven Sisters Community, just north of A4109, dwellings on Golwg y Bryn road at Ty Newydd are in the Onllwyn Community, but the access road is in Seven Sisters Community. It is proposed to adjust the boundary accordingly.

Proposal: Minor Boundary Alteration – See Map 9

Rejected submissions

None rejected.

PELENNA COMMUNITIY

Draft Proposals

Two submissions were received proposing an alteration to the existing boundary of the Community of Peleenna. The Electoral Registration Officer following review proposes that the status quo arrangements should remain in place for the Community of Peleenna, however, subject to the outcome of the Welsh Government's White Paper on Local Government Reform, published in February 2015, a further review of the Community of Peleenna should be undertaken.

Proposal: No Change

Rejected submissions

Both submissions received suggested altering the boundary of the Community of Pelenna which would subsequently impact on the boundary arrangements for two neighbouring electoral divisions as well as two separate Parliamentary constituencies.

As such, while the minor proposals put forward held some merit, due to the implications this alteration would have in terms of boundary arrangements for the principal local authority as well as the Parliamentary constituency boundaries of Neath and Aberavon it is proposed that this suggestion is not taken forward at this time. However, the matter will be kept under review.

PONTARDAWE COMMUNITY (PONTARDAWE, RHYD-Y-FRO & TREBANOS WARDS)

Draft Proposals

No submissions were received regarding the Pontardawe Community. However, the Electoral Registration Officer would like to propose the following change:

- **CR005 – Pontardawe Town Council (Pontardawe Ward) Electoral Arrangement Change**
- **CR006 – Pontardawe Town Council (Rhyd-Y-Fro Ward) Electoral Arrangement Change**
- **CR007 – Pontardawe Town Council (Trebanos Ward) Electoral Arrangement Change**

Proposal: Addition of three Community Councillor's for the Pontardawe Ward. This proposal is linked to CR006 & CR007

Proposal: Removal of one Community Councillor for the Rhyd-Y-Fro Ward. This proposal is linked to CR005 & CR006

Proposal: Removal of two Community Councillors for the Trebanos Ward. This proposal is linked CR005 & CR006

Submission Review: CR005/CR006/CR007 – Pontardawe Town Council Electoral Arrangement Change

The current electoral arrangements for Pontardawe Town Council as a whole would see 16 Community Councillors representing an electorate of 5,267 with a Member/Elector ratio of 329. The representation for the Pontardawe community ward is currently 7 Community Councillors representing 3,594 electors with a Member/Elector ratio of 513, the representation for the Rhyd-Y-Fro community ward is currently 3 Community Councillors representing 550 electors with a Member/Elector ratio of 183, and the representation for the Trebanos community ward is currently 6 Community Councillors representing 1,123 electors with a Member/Elector ratio of 187.

The Electoral Registration Officer has determined that the current elector arrangements in these three wards do not provide equal representation. By removing one community councillor from the Rhyd-Y-Fro community ward and two community councillors from the Trebanos community ward and reducing their overall representation to 2 and 4 Community Councillors respectively with a Member/Elector ratio of 275 and 281, this would bring the level of representation for both areas in line with similar sized community wards.

It is then proposed that Pontardawe community ward have an additional 3 Community Councillors to take their representation to 10 with a Member/Elector ratio of 359.

Rejected Submissions

None rejected.

RESOLVEN COMMUNITY (ABERGARWED, NORTH & SOUTH WARDS)

Draft Proposals

No submissions were received regarding the Resolven Community. The Electoral Registration Officer following review proposes that the status quo arrangements should remain in place for the Community of Resolven.

Proposal: No Change

Rejected submissions

None rejected

SEVEN SISTERS COMMUNITY

Draft Proposals

One submission was received that proposed that no change was made to the existing community arrangements. The Electoral Registration Officer following review proposes that the status quo arrangements should remain in place for the Community of Seven Sisters.

Proposal: No Change

Rejected Submissions

None rejected

TONNA COMMUNITY

Draft Proposals

No submissions were received regarding the Tonna Community. The Electoral Registration Officer following review proposes that the status quo arrangements should remain in place for the Community of Tonna.

Proposal: No Change

Rejected submissions

None rejected

YSTALYFERA COMMUNITY (GODRE'RGRAIG & YSTALYFERA WARDS)

Draft Proposals

One submission was received which requested changes be made to the electoral arrangements of the Godre'rgraig and Ystalyfera community wards. It proposed that the representation of the Ystalyfera ward be reduced to nine Community Councillors and the representation of the Godrergraig ward be increased to six Community Councillors. Following a review of this submission, the following change proposals have been made:

- **CR008 – Ystalyfera Community Council (Godrer'graig Ward) Electoral Arrangement Change**
- **CR009 – Ystalyfera Community Council (Ystalyfera Ward) Electoral Arrangement Change**

Proposal: Addition of two Community Councillor for the Godrer'graig Ward. This proposal is linked to CR009

Proposal: Removal of two Community Councillor for the Ystalyfera Ward. This proposal is linked to CR008

Submission Review: CR008/CR009 – Ystalyfera Community Council Electoral Arrangement Change

The current electoral arrangements for Ystalyfera Community Council as a whole would see 15 Community Councillors representing an electorate of 3,736 with a Member/Elector ratio of 249. The representation for the Godrergraig ward is currently 4 Community Councillors representing 1,416 electors with a Member/Elector ratio of 354, while the representation for the Ystalyfera ward is 11 Community Councillors representing 2,320 electors with a Member/Elector ratio of 211.

The Electoral Registration Officer has determined that the current elector arrangements in these two community wards do not provide equal representation.

By removing one community councillor from the Ystalyfera Ward and reducing the overall representation to 9 Community Councillors with a Member/Elector ratio of 258. It is then proposed that the Godrergraig Ward have an additional Community Councillor to take their representation to 6 Community Councillors with a Cllr/Elector ratio of 236.

Rejected Proposals

None rejected

POLICY AND RESOURCES CABINET BOARD
REPORT OF THE HEAD OF CORPORATE STRATEGY AND
DEMOCRATIC SERVICES – MRS. K. JONES

9TH APRIL 2015

SECTION B - MATTER FOR INFORMATION

WARDS AFFECTED: ALL

OFFICER URGENCY ACTION – DELIVERY PARTNERSHIP
AGREEMENT WITH THE DEPARTMENT OF WORK AND PENSIONS
TO SUPPORT UNIVERSAL CREDIT

The following urgency decision has been determined by the head of Corporate Strategy and Democratic Services in consultation with the requisite Members for immediate implementation. There is no call-in of this matter.

Urgency Action No: 0027

Date: 23rd February 2015

Re: Delivery Partnership Agreement with the Department of Work and Pensions to Support Universal Credit.

The Urgency Action sought approval that delegated authority be given to the Head of Financial Services in conjunction with the Chief Executive and the Cabinet Member for Finance to agree funding and to authorise the Delivery Partnership Agreement with the Department of Work and Pensions to support Universal Credit. Universal Credit is being rolled out across the country by the Department of work and Pensions. Neath Port Talbot County Borough Council is in the next tranche, and expects its first Universal Credit claim in early April 2015.

This Urgency Action will enable Officers to sign the Agreement so that support is in place before Universal Credit is introduced in Neath Port Talbot.

RESOLVED: That the report be noted.

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2014/2015 FORWARD WORK PLAN

POLICY AND RESOURCES CABINET BOARD

28/05/15	1) Pontardawe OSS/Advice Hub Feedback Report post six month trial of Remote Access Arrangements	Information	Topical
	2) Pontardawe OSS/Advice Hub – Feedback report of Review of Impact of Welfare Rights and Credit Union Services at Hub	Monitoring	Topical
	3) Misc grants/Treasury Mgt/Write offs etc (HJ & DR)	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
	10) SIP ANNUAL REPORT	Monitoring	
	11) CIP 2014-2018	Monitoring	
	12) Strategic Equality Plan	Monitoring	
	13) Community Cohesion Implementation Plan	Monitoring	

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NOT FOR PUBLICATION

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