



## AMENDED

### COUNCIL SUMMONS

To all Members of Council

You are hereby summoned to attend a

MEETING OF THE COUNCIL

to be held at 2.00 pm on

WEDNESDAY 26 September 2018

in the

COUNCIL CHAMBER - PORT TALBOT CIVIC CENTRE

Prayers will be said by the Mayor's Chaplain prior to the commencement of the meeting.

### --- A G E N D A ---

#### **PART A**

1. *Mayor's Announcements.*
2. *Members' Declarations of Interest*
3. *To receive and, if thought fit, confirm the Minutes of the previous meeting of Council:*

#### **Civic Year 2018/19**

**28 June 2018 and 25 July 2018**

4. *Notice of Motion under Section 10 of Part 4 (Rules of Procedure) the Council's Constitution, proposed by Councillor R.Davies and seconded by Councillor N.J.Hunt as follows:-*

## **NOTICE OF MOTION**

*This Council agrees to follow the example of 7 other Councils in Wales to recycle nappies instead of sending them to landfill or incinerate.*

5. *Statement by the Deputy Leader on the Electoral Review*
6. *Statement by the Cabinet Member for Community Safety and Public Protection on Substance Misuse*

## **PART B**

7. *Wales Audit Office - Annual Improvement Report 2017-2018 Neath Port Talbot County Borough Council (Pages 17 - 78)  
Report of Assistant Chief Executive and Chief Digital Officer attached*
8. *Annual Report - Part 2 (Corporate Plan 2017-22) Period 1 October 2017 to 31 March 2018 (Pages 79 - 194)  
Attached is the Cabinet Report of the Assistant Chief Executive and Chief Digital Officer of 12 September 2018, which was commended to Council for approval.*
9. *Gambling Act 2005 - Review of Gambling Policy (Pages 195 - 308)  
Report of the Head of Legal Services attached.*
10. *Director of Social Services' Annual Report 2017/18  
(Pages 309 - 340)*
11. *WB Youth Justice and Early Intervention Annual Plan 2018-19  
(Pages 341 - 386)  
Attached is the Report of the Director of Social Services, Health and Housing which was commended to Council for approval at the Cabinet Board held on 13 September 2018.*
12. *Treasury Management (Pages 387 - 400)  
Report of the Director of Finance and Corporate Services attached.*
13. *Welsh Language Promotion Strategy (Pages 401 - 472)*

**Report of the Assistant Chief Executive and Chief Digital Officer attached**

14. *Changes to Political Proportionalities and resultant amendments to Committee Memberships (Pages 473 - 478)  
Report of the Assistant Chief Executive and Chief Digital Officer Attached.*

**PART C**

15. *To receive the following-and any questions raised by Members, or any matters to be raised by Cabinet Members:-*

**Record of Executive Decisions of the Cabinet and Cabinet Boards.**

**PART D**

16. *To receive any questions from Members, with Notice, under Rule 9.2 of the Council's Procedure Rules.*
17. *Any urgent items (whether public or exempt) at the discretion of the Mayor pursuant to Section 100B (4) (b) of the Local Government Act 1972.*



**Chief Executive**

**Civic Centre  
Port Talbot**

**Thursday, 20 September 2018**

This page is intentionally left blank



## COUNCIL

(Civic Centre, Port Talbot)

**Members Present:**

**28 June, 2018**

**The Mayor:** Councillor D.Keogh

**The Deputy Mayor:** Councillor S.Jones

**Councillors:** A.R.Aubrey, S.Bamsey, D.Cawsey, M.Crowley, S. ap Dafydd, A.P.H.Davies, D.W.Davies, N.J.E.Davies, O.S.Davies, R.Davies, C.Edwards, J.Evans, S.E.Freeguard, C.Galsworthy, W.F.Griffiths, J.Hale, S.Harris, M.Harvey, N.T.Hunt, H.N.James, C.J.Jones, D.Jones, L.Jones, R.G.Jones, S.A.Knoyle, E.V.Latham, A.Llewelyn, A.R.Lockyer, A.McGrath, S.Miller, R.Mizen, J.D.Morgan, S.Paddison, S.M.Penry, D.M.Peters, M.Protheroe, L.M.Purcell, S.Pursey, S.Rahaman, P.A.Rees, S.Renkes, S.H.Reynolds, P.D.Richards, A.J.Taylor, R.L.Taylor, A.L.Thomas, J.Warman, D.Whitelock, C.Williams, R.W.Wood and A.N.Woolcock

**Officers in Attendance:** S.Phillips, H.Jenkins, A.Evans, A.Jarrett, M.Roberts, C.Griffiths, K.Jones, C.Furlow, C.Sim and A.Manchipp

**Representatives of the Translation Service:** Present

---

### 1. **MAYOR'S ANNOUNCEMENTS.**

The Mayor was pleased to announce the following recipients in the Queen's Birthday Honours:-

**Member of the Order of the British Empire**

Miss Janet Waldron, Head Teacher Pontardulais Comprehensive School, Swansea for services to Education who is from Neath Port Talbot.

**Medallist of the Order of the British Empire**

Mrs Jayne Nicholls for Services to Care Standards for Patients with Learning Disabilities in Wales who is from Baglan, Neath Port Talbot.

**Medallist of the Order of the British Empire**

Clive Owen for Services to Older People in Wales who is from Taibach, Neath Port Talbot.

**Medallist of the Order of the British Empire**

Jonothan James Ridd for Services to Care Standards for Patients with Learning Disabilities in Wales who is from Baglan Neath Port Talbot.

2. **MINUTES OF THE PREVIOUS MEETINGS OF COUNCIL:**

**RESOLVED:** That the Minutes of the following meetings of Council be confirmed:-

29 March, 2018  
4 April, 2018  
26 April, 2018  
2 May, 2018

3. **PRESENTATION BY THE LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES ON THE ELECTORAL REVIEW OF NEATH PORT TALBOT**

The Mayor welcome Ceri Stradling, the Lead Commissioner, Steve Halsall, the Chief Executive, Matt Redmond, the Deputy Chief Executive and Cher Cooke the Review Officer from the Local Democracy and Boundary Commission for Wales to Council.

Council then received a presentation on the upcoming electoral review of Neath Port Talbot and noted that the Commission was

independent of the Welsh Government and political parties and reported directly to the Cabinet Secretary for Local Government and Public Services

Members noted details of the review process and the 12 week consultation period which would commence on 3 July and finish on 24 September, 2018.

Council noted the Legislation around the requirement to carry out the review which was the Local Government (Democracy) (Wales) Act 2013 and that any subsequent changes as a result of the review would be in place for the Local Government Elections scheduled to be held in May 2022. Members noted that the ten year review programme had been suspended in 2013 due to Welsh Government's proposed changes to local government and had been reinstated in 2016. Members received, circulated at the meeting, a Policy and Practice Document which had been updated since its original publication in 2013. The Commission also outlined the Statutory Criteria involved in the Review.

From the data considered by the Commission, the Authority would be a Category 3, with the elected member to population ratio of 1:2,500. This would equate to a reduction from the current 64 Members to 56. However, in line with the Commission's 10% cap on changes to Council size, this would result in 58 Members (1:1,828), although this may vary +/- 1 dependant on electoral parity.

In arriving at the configuration of electoral wards, such things as natural and manmade boundaries would be taken into consideration.

Members received, circulated at the meeting, a map and statistics of the Authority area where each electoral ward had a Red, Amber Green status indicating how far it deviated from the desired ration of 1:1,828

In addition Members noted some issues which the Commission would not take into account which included such things as Parliamentary and Assembly Constituency Boundaries, Local political implications, postcodes or addresses and changes to school catchment areas, etc. Details of the review process were also noted.

Members of Council then raised the following:-

- Members sought assurances that the review would not affect

the Town and Community Councils and the links with the current electoral wards. The Commission was unable to provide such assurances as they were able to make consequential changes to Community Council boundaries and electoral arrangements as a result of the electoral review process.

- Errors in the paperwork circulated at the meeting were pointed out by Members to the Commission together with discrepancies between the tables presented. The Commission apologised and advised that the figures, etc would be rectified, together with the information on its website.
- Members referred to the reduction in the number of Councillors as a result of the Local Government Reorganisation in 1996 and felt that the proposed further reduction to 58 would result in the risk of Councillors workload becoming unmanageable. The proposed reduction would result in a democratic deficit. Councillors did not have the benefit of support staff to assist their work. Local government had lost staff (through the austerity measures imposed on it), whilst having increased responsibilities with no additional funding. It was felt that the scrutiny process in local government would suffer.
- The changes in the review criteria were welcomed, in particular considering both natural and manmade boundaries.
- Members asked about the population statistics and the County Borough's average? How significant would the population projections be? The Commission advised that the figure 1:1,828 would result in an over representation rather than and under representation and that the LDP had also been considered in relation to any significant planning or outline planning applications which might result in an increase in population.
- Members referred to Welsh Government's Green Paper and the proposed additional responsibilities/changes for local government. The Commission's proposals would result in fewer elected Members resulting in a reduction in democratic representation and a consequential reduction in scrutiny including on joint working arrangements. Valley areas in particular would suffer.
- Members asked whether the process across Wales would be completed and submitted to Welsh Government piecemeal or as a whole and were advised that as each review was completed it would be submitted to the Cabinet Secretary for determination. Whether Welsh Government then chose to create Orders for each local authority area on an individual basis or all 22 at the same time was then up to Welsh Government.

- Concern was expressed that the proposals were based almost entirely on figures. The Commission responded that all reviews would be based on the Council size model as agreed by Welsh Government. It was therefore unlikely that there would be any inconsistencies. The Commission stressed that the review may, in some authorities result in an increase in the number of Councillors.
- Members questioned whether the index of social deprivation would be considered as part of the review and were advised that this was not one of the factors. Members then expressed concern, particularly as the electoral wards that deviated the most from the desired ratio (according to the Plan circulated), were those with the highest social deprivation. The Commission advised that a fair democracy was its aim and that if certain factors were borough wide, these would not be considered. If the factors were in some electoral wards and not all, representations could be made to the Commission on behalf of those particular electoral wards. It was felt that this would result in Member competing against Member in order to prove a special case for their electoral ward. This was not how Neath Port Talbot wanted to go forward.
- The differing amounts of workload as a result of, for instance, the number of local business, the work commitments of fellow Ward Members or as a result of social deprivation were raised and the Commission was asked whether these could also be considered. The Commission confirmed that these would not be considered but if changes to the criteria were required these could be taken on board at the next review.
- Members asked for the cost of the exercise for all 22 Local Authorities and were informed that it would cost £3m over the 5 year period.

The Leader of Council then summed up expressing concerns over the timeliness of the review in light of the other reviews on the table, such as the Parliamentary Boundary Review, etc. Members were advised that an all Member Seminar would be held on 17 July to start the collective response process and that Officers would then come back to Council in the Autumn with a proposed response. After being thanked for their attendance at today's meeting, the Commission's Officers withdrew from the room.

4. **APPOINTMENT OF NEW PRINCIPAL SOLICITOR AS A PROPER OFFICER**

**RESOLVED:** that Joanna Stevens be designated a Proper Officer for the Council and that she be entitled to exercise the powers delegated to the role in The Constitution of Neath Port Talbot County Borough Council.

5. **MINUTES OF CABINET AN CABINET BOARD 2018/19**

**RESOLVED:** That the undermentioned Minutes be noted, subject to Officers confirming that the correct Regulations had been quoted in Minute No 3 of the Cabinet Minutes of 2 May 2018:-

Cabinet	21 March 2018
Cabinet	25 April 2018
Cabinet	2 May 2018
Cabinet	9 May 2018
Cabinet	16 May 2018
Education, Skills and Culture	15 March 2018
Education, Skills and Culture (Special)	24 April 2018
Social Care Health and Wellbeing	8 February 2018
Social Care Health and Wellbeing	8 March 2018
Social Care Health and Wellbeing	5 April 2018
Social Care Health and Wellbeing	10 May 2018
Regeneration and Sustainable Development	9 March 2018
Regeneration and Sustainable Development	20 April 2018
Regeneration and Sustainable Development	18 May 2018
Streetscene and Engineering	6 March 2018
Streetscene and Engineering	13 April 2018

**CHAIRPERSON**

**COUNCIL**

**(Civic Centre, Port Talbot)**

**Members Present:**

**25 July, 2018**

**The Mayor:**                      **Councillor D.Keogh**

**The Deputy Mayor:**        **Councillor S.Jones**

**Councillors:**                      A.R.Aubrey, S.Bamsey, H.C.Clarke, C.Clement-Williams, M.Crowley, S. ap Dafydd, A.P.H.Davies, D.W.Davies, O.S.Davies, R.Davies, M.Ellis, C.Galsworthy, W.F.Griffiths, S.Harris, M.Harvey, N.T.Hunt, C.James, H.N.James, C.J.Jones, D.Jones, L.Jones, S.A.Knoyle, E.V.Latham, A.Llewelyn, A.R.Lockyer, A.McGrath, J.Miller, S.Miller, J.D.Morgan, S.Paddison, S.M.Penry, R.Phillips, L.M.Purcell, S.Pursey, P.A.Rees, S.Renkes, S.H.Reynolds, A.J.Richards, P.D.Richards, A.J.Taylor, R.L.Taylor, A.L.Thomas, D.Whitelock, C.Williams, A.Wingrave, R.W.Wood and A.N.Woolcock

**Officers in Attendance:**                      S.Phillips, G.Nutt, A.Evans, A.Jarrett, C.Griffiths, K.Jones, C.Furlow and A, Manchipp

**Representatives of the Translation Service:**                      Present

---

1.    **DECLARATIONS OF INTEREST**

The following Members made declarations of interest at the commencement of the meeting:-

Cllr.H.C.Clarke                      Re: Decision No 14 of the Decision Record of the Regeneration and Sustainable Development Cabinet Board of 22 June 2018 as it relates to Skewen RFC as her sons play for the Team.

Cllr.M.Harvey

Re: Decision No 14 of the Decision Record of the Regeneration and Sustainable Development Cabinet Board of 22 June 2018 as it relates to Skewen RFC as he is a season ticketholder with the Club.

2. **MINUTES OF THE PREVIOUS MEETING OF COUNCIL:**

**RESOLVED:** That the Minutes of Council held on 30 May 2018, be confirmed.

3. **STATEMENT BY THE CABINET MEMBER FOR COMMUNITY SAFETY AND PUBLIC PROTECTION ON THE MINIMUM UNIT PRICING POLICY**

Council noted the statement by the Cabinet Member for Community Safety and Public Protection in support of the Welsh Government's initiative to introduce a Minimum Unit Pricing Policy in an effort to reduce the harmful and hazardous levels of alcohol consumption. It was expected that the new legislation would come into effect in the summer of 2019. It was pleasing to note that Welsh Government had recognised that there was a need for additional investment to accompany the new duties.

4. **CITY DEAL**

The Deputy Leader introduced the above report in relation to the Swansea Bay City Deal.

Members felt that the updated Agreement and Terms contained in the circulated report were more acceptable in relation to the finance and investment details and also clearly outlined the Authority's expectations from the Deal.

Members asked, as this would be a long process with the economic and political climate changing as a result of such things as Brexit, and the impact of such Strategies as the Valleys, whether there would be opportunity to review the Agreement and perhaps add different strands, such as transport? The Chief Executive advised that the consensus was to allow flexibility in view of changing climates as outlined above.



Members noted that the Authority would receive 20% of the finances available through the City Region which equated to the 20% of the population residing within the Authority's area. The figures presented in the report may fluctuate as a result of grants and the Authority would make efforts to supplement costs by way of additional grants from outside agencies.

Members expressed concern that none of the Authority's valley areas had railway access as this would be the catalyst for economic growth. Could the Valleys' Strategy Task Force take this on board?

The Deputy Leader advised Council that the existing transport infrastructure needed to be put on a better footing but he was supportive of ensuring rail connections across the region should also be part of the strategic thinking so that there was an integrated long term plan.

Members supported the proposals contained in the report and acknowledged that this had been previously scrutinised by the Cabinet Scrutiny Committee.

**RESOLVED:** That the Leader of Council be appointed as the Council's representative on the City Deal Joint Committee and Economic Strategy Board and he be given delegated authority to appoint a deputy to represent the Council in these forums as required.

## 5. **CITY DEAL SCRUTINY ARRANGEMENTS**

Council noted the Joint Report of the Assistant Chief Executive and Chief Digital Officer and the Head of Legal Services, together with the addendum report in relation to the establishment of a Joint Scrutiny Committee for the Swansea Bay City Region Joint Working Agreement.

Council noted that the proposal to establish a joint scrutiny committee would not stop local scrutiny also of the arrangements and, in particular, the joint scrutiny committee did not have a remit to scrutinise those projects which were solely to be delivered in the Neath Port Talbot area.

**RESOLVED:** 1. That the establishment of a Joint Scrutiny Committee for the Swansea Bay City Region

- Joint Working Agreement, be approved, subject to the Swansea Bay City Region Joint Working Agreement being entered into by the other three local authorities;
2. That delegated authority be granted to the Chief Executive, in consultation with the Leader of the Council, to negotiate and agree a more detailed set of terms of reference for the Joint Scrutiny Committee for the Swansea Bay City Region Joint Working Agreement with the other authorities and that such terms of reference be endorsed at the first meeting of the Joint Scrutiny Committee for the Swansea Bay City Region Joint Working Agreement;
  3. That the following Members, as contained in the addendum report circulated at the meeting, be appointed as the Neath Port Talbot County Borough Council Members of the Joint Scrutiny Committee for the Swansea Bay City Region Joint Working Agreement:-

Cllr. A.N.Woolcock  
Cllr.S.Freeguard  
Cllr.A.Llewelyn

6. **STATEMENT ON THE TASK AND FINISH GROUP ACTION PLAN ON THE VALLEYS'**

The Deputy Leader of Council made a Statement in relation to the progress of the Valleys' Task and Finish Group Action Plan. It was noted that the Task and Finish Group had presented its recommendations to Cabinet and that Cabinet would formally respond to the recommendations in the autumn 2018.

7. **MEMBERSHIP ARRANGEMENTS**

**RESOLVED:** That the following changes to Committee/Outside Body representation be approved:-

Replace Cllr A.McGrath with Cllr A.N.Woolcock on the Social Care, Health and Wellbeing Scrutiny Committee;

Cllrs S.Rahaman, D.Jones and D.W.Davies be appointed to the newly reconstituted BME Forum, which is now a Charitable Incorporated Organisation.

8. **EXECUTIVE DECISIONS OF CABINET AND CABINET BOARDS 2018/19**

**RESOLVED:** That the undermentioned Minutes be noted:-

Cabinet	23 May 2018
Education, Skills and Culture	3 May 2018
Education, Skills and Culture	14 June 2018
Social Care, Health and Wellbeing	7 June 2018
Social Care, Health and Wellbeing	5 July 2018
Regeneration and Sustainable Development	22 June 2018
Streetscene and Engineering	25 May 2018

**CHAIRPERSON**

This page is intentionally left blank

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **Council**

**26<sup>th</sup> September 2018**

### **Report of Assistant Chief Executive and Chief Digital Officer**

K. Jones

#### **Matter for Information**

**Wards Affected:** All Wards

#### **Wales Audit Office – Annual Improvement Report 2017-2018 Neath Port Talbot County Borough Council**

#### **Purpose of Report**

1. To receive a presentation from Colin Davies (from Wales Audit Office) on the Wales Audit Office's (WAO) Annual Improvement Report (AIR) 2017-18 for Neath Port Talbot County Borough Council.
2. To provide an update on progress to address proposals for improvement and recommendations contained within the Wales Audit Office's Annual Improvement Report (AIR) 2016-2017 and the Wales Audit Office's Annual Improvement Report (AIR) 2017-2018.

#### **Executive Summary**

3. The Annual Improvement Report (AIR) 2017-2018 attached at Appendix 1 discharges the Auditor General's duties under Section 24 of the Local Government (Wales) Measure 2009, by summarising his audit and assessment work undertaken in this Council during 2017-2018.
4. The Report also discharges his duties under Section 19 of the Measure to issue a report certifying that he has carried out an improvement assessment under Section 18 of the Measure and stating whether (as a result of his improvement plan audit under Section 17) he believes that this Council has discharged its improvement planning duties under Section 15.

## **Annual Improvement Assessment – 2017- 2018:**

5. Improvement authorities (local councils) have a general duty to “make arrangements to secure continuous improvement in the exercise of (their) functions” and the annual improvement assessment considers the likelihood that an authority will comply with its duty to make arrangements to secure continuous improvement.
6. Based on the work carried out by the Wales Audit Office and relevant regulators, the Auditor General states in the attached Annual Improvement Report that he believes that this Council is likely to comply with the requirements of the Local Government (Wales) Measure 2009 during 2018-19.

## **Audit and Assessment – 2017- 2018:**

7. The Wales Audit Office Annual Improvement Report (AIR) 2017-2018 summarises the audit work undertaken since the last Report was published in September 2017.
8. Following the undertaking of audit work, the Auditor General is able to:
  - Make proposals for improvement – if proposals are made to the Council, the Auditor General would expect the Council to do something about them and the Auditor General will follow up what happens;
  - Make formal recommendations for improvement – if a formal recommendation is made, the Council must prepare a response to that recommendation within 30 working days;
  - Conduct a special inspection, and publish a report and make recommendations; and
  - Recommend to Ministers of the Welsh Government that they intervene in some way
9. During the course of the year (2017-2018) no formal recommendations were made, however the Auditor General did make a number of proposals for improvement and recommendations, deriving from local and national work undertaken by the Wales Audit Office and inspection work undertaken by Estyn. These are contained within the attached Annual Improvement Report (AIR) 2017-2018 at Appendix 1. These proposals for improvement and

recommendations are a key input into the Council's corporate governance arrangements and where necessary are incorporated into the Council's Annual Governance Statement - Improvement Action Plan.

10. The Auditor General will monitor progress against those proposals for improvement and relevant recommendations made in national reports published.

### **Progress on Proposals for Improvement – Annual Improvement Report (2016-2017)**

11. An update on the proposals for improvement contained within last year's Annual Improvement Report (2016 – 2017) is attached at Appendix 2. All but one of those proposals for improvement have been achieved and work is underway to ensure achievement of the remaining proposal before the end of the current financial year.

### **Proposals for Improvement and Recommendations – Annual Improvement Report (2017-2018)**

12. Following the audit and assessment work undertaken by the Wales Audit Office a number of different types of reports are produced. Some of the reports are termed "local reports" as they relate to audit work undertaken in specific Council's and are funded from local fees. Other reports are termed "national reports" as they relate to a programme of national studies and local government studies which are funded from the Welsh Consolidated Fund.
13. Appendix 3 contains a summary of the proposals for improvement and recommendations contained within the Annual Improvement (AIR) 2017-2018 which have been published in both "local" and "national" reports published during 2017-2018.
14. Pages 1-3 contain the proposals for improvement made by the Wales Audit Office following the local work undertaken in this Council during 2017-2018.
15. The remaining pages within Appendix 3 contain a summary of the recommendations contained within the National Reports published

by the Wales Audit Office following the programme of national studies and local government studies undertaken during 2017-2018 and an update is provided on the work that has been undertaken or is in the process of being undertaken in relation to those recommendations.

### **Financial Impact**

16. The programme of audit and improvement assessment work undertaken by the Wales Audit Office during 2017-2018 has been delivered within the budget allocated for audit and inspection work.

### **Equality Impact Assessment**

17. An Equality Impact Assessment is not required for this report. However assessments will be undertaken, where appropriate, when addressing recommendations contained within the Annual Improvement Report 2017-2018.

### **Workforce Impacts**

18. There are no workforce impacts from the process of audit and improvement assessment work of significance.

### **Legal Impacts**

19. The Local Government (Wales) Measure 2009 requires the Auditor General to undertake an annual improvement assessment and to publish an annual improvement report for each improvement authority in Wales.

### **Risk Management**

20. The findings of the Wales Audit Office are a key input into the Council's corporate governance arrangements and the areas identified for improvement work inform the Annual Governance Statement and the associated improvement action plan.



## **Consultation**

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

## **Recommended**

22. For Council to note the work that has been undertaken or is in the process of being undertaken in relation to the proposals for improvement and recommendations contained within the 2016-2017 and 2017-2018 Wales Audit Office Annual Improvement Reports.

## **Appendices**

23. Appendix 1 - Wales Audit Office Annual Improvement Report (2017-2018)
24. Appendix 2 - Progress on Proposals for Improvement – Wales Audit Office Annual Improvement Report (AIR) (2016-2017)
25. Appendix 3 - Progress on Proposals for Improvement /Recommendations - Wales Audit Office Annual Improvement Report (AIR) (2017-18)

## **List of Background Papers**

26. Neath Port Talbot County Borough Council Annual Report (2017-2018) Part One (April - September)
27. Neath Port Talbot County Borough Council Corporate Plan (2017-2022)

## **Contact Officer**

Karen Jones, Assistant Chief Executive and Chief Digital Officer  
Telephone: 01639 763284, email: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)

This page is intentionally left blank



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU

# Annual Improvement Report 2017-18

## Neath Port Talbot County Borough Council

Issued: August 2018

Document reference: 682A2018-19



This Annual Improvement Report has been prepared on behalf of the Auditor General for Wales by Colin Davies, Alison Lewis and Gareth W. Lewis under the direction of Jane Holownia.

**Adrian Crompton  
Auditor General for Wales  
Wales Audit Office  
24 Cathedral Road  
Cardiff  
CF11 9LJ**

The Auditor General is independent of government, and is appointed by Her Majesty the Queen. The Auditor General undertakes his work using staff and other resources provided by the Wales Audit Office Board, which is a statutory board established for that purpose and to monitor and advise the Auditor General. The Wales Audit Office is held to account by the National Assembly.

The Auditor General audits local government bodies in Wales, including unitary authorities, police, probation, fire and rescue authorities, national parks and community councils. He also conducts local government value for money studies and assesses compliance with the requirements of the Local Government (Wales) Measure 2009.

Beyond local government, the Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Assembly Commission and National Health Service bodies in Wales.

The Auditor General and staff of the Wales Audit Office aim to provide public-focused and proportionate reporting on the stewardship of public resources and in the process provide insight and promote improvement.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

This document is also available in Welsh.

# Contents

## Summary report

2017-18 performance audit work	4
The Council is meeting its statutory requirements in relation to continuous improvement	4
Recommendations	5
Audit, regulatory and inspection work reported during 2017-18	6

## Appendices

Appendix 1 – Status of this report	9
Appendix 2 – Annual Audit Letter	10
Appendix 3 – National report recommendations 2017-18	13

# Summary report

## 2017-18 performance audit work

- 1 In determining the breadth of work undertaken during the year, we considered the extent of accumulated audit and inspection knowledge as well as other available sources of information including Neath Port Talbot County Borough Council's (the Council) own mechanisms for review and evaluation. For 2017-18, we undertook improvement assessment work at all councils. We also undertook work at all councils in relation to the Wellbeing of Future Generations Act, a service-user-perspective themed review<sup>1</sup> and a review of overview and scrutiny arrangements. At some councils, we supplemented this work with local risk-based audits, identified in the Audit Plan for 2017-18.
- 2 The work carried out since the last Annual Improvement Report (AIR), including that of the relevant regulators, is set out in [Exhibit 1](#).

## The Council is meeting its statutory requirements in relation to continuous improvement

- 3 Based on, and limited to, the work carried out by the Wales Audit Office and relevant regulators, the Auditor General believes that the Council is likely to comply with the requirements of the Local Government Measure (2009) during 2018-19.

<sup>1</sup> We are currently undertaking this work in Neath Port Talbot County Borough Council and will report our findings and conclusions separately in due course.

## Recommendations and proposals for improvement

- 4 Given the wide range of services provided by the Council and the challenges it is facing, it would be unusual if we did not find things that can be improved. The Auditor General is able to:
- make proposals for improvement – if proposals are made to the Council, we would expect it to do something about them and we will follow up what happens;
  - make formal recommendations for improvement – if a formal recommendation is made, the Council must prepare a response to that recommendation within 30 working days;
  - conduct a special inspection, and publish a report and make recommendations; and
  - recommend to ministers of the Welsh Government that they intervene in some way.
- 5 During the course of the year, the Auditor General did not make any formal recommendations. However, we have made a number of proposals for improvement and these are repeated in this report. We will monitor progress against them and relevant recommendations made in our national reports ([Appendix 3](#)) as part of our improvement assessment work.

## Audit, regulatory and inspection work reported during 2017-18

### Exhibit 1: audit, regulatory and inspection work reported during 2017-18

Issue date	Brief description	Conclusions	Proposals for improvement
July 2018	<p><b>Overview and Scrutiny: Fit for the Future? Review</b></p> <p>Review of how well placed Councils' overview and scrutiny functions are to respond to current and future challenges.</p>	<p><b>The Council is making improvements to its scrutiny function, but further work remains to make it better placed to respond to current and future challenges:</b></p> <ul style="list-style-type: none"> <li>• The Council is improving the environment in which overview and scrutiny operates, but pre-decision scrutiny is not timely or rigorous, and scrutiny committees are not effectively holding the Cabinet to account;</li> <li>• The Council has made improvements to overview and scrutiny practice, but needs to strengthen public engagement, increase transparency and grasp opportunities for scrutiny to work differently; and</li> <li>• The Council does not evaluate the impact of overview and scrutiny and cannot demonstrate its overall effectiveness.</li> </ul>	<p>P1 The Council's scrutiny committees should ensure that, where appropriate, Cabinet members rather than council officers are held to account for the efficient exercise of executive functions in accordance with statutory guidance<sup>2</sup>.</p> <p>P2 The Council should consider the intended role of scrutiny committees in pre-decision scrutiny activity and ensure current arrangements enable sufficient time for scrutiny.</p> <p>P3 The Council should review its arrangements for planning and undertaking scrutiny, and consider different ways of working that best suit the topic area and desired outcome.</p> <p>P4 The Council should strengthen scrutiny committee ownership of forward work programmes, ensuring that there is a clear rationale for topic selection.</p> <p>P5 The Council should strengthen the arrangements for engaging the public in scrutiny.</p> <p>P6 The Council should put in place arrangements for assessing the effectiveness and impact of overview and scrutiny.</p>

<sup>2</sup> National Assembly for Wales, Guidance For County And County Borough Councils In Wales On Executive And Alternative Arrangements 2006, July 2006, Paragraph 2.1.8



Issue date	Brief description	Conclusions	Proposals for improvement
December 2017	<p><b>Annual audit letter 2016-17</b></p> <p>Letter summarising the key messages arising from the Auditor General's statutory responsibilities under the Public Audit (Wales) Act 2004 and his reporting responsibilities under the Code of Audit Practice. The Annual Audit Letter is in <a href="#">Appendix 2</a> of this report.</p>	<ul style="list-style-type: none"> <li>• The Council complied with its responsibilities relating to financial reporting and use of resources;</li> <li>• I am satisfied that the Council has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources; and</li> <li>• My work to date on certification of grant claims and returns has not identified significant issues that would impact on the 2017-18 accounts or key financial systems.</li> </ul>	None.
<b>Improvement planning and reporting</b>			
April 2017	<p><b>Wales Audit Office annual improvement plan audit</b></p> <p>Review of the Council's published plans for delivering on improvement objectives.</p>	The Council has complied with its statutory improvement planning duties.	None.
November 2017	<p><b>Wales Audit Office annual assessment of performance audit</b></p> <p>Review of the Council's published performance assessment.</p>	The Council has complied with its statutory improvement reporting duties.	None.

Issue date	Brief description	Conclusions	Proposals for improvement
<b>Reviews by inspection and regulation bodies</b>			
Estyn	<p><b>A report on Neath Port Talbot County Borough Council</b></p> <p><b>Date of inspection: December 2017</b></p> <p>Estyn inspection of local authority education services for children and young people.</p>	<p>Summary</p> <ul style="list-style-type: none"> <li>All three inspection areas (outcomes; quality of education services; and leadership and management) were judged to be 'good'.</li> <li>Overall learners make strong progress over time from their low starting points to when they leave statutory school education. In key stage 4, pupils perform well. However, performance in primary schools does not compare well with that of similar authorities.</li> <li>Officers in Neath Port Talbot know their schools well. Challenge advisers and teacher development officers work appropriately in partnership with schools. There are useful arrangements to monitor and challenge schools according to their level of support identified through the national categorisation system.</li> <li>Senior officers and elected members share a clear vision for ensuring effective education provision in Neath Port Talbot. They communicate this vision well with partners and stakeholders. They have a comprehensive understanding of the key challenges facing the education service and individual schools. However, officers do not consistently evaluate their work well enough and the processes for managing risk are not robust enough.</li> </ul>	<p>Recommendations</p> <p>R1 Improve standards in primary schools.</p> <p>R2 Improve the quality of self-evaluation, improvement planning and risk management across all education services.</p> <p>R3 Ensure that pupils in key stage 4 follow suitable learning pathways that enable them to progress into appropriate further education, employment or training.</p> <p>R4 Take action to address the safeguarding management issues identified during the inspection.</p>

# Appendix 1

## Status of this report

The Local Government (Wales) Measure 2009 (the Measure) requires the Auditor General to undertake a forward-looking annual improvement assessment, and to publish an annual improvement report, for each improvement authority in Wales. Improvement authorities (defined as local councils, national parks, and fire and rescue authorities) have a general duty to 'make arrangements to secure continuous improvement in the exercise of [their] functions'.

The annual improvement assessment considers the likelihood that an authority will comply with its duty to make arrangements to secure continuous improvement. The assessment is also the main piece of work that enables the Auditor General to fulfil his duties. Staff of the Wales Audit Office, on behalf of the Auditor General, produce the annual improvement report. The report discharges the Auditor General's duties under section 24 of the Measure, by summarising his audit and assessment work in a published annual improvement report for each authority. The report also discharges his duties under section 19 to issue a report certifying that he has carried out an improvement assessment under section 18 and stating whether (as a result of his improvement plan audit under section 17) he believes that the authority has discharged its improvement planning duties under section 15.

The Auditor General may also, in some circumstances, carry out special inspections (under section 21), which will be reported to the authority and Ministers, and which he may publish (under section 22). An important ancillary activity for the Auditor General is the co-ordination of assessment and regulatory work (required by section 23), which takes into consideration the overall programme of work of all relevant regulators at an improvement authority. The Auditor General may also take account of information shared by relevant regulators (under section 33) in his assessments.

# Appendix 2

## Annual Audit Letter

Councillor Rob G Jones  
Leader  
Neath Port Talbot County Borough Council  
Civic Centre  
Port Talbot  
SA13 1PJ

**Reference:** 299A2017-18

**Date issued:** 4 December 2017

Dear Councillor Jones

## Annual Audit Letter – Neath Port Talbot County Borough Council 2016-17

This letter summarises the key messages arising from my statutory responsibilities under the Public Audit (Wales) Act 2004 and my reporting responsibilities under the Code of Audit Practice.

### The Council complied with its responsibilities relating to financial reporting and use of resources

It is Neath Port Talbot County Borough Council's (the Council's) responsibility to:

- put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
- maintain proper accounting records;
- prepare a Statement of Accounts in accordance with relevant requirements; and
- establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Public Audit (Wales) Act 2004 requires me to:

- provide an audit opinion on the accounting statements;
- review the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources; and
- issue a certificate confirming that I have completed the audit of the accounts.

Local authorities in Wales prepare their accounting statements in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. This code is based on International Financial Reporting Standards.

As part of the Council's initiative for bringing forward its accounts preparation, the draft financial statements were shared with us on 31 May 2017, four weeks earlier than the statutory deadline. The earlier preparation was achieved as a result of the Council's initiative to prepare for the early production and publication of local government annual accounts to the earlier deadline of the end May and July respectively by 2020-21. This was a significant achievement, which built on the lessons learnt in the previous year.

Despite the shorter timescale, the draft financial statements were prepared to a good standard and were supported by comprehensive and timely working papers. I issued an unqualified audit opinion on the financial statements confirming they present a true and fair view of the Council's financial position and transactions on 26 July 2017, nine weeks earlier than the statutory deadline. I also issued the certificate confirming that the audit of the accounts had been completed on the same day.

**I am satisfied that the Council has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources**

My consideration of the Council's arrangements to secure economy, efficiency and effectiveness has been based on the audit work undertaken on the accounts as well as placing reliance on the work completed under the Local Government (Wales) Measure 2009. The Auditor General published his Annual Improvement Report in September 2017 and concluded that the Council was meeting its statutory requirements in relation to continuous improvement.

**My work to date on certification of grant claims and returns has not identified significant issues that would impact on the 2017-18 accounts or key financial systems**

The Council agreed to participate in the second year of our 'outcomes pilot' on Welsh Government grants. Our 'outcomes pilot' aims to test the feasibility of a new outcomes approach. The pilot takes account of how both the Welsh Government and the Auditor General wish to improve the value and impact of certification work by moving auditors' efforts away from transaction testing and towards consideration of the activities to be delivered by the funding. We are due to conclude our work in December 2017 and will report the outcome of the pilot to the Welsh Government and the Director of Finance and Corporate Services in due course.

My ongoing work on the certification of non-Welsh Government grants claims and returns has not identified any significant issues to date in relation to the accounts or the Council's key financial systems. I will report any key issues to the Director of Finance and Corporate Services once this year's programme of certification work is complete.

The financial audit fee for 2016-17 is currently expected to be in line with the agreed fee set out in the Annual Audit Plan.

Yours sincerely



**Richard Harries**

**Engagement Director**

**For and on behalf of the Auditor General for Wales**

cc: Steven Phillips, Chief Executive  
Hywel Jenkins, Director of Finance and Corporate Services

# Appendix 3

## National report recommendations 2017-18

### Exhibit 2: national report recommendations 2017-18

Summary of proposals for improvement relevant to local government, included in national reports published by the Wales Audit Office, since publication of the last AIR.

Date of report	Title of review	Recommendation
June 2017	<a href="#"><u>Savings Planning in Councils in Wales</u></a>	The report did not include any recommendations or proposals for improvement, although proposals for improvement were included in local reports issued to each Council.
October 2017	<a href="#"><u>Public Procurement in Wales</u></a>	The report contained seven recommendations. Six of the recommendations were for the Welsh Government, one of the recommendations was for public bodies:  R3 It was clear from our sampling that some procurement strategies are out of date and there has also been a mixed response to new policy and legislation, such as the Well-being of Future Generations (Wales) Act 2015. We recommend that public bodies review their procurement strategies and policies during 2017-18 and on an annual basis thereafter to ensure that they reflect wider policy and legislative changes and support continuous improvement.
October 2017	<a href="#"><u>Good governance when determining significant service changes – National Summary</u></a>	The report did not include any recommendations or proposals for improvement, although proposals for improvement were included in local reports issued to each Council. The report was designed primarily to provide insight, share existing practice and prompt further conversations and discussions between councils and other organisations.
December 2017	<a href="#"><u>Local Government Financial Reporting 2016-17</u></a>	The report did not include any recommendations or proposals for improvement.

Date of report	Title of review	Recommendation
January 2018	<a href="#">How Local Government manages demand – Homelessness</a>	<p>R1 Implementing the Housing (Wales) Act 2014 requires local authorities to develop services which are focussed on preventing homelessness and reducing demand. These are very different to traditional casework led homelessness services, and prevention work requires new skills and early interaction with users and potential users. We found local authorities' progress in revising and strengthening services is variable (paragraphs 1.12 to 1.20). <b>We recommend that local authorities:</b></p> <ul style="list-style-type: none"> <li>• ensure their staff are sufficiently skilled to deal with the new demands of mediating, problem solving, negotiating and influencing with homeless people; and</li> <li>• review and reconfigure their services to engage more effectively with homeless and potentially homeless people to prevent homelessness.</li> </ul> <p>R2 The Welsh Government provided funding to support local authorities to implement the Housing (Wales) Act 2014 and this funding has been critical in enabling new preventative services to be developed. The funding is in place until 2019-20 but authorities need to ensure they use headspace provided by these resources to revise their services to deliver their responsibilities in the future (paragraphs 1.21 to 1.28). <b>We recommend that local authorities review their funding of homelessness services to ensure that they can continue to provide the widest possible preventative approach needed. Reviews should consider use of Supporting People as well as General Council fund monies to support delivery of the authority's homelessness duties.</b></p>



Date of report	Title of review	Recommendation
January 2018	<a href="#">How Local Government manages demand – Homelessness</a>	<p>R3 How services are configured and managed at first point of contact can significantly influence how effective local authorities are in managing and reducing demand. Easy to access services which maximise usage, avoid gate keeping and focus on early solutions can significantly improve the prospects for successful homelessness prevention. We found that some authority point of entry systems are poorly designed which reduces the authority's prospects for early intervention to prevent homelessness from occurring (paragraphs 2.4 to 2.11). <b>We recommend that local authorities:</b></p> <ul style="list-style-type: none"> <li>• design services to ensure there is early contact with service users;</li> <li>• use 'triage' approaches to identify and filter individuals seeking help to determine the most appropriate response to address their needs; and</li> <li>• test the effectiveness of first point of contact services to ensure they are fit for purpose.</li> </ul> <p>R4 Establishing clear standards of service that set out what the authority provides and is responsible for is critical to ensuring people know what they are entitled to receive and what they need to resolve themselves. We found that authorities are not always providing clear, concise and good quality information to help guide people to find the right advice quickly and efficiently (paragraphs 2.12 to 2.17). <b>We recommend that local authorities publish service standards that clearly set out what their responsibilities are and how they will provide services to ensure people know what they are entitled to receive and what they must do for themselves. Service standards should:</b></p> <ul style="list-style-type: none"> <li>• be written in plain accessible language;</li> <li>• be precise about what applicants can and cannot expect, and when they can expect resolution;</li> <li>• clearly set out the applicant's role in the process and how they can help the process go more smoothly and quickly;</li> <li>• be produced collaboratively with subject experts and include the involvement of people who use the service(s);</li> <li>• effectively integrate with the single assessment process;</li> <li>• offer viable alternatives to the authority's services; and</li> <li>• set out the appeals and complaints processes. These should be based on fairness and equity for all involved and available to all.</li> </ul>

Date of report	Title of review	Recommendation
January 2018	<a href="#">How Local Government manages demand – Homelessness</a>	<p>R5 Local authorities need to design services to engage with service users effectively and efficiently, but current standards are too variable to ensure service users are getting access to the advice they need (paragraphs 2.18 to 2.24). <b>To improve current performance we recommend that local authorities make better use of their websites to help manage demand by:</b></p> <ul style="list-style-type: none"> <li>• testing the usability and effectiveness of current website information using our lines of enquiry set out in Appendix 5;</li> <li>• increasing and improving the range, quality and coverage of web based information; making better use of online applications; and</li> <li>• linking more effectively to information from specialist providers' and advice specialists, such as Citizens Advice.</li> </ul> <p>R6 The Housing (Wales) Act 2014 introduces a new duty on social services and housing associations to collaborate with local authority homelessness services in preventing homelessness. We found that these arrangements are not operating effectively and service responses to prevent homelessness and assist homeless people are not always being provided, nor are they consistently effective (paragraphs 3.13 to 3.25). <b>We recommend that local authorities set out and agree their expectations of partners identifying how they will work together to alleviate homelessness. The agreement should be reviewed regularly and all partners' performance reviewed to identify areas for improvement.</b></p> <p>R7 Local authorities monitoring systems and evaluation approaches to ensure compliance with their responsibility under the Equality Act 2010 and the Public Sector Equality Duty are not working as well as they should (paragraph 3.35 to 3.39). <b>We recommend that local authorities address weaknesses in their equalities monitoring, and ensure that their homelessness service accurately records and evaluates appropriate data to demonstrate equality of access for all service users that the local authority has a duty towards.</b></p> <p>R8 Managing demand can be challenging for local authorities. There are some clear lessons to be learnt with regard to the implementation of the Housing (Wales) Act 2014 and homelessness prevention duties that can be applied to managing demand in other services (paragraphs 4.24 to 4.27). <b>We recommend that local authorities use the checklist set out in Appendix 10 to undertake a self-assessment on services, to help identify options to improve how they can help manage demand.</b></p>

Date of report	Title of review	Recommendation
February 2018	<a href="#">Housing Adaptations</a>	<p>The report contained nine recommendations. One of the recommendations was for the Welsh Government, eight of the recommendations were for local authorities and/or delivery organisations:</p> <p>R1 There are many sources of funding and policies for adaptations, which results in disabled and older people receiving very different standards of service (paragraphs 1.5 to 1.9). To address these discrepancies <b>we recommend that the Welsh Government set standards for all adaptations to ensure disabled and older people receive the same standard of service irrespective of where they live, who their landlord is and whether they own their own home.</b></p> <p>R2 Most public bodies are clear on how their work on adaptations can positively impact on disabled and older people, and have set suitable aims that provide focus for action. For adaptations, having the right strategic goals also establishes a clear basis for decision-making on who should be prioritised for services and how and where to use resources. However, we found that current policy arrangements have a number of deficiencies and public bodies are not maximising the benefit of their investment (paragraphs 3.8 to 3.15). We recommend that local authorities work with partner agencies (health bodies, housing associations and Care and Repair) to strengthen their strategic focus for the provision of adaptations by:</p> <ul style="list-style-type: none"> <li>• setting appropriate strategic objectives for adaptations that focus on wellbeing and independence;</li> <li>• improving the quality of information on the demand for adaptations by using a wide range of data to assess need including drawing on and using information from partners who work in the local-authority area; and</li> <li>• linking the system for managing and delivering adaptations with adapted housing policies and registers to make best use of already adapted homes.</li> </ul>

Date of report	Title of review	Recommendation
February 2018	<a href="#">Housing Adaptations</a>	<p>R3 Ensuring that all those who might need an adaptation have all the information they need in order to apply for and receive an adaptation is important. Good-quality and accessible information is therefore essential for delivery organisations to demonstrate fair access and transparency. However, we identified weaknesses in the quality and coverage of public information relating to housing adaptations (paragraphs 2.6 to 2.15). <b>We recommend that delivery organisations provide information on housing adaptations in both Welsh and English, and accessible formats including braille, large fonts, audio versions and other languages. Information should be promoted widely via a range of media including social media, websites and published information, and also through key partners. Preferably, information should be produced jointly and policies aligned between delivery bodies to improve coverage and usage.</b></p> <p>R4 Given the wide number of routes into services, delivery organisations need to ensure they have robust systems to deal effectively and quickly with applications. However, we found that the processes used by delivery organisations vary widely and often create difficulties for disabled and older people seeking assistance (paragraphs 2.16 to 2.19). <b>We recommend that delivery organisations streamline applications by creating single comprehensive application forms covering all organisations within a local-authority area that are available via partners and online.</b></p> <p>R5 Delivery of adaptations can be delayed by a variety of factors (paragraphs 2.20 to 2.33). To improve timeliness in delivery <b>we recommend that:</b></p> <ul style="list-style-type: none"> <li>• the Welsh Government reviews whether local authorities should continue to use the means test for Disabled Facilities Grants (DFGs);</li> <li>• local authorities provide or use home improvement agency services to support disabled and older people to progress their DFG applications efficiently;</li> <li>• delivery organisations work with planning authorities to fast track and streamline adaptations that require approvals;</li> <li>• delivery organisations use Trusted Assessors to undertake less complex adaptation assessments; and</li> <li>• the Welsh Government streamlines its approval processes for Physical Adaptation Grants (PAGs).</li> </ul>

Date of report	Title of review	Recommendation
February 2018	<a href="#">Housing Adaptations</a>	<p>R6 Most local authorities, housing associations and Care and Repair agencies have established processes to appoint, oversee and manage builder and/or contractor performance. However, we found wide variations in how delivery organisations arrange, contract and deliver building works (paragraphs 2.37 to 2.44). <b>We recommend that delivery organisations:</b></p> <ul style="list-style-type: none"> <li>• introduce formal systems for accrediting contractors to undertake adaptations. These should include: <ul style="list-style-type: none"> <li>– standards of customer care such as keeping to appointments, keeping the site tidy, controlling noise etc.;</li> <li>– vetting of financial standing, tax and VAT status;</li> <li>– promoting good health and safety practices;</li> <li>– requiring the use of warranty schemes;</li> <li>– ensuring that adequate insurance is held; and</li> <li>– requiring references.</li> </ul> </li> <li>• use framework agreements and partnered contracts to deliver adaptations.</li> <li>• address weaknesses in the contracting of adaptations, updating Schedule of Rates used to tender work and undertaking competitive tendering to support value for money in contracting.</li> <li>• develop effective systems to manage and evaluate contractor performance by: setting an appropriate range of information to judge performance and delivery of works covering timeliness of work; quality of work; applicant/ tenant feedback; cost of work (including variations); health and safety record; and customer feedback;</li> <li>• regularly reporting and evaluating performance to identify opportunities to improve services; and</li> <li>• providing formal feedback to contractors on their performance covering key issues such as client satisfaction, level and acceptability of variations, right first-time work, post-inspection assessment and completion within budget and on time.</li> </ul>

Date of report	Title of review	Recommendation
February 2018	<a href="#">Housing Adaptations</a>	<p>R7 Maximising impact and value for money in provision of adaptations requires effective joint working between housing organisations and health and social care services to ensure the needs of often very vulnerable people can be met, and their quality of life improved. However, our findings highlight that delivery organisations continue to have a limited strategic focus on adaptations, concentrating on organisational specific responses rather than how best collectively to meet the needs of disabled or older people (paragraphs 3.16 to 3.21). <b>We recommend that local authorities work with partner agencies (health bodies, housing associations and Care and Repair) to develop and improve joint working to maximise both take-up and the benefits of adaptations in supporting independence by pooling of resources, co-locating staff and creating integrated delivery teams.</b></p> <p>R8 Most public bodies recognise the value of adaptations in reducing the risk of falls, preventing hospital admissions and speeding up discharge from hospital. However, the importance of adaptations is not always reflected in local partnership arrangements and outside of Occupational Therapists, health professionals noted that the different local-authority and housing-association systems for administering, approving and delivering adaptations are difficult to navigate (paragraphs 3.22 to 3.24). <b>To enhance take-up and usage of adaptations with health bodies we recommend that delivery organisations jointly agree and publish joint service standards for delivery of adaptations within each local-authority area. The service standards should clearly set out how each agency approaches delivery of adaptations and how they will provide services to ensure people know what they are entitled to receive. Service Standards should:</b></p> <ul style="list-style-type: none"> <li>• be written in plain accessible language;</li> <li>• be precise about what people can and cannot expect to receive;</li> <li>• be produced collaboratively to cover all adaptations services within an area;</li> <li>• set out the eligibility for the different funding streams, application and assessment processes, timescales and review processes; and</li> <li>• offer the viable options and alternatives for adaptations including linking with adapted housing registers to maximise use of already adapted homes.</li> </ul>

Date of report	Title of review	Recommendation
February 2018	<a href="#">Housing Adaptations</a>	<p>R9 Having the right performance indicators and regularly reporting performance against these are important for public bodies to manage operational performance, identify areas of improvement and evaluating the positive impact of services. We found that the current range of performance indicator data is extremely limited and not sufficient to enable a full evaluation of performance (paragraphs 4.5 to 4.20). <b>To effectively manage performance and be able to judge the impact of adaptations, we recommend that the Welsh Government and delivery organisations:</b></p> <ul style="list-style-type: none"> <li>• set appropriate measures to judge both the effectiveness and efficiency of the different systems for delivering adaptations and the impact on wellbeing and independence of those who receive adaptations;</li> <li>• ensure delivery organisations report against their responsibilities in respect of the Equalities Act 2010;</li> <li>• ensure performance information captures the work of all delivery organisations – local authorities, housing associations and Care and Repair agencies; and</li> <li>• annually publish performance for all delivery organisations to enable a whole systems view of delivery and impact to support improvement to be taken.</li> </ul>
April 2018	<a href="#">Speak my language: Overcoming language and communication barriers in public services</a>	<p><b>Ensuring that people who face language and communication barriers can access public services</b></p> <p>R1 Public bodies are required to ensure that people can access the services they need. To take account of the requirements of the 2010 Equality Act and other legislation, we recommend that public bodies regularly review the accessibility of their services to people who do not speak English or Welsh as a main language including Deaf people who use sign language. This assessment can include using our checklist.</p> <p><b>Developing interpretation and translation services in Wales</b></p> <p>R2 Our work with public bodies, interpretation and translation service providers and service users has identified some challenges for interpretation and translation services. We recommend that the Welsh Government work with public bodies, representative groups and other interested parties to make sure that:</p> <ul style="list-style-type: none"> <li>• the supply of interpreters is sufficient especially for languages in high demand such as BSL and Arabic;</li> <li>• interpreters with specialist training are available to work in mental health services and with people who have experienced trauma or violence; and</li> <li>• quality assurance and safeguarding procedures are in place.</li> </ul>

Date of report	Title of review	Recommendation
May 2018	<a href="#"><u>Reflecting on Year One: How Have Public Bodies Responded to the Well-being of Future Generations</u></a>	<p>The report did not include any recommendations or proposals for improvement.</p>
May 2018	<a href="#"><u>Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities</u></a>	<p>R1 People with a learning disability have a right to live independently. The last 50 years have seen significant changes in the provision of accommodation and support. Service provision has moved to a model that enables people to live in the community in ordinary houses throughout Wales (paragraphs 1.3 to 1.10). We recommend that local authorities continue to focus on preventing people becoming dependent on more expensive placements in care homes by providing effective support at home and a range of step up accommodation by:</p> <ul style="list-style-type: none"> <li>• improving the evaluation of prevention activity so local authorities understand what works well and why;</li> <li>• utilising the mapping of prevention services under the Social Services and Well-being (Wales) Act 2014 that covers other agencies and service providers;</li> <li>• improving the signposting of additional help so carers and support networks can be more resilient and self-reliant. This should include encouraging carers to make long-term plans for care to maintain and protect their dependant’s wellbeing; and</li> <li>• sharing risk analysis and long term planning data with other local authorities, service providers, and partners to agree a shared understanding of the range of options.</li> </ul> <p>R2 Population projections show that the number of people with a learning disability will increase in the future, and those aged over 65 and those with a moderate or severe learning disability will rise significantly (paragraphs 1.3 to 1.10). We recommend that local authorities improve their approach to planning services for people with learning disabilities by building on the Regional Partnership Boards population assessments for people with learning disabilities and agreeing future priorities.</p>



Date of report	Title of review	Recommendation
May 2018	<a href="#"><u>Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities</u></a>	<p>R3 Welsh Government produced guidance to local authorities, entitled 'developing a commissioning strategy for people with a learning disability' to support authorities in producing strategic plans for the commissioning of learning disability services. In conjunction with codes of practice developed following the Social Services and Well-being (Wales) Act 2014, Welsh Government requires local authorities to develop integrated commissioning options with Local Health Board services. The aim is to provide a joined-up and cost-effective approach to the commissioning of services but our review highlighted weaknesses in current arrangements (paragraph 2.4 to 2.12). We recommend that local authorities do more to integrate commissioning arrangements with partners and providers and take account of the work of the National Commissioning Board by:</p> <ul style="list-style-type: none"> <li>• understanding the barriers that exist in stopping or hindering further integration;</li> <li>• improving the quality of joint strategic plans for learning disability services (see also paragraphs 3.11-3.14);</li> <li>• establishing investment models and sustainable financial structures, joint workforce planning and multi-year budgeting; and</li> <li>• developing appropriate governance and data sharing frameworks with key local partners that include a clear process for managing risk and failure.</li> </ul> <p>R4 Local authorities' engagement with people with learning disabilities and their carers is variable. Whilst many authority services have positive relationships with advocacy groups, some are less successful in involving these groups and carers in evaluating the quality of services (paragraph 2.18 to 2.20). We recommend that local authorities do more to involve people with learning disabilities and their carers in care planning and agreeing pathways to further independence by:</p> <ul style="list-style-type: none"> <li>• consistently including people with learning disabilities and their carers in the writing, monitoring and development of care plans;</li> <li>• systematically involving carers and advocacy groups in evaluating the quality of services;</li> <li>• involving people with learning disabilities in procurement processes; and</li> <li>• ensuring communications are written in accessible and appropriate language to improve the understanding and impact of guidance and information.</li> </ul>

Date of report	Title of review	Recommendation
May 2018	<a href="#"><u>Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities</u></a>	<p>R5 Local Authorities could do more to involve service providers in commissioning and make the tendering process more effective by making it easier to navigate and more outcome focused. However, providers are not as effectively engaged as they should be (paragraph 2.28 to 2.38). We recommend that local authorities collaborate with providers, the third sector and suppliers in understanding challenges, sharing data, and pooling expertise by:</p> <ul style="list-style-type: none"> <li>• improving the quality range, and accessibility of tendering information; and</li> <li>• working with providers to shape local markets by coming to a common understanding of the opportunities, risks, and future priorities in providing learning disabilities services.</li> </ul> <p>R6 Most local authorities do not have effective arrangements to monitor and evaluate their commissioning of learning disability services (paragraphs 3.3 to 3.15). We recommend that local authorities develop a more appropriate set of performance indicators and measures of success that make it easier to monitor and demonstrate the impact of service activity by:</p> <ul style="list-style-type: none"> <li>• co-designing measures, service and contract performance indicators with service providers, people with learning disabilities and their carers;</li> <li>• ensure commissioners have sufficient cost and qualitative information on the full range of placement and care options available;</li> <li>• equipping commissioners with data to demonstrate the long term financial benefits of commissioning choices, this includes having the right systems and technology;</li> <li>• integrating the outcomes and learning from reviews of care plans into performance measures;</li> <li>• evaluating and then learning from different types of interventions and placements; and</li> <li>• including learning disability services in local authority scrutiny reviews to challenge performance and identify improvements.</li> </ul>



Wales Audit Office

24 Cathedral Road

Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: [info@audit.wales](mailto:info@audit.wales)

Website: [www.audit.wales](http://www.audit.wales)

Swyddfa Archwilio Cymru

24 Heol y Gadeirlan

Caerdydd CF11 9LJ

Ffôn: 029 2032 0500

Ffacs: 029 2032 0600

Ffôn Testun: 029 2032 0660

E-bost: [post@archwilio.cymru](mailto:post@archwilio.cymru)

Gwefan: [www.archwilio.cymru](http://www.archwilio.cymru)

## Progress on Proposals for Improvement - Wales Audit Office Annual Improvement Report (2016-17)

Local work		
Work area	Proposal for improvement	Progress
<b>Governance:</b> The review of the Council's governance arrangements for significant service change concluded they are proportionate to their scale and complexity but the evaluation of their impact is inconsistent	P1: The Council should further develop guidance for officers to reinforce what is required in terms of conducting and reporting options appraisals on service change proposals and other information	Achieved
	P2: The Council should set out arrangements for monitoring the impact of service changes at the point of decision	Achieved
	P3: The Council should strengthen its systems to ensure monitoring reports requested by scrutiny committees are routinely provided	Achieved
<b>Use of Resources:</b> The review of the Council's financial savings arrangements concluded that whilst the Council lacks indicative savings plans for future years it has a sound financial planning framework which supports future financial resilience	P1: Strengthen financial planning arrangements by developing longer terms savings plans to cover the period of the Medium Term Financial Plan	Work in progress We have asked Directors/Heads of Service for longer term savings plans and these are being worked on as part of the 19/20 budget setting process
<b>Local risk-based performance audit:</b> 1. The review of Third Sector roles in supporting welfare reform advice concluded access to welfare advice in Neath Port Talbot varies and there are examples of duplication	P1: The Council would benefit from investigating the extent of duplication and the potential to better align provision and improve coverage across the County Borough	Achieved

<b>Local work</b>		
<b>Work area</b>	<b>Proposal for improvement</b>	<b>Progress</b>
2. The review of the Council's Corporate Risk Register found the structure of the risk register and strategic risk management procedures were appropriate but the corporate register was detailed or clear enough to support effective risk management	P1: Establish clear procedures about how to identify, categorise and mitigate corporate risks by including more relevant detail within the Corporate Risk Register	Achieved (new policy in place)
	P2: Ensure that mitigating actions have established timeframes, milestones and sufficient detail to allow effective scrutiny to take place	Achieved (via new corporate performance management system)
3. The review of Performance Management arrangements in the Social Services, Health and Housing Directorate concluded the directorate is learning from improvements to performance management arrangements in children's services but needs to produce its business plans earlier and further strengthen arrangements in adult services	P1: The Social Services, Health and Housing Directorate in future years produce business plans in readiness for sign off by the relevant Cabinet Member before the Council's Annual General Meeting in May	Achieved (via new corporate performance management system)
	P2: The Social Services, Health and Housing Directorate learns from the experience in children's services and continues to work to develop and agree a comprehensive suite of performance management information for the directorate that is visible and that actively assists the service in driving improvement	Achieved (via new corporate performance management system)

## Progress on Proposals for Improvement / Recommendations - Wales Audit Office Annual Improvement Report (2017-18)

Local work 2017-18						
Work area / issue date	Brief description	Proposal for improvement	Officer	Accepted	Not accepted	Not formally considered
Overview and Scrutiny: Fit For the Future?  July 2018  Page 51	Review of how well placed Councils' overview and scrutiny functions are to respond to current and future challenges	P1 The Council's scrutiny committees should ensure that, where appropriate, Cabinet members rather than council officers are held to account for the efficient exercise of executive functions in accordance with statutory guidance ( <i>National Assembly for Wales, Guidance For County And County Borough Councils In Wales On Executive And Alternative Arrangements 2006, July 2006, Paragraph 2.1.8</i> )	KJ	P1 to P6: Meeting scheduled 30.08.18 to discuss way forward on proposals with the relevant scrutiny champion Member		
		P2 The Council should consider the intended role of scrutiny committees in pre-decision scrutiny activity and ensure current arrangements enable sufficient time for scrutiny				
		P3 The Council should review its arrangements for planning and undertaking scrutiny, and consider different ways of working that best suit the topic area and desired outcome				
		P4 The Council should strengthen scrutiny committee ownership of forward work programmes, ensuring that there is a clear rationale for topic selection				
		P5 The Council should strengthen the arrangements for engaging the public in scrutiny				

Local work 2017-18						
Work area / issue date	Brief description	Proposal for improvement	Officer	Accepted	Not accepted	Not formally considered
		P6 The Council should put in place arrangements for assessing the effectiveness and impact of overview and scrutiny				



**Reviews by inspection and regulation bodies 2017-18**

<b>Regulation body / date</b>	<b>Brief description</b>	<b>Recommendation</b>	<b>Officer</b>	<b>Accepted</b>	<b>Not accepted</b>	<b>Not formally considered</b>
Estyn  December 2017	Estyn inspection of local authority education services for children and young people	R1 Improve standards in primary schools	CM	Yes  Progress has been reported in June		
		R2 Improve the quality of self-evaluation, improvement planning and risk management across all education services				
		R3 Ensure that pupils in key stage 4 follow suitable learning pathways that enable them to progress into appropriate further education, employment or training				
		R4 Take action to address the safeguarding management issues identified during the inspection				

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
October 2017	<a href="#"><u>Public Procurement in Wales</u></a>	R3 Review procurement strategies and policies during 2017-18 and on an annual basis thereafter to ensure that they reflect wider policy and legislative changes (e.g. WBFG (Wales) Act 2015) and support continuous improvement	GG	<p>The Corporate Procurement Unit are presently implementing such a review.</p> <ul style="list-style-type: none"> <li>• To date the Council has complied with Welsh Government Procurement Policy and wellbeing provisions, for example, by ensuring that contracts over the value of £1,000,000 include community benefits clauses</li> <li>• In line with good practice, when embarking on tender exercises via Sell2Wales, consideration is now being given for all tenders to determine whether community benefits should be utilised and can be generated for the type of contract being considered thereby ensuring benefits to the organisation, society and economy</li> <li>• Consideration is given to all contracts now advertised on Sell2Wales as to whether contracts should be split into “Lots” or smaller arrangements to facilitate the opportunity for smaller organisations to bid for elements of contracts if they are unable to</li> </ul>		

**National report recommendations 2017-18**

<b>Date of report</b>	<b>Title of review</b>	<b>Recommendation</b>	<b>Officer</b>	<b>Accepted</b>	<b>Not accepted</b>	<b>Not formally considered</b>
Page 55				<p>bid for larger packages, thereby enabling smaller and local organisations to play an active role in procurement processes and allow more development to SME's and local organisations</p> <ul style="list-style-type: none"> <li>• Also contracts and tender documents have now been simplified to allow all organisations regardless of size and experience in tendering to have the opportunity to take part in processes</li> <li>• During 2018/2019 and onwards, a review of the Contract Procedure Rules will be undertaken to ensure compliance with all legislative and policy requirements, which the Council are to date complying with but need to document the processes and ensure standing orders are up to date</li> <li>• A procurement strategy will also be developed setting out the Council's strategic objectives for corporate procurement and ensuring compliance with all policy/legislative requirements</li> </ul>		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
January 2018	<a href="#"><u>How Local Government manages demand – Homelessness</u></a>	<p>R1 We recommend that local authorities:</p> <ul style="list-style-type: none"> <li>• Ensure their staff are sufficiently skilled to deal with the new demands of mediating, problem solving, negotiating and influencing with homeless people; and</li> <li>• Review and reconfigure their services to engage more effectively with homeless and potentially homeless people to prevent homelessness</li> </ul>	AT	<p>A review of how we are preventing and responding to homelessness has been undertaken and a consultation on our draft homelessness strategy is underway</p> <p>This recommendation will be taken forward as part of the action plan</p>		
		<p>R2 Review funding of homelessness services to ensure that they can continue to provide the widest possible preventative approach needed. Reviews should consider use of Supporting People as well as General Council fund monies to support delivery of the authority's homelessness duties</p>		AT		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 57	<a href="#"><u>How Local Government manages demand – Homelessness</u></a>	<p>R3 We recommend that local authorities:</p> <ul style="list-style-type: none"> <li>• Design services to ensure there is early contact with service users</li> <li>• Use ‘triage’ approaches to identify and filter individuals seeking help to determine the most appropriate response to address their needs</li> <li>• Test the effectiveness of first point of contact services to ensure they are fit for purpose</li> </ul>	AT	<p>A review of how we are preventing and responding to homelessness has been undertaken and a consultation on our draft homelessness strategy is underway</p> <p>Taking into account the new strategy findings and proposals the service will be working with external organisations and partners, trying to prevent more cases needing support from the service by means of earlier intervention</p> <p>The service runs a duty service which is regularly reviewed and discussed with staff to ensure it is running effectively and efficiently</p>		
		<p>R4 We recommend that local authorities publish service standards that clearly set out what their responsibilities are and how they will provide services to ensure people know what they are entitled to receive and what they must do for themselves. Service</p>	AT	<p>Service standards are due to be reviewed, updated and re published.</p>		

**National report recommendations 2017-18**

<b>Date of report</b>	<b>Title of review</b>	<b>Recommendation</b>	<b>Officer</b>	<b>Accepted</b>	<b>Not accepted</b>	<b>Not formally considered</b>
Page 58		<p>standards should:</p> <ul style="list-style-type: none"> <li>• Be written in plain accessible language</li> <li>• Be precise about what applicants can and cannot expect, and when they can expect resolution</li> <li>• Clearly set out the applicant’s role in the process and how they can help the process go more smoothly and quickly</li> <li>• Be produced collaboratively with subject experts and include the involvement of people who use the service(s)</li> <li>• Effectively integrate with the single assessment process</li> <li>• Offer viable alternatives to the authority’s services</li> <li>• Set out the appeals and complaints processes. These should be based on fairness and equity for all</li> </ul>				

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
		involved and available to all				
Page 59	<a href="#"><u>How Local Government manages demand – Homelessness</u></a>	<p>R5 To improve current performance we recommend that local authorities make better use of their websites to help manage demand by:</p> <ul style="list-style-type: none"> <li>• Testing the usability and effectiveness of current website information using our lines of enquiry set out in Appendix 5</li> <li>• increasing and improving the range, quality and coverage of web based information</li> <li>• Making better use of online applications</li> <li>• Linking more effectively to information from specialist providers' and advice specialists, such as Citizens Advice</li> </ul>	AT	<p>Current web site pages and external housing website to be reviewed and updated</p> <p>On line applications to be added to the website</p> <p>Links to be added to website of partners and support organisations</p>		

**National report recommendations 2017-18**

Page 60

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
		R6 We recommend that local authorities set out and agree their expectations of partners identifying how they will work together to alleviate homelessness. The agreement should be reviewed regularly and all partners' performance reviewed to identify areas for improvement	AT	<p>A review of how we are preventing and responding to homelessness has been undertaken and a consultation on our draft homelessness strategy is underway.</p> <p>An action plan with key partners will be developed to take forward the recommendations of the review once the homelessness strategy has been agreed</p>		
	<a href="#"><u>How Local Government manages demand – Homelessness</u></a>	R7 We recommend that local authorities address weaknesses in their equalities monitoring, and ensure that their homelessness service accurately records and evaluates appropriate data to demonstrate equality of access for all service users that the local authority has a duty towards	AT	<p>Accurate records are kept of every service user, information includes, gender, disabilities, ethnicity</p> <p>Records to be updated to include religion, sexual orientation and national identity</p>		
		R8 We recommend that local authorities use the checklist set out in Appendix 10 to undertake a self-assessment on services, to help identify options to improve how they	AT	The checklist will be used periodically to assist the development of the service and help to identify where improvements are needed		



National report recommendations 2017-18						
Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
		can help manage demand				
February 2018	<u><a href="#">Housing Adaptations</a></u>	<p>R2 We recommend that local authorities work with partner agencies (health bodies, housing associations and Care and Repair) to strengthen their strategic focus for the provision of adaptations by:</p> <ul style="list-style-type: none"> <li>• setting appropriate strategic objectives for adaptations that focus on wellbeing and independence</li> <li>• Improving the quality of information on the demand for adaptations by using a wide range of data to assess need including drawing on and using information from partners who work in the local-authority area</li> <li>• Linking the system for managing and delivering adaptations with adapted housing policies and registers to make best use</li> </ul>	AT	<p>The service works closely with health in providing grants to assist and speed up discharges</p> <p>A number of different grants are available from very low value - quick service to high value grants - more complex</p> <p>Additional funding has been secured to invest in quick preventative works helping the home owner to remain in their homes for longer and maintain their independence</p> <p>NPT does not have its own council stock, therefore we do not hold a register of adapted houses</p>		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 62		of already adapted homes				
	<a href="#">Housing Adaptations</a>	R3 We recommend that delivery organisations provide information on housing adaptations in both Welsh and English, and accessible formats including braille, large fonts, audio versions and other languages. Information should be promoted widely via a range of media including social media, websites and published information, and also through key partners. Preferably, information should be produced jointly and policies aligned between delivery bodies to improve coverage and usage	AT	<p>All information is available in alternative formats on request</p> <p>Services are advertised on websites and posters and leaflets are located at doctor's surgeries, and other community buildings</p>		
		R4 We recommend that delivery organisations streamline applications by creating single comprehensive application forms covering all organisations within a local-authority area that are available via partners and online	AT	<p>The application form for a DFG and process has been reviewed and streamlined, on receiving a referral the adaptation team gather and complete the required information for the applicant</p> <p>A single form covering all grants is not a suitable option as varying grants have different conditions and values</p>		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 63				A DFG form is required by legislation, which is not necessary the case for other grants		
		<p>R5 We recommend that:</p> <ul style="list-style-type: none"> <li>Local authorities provide or use home improvement agency services to support disabled and older people to progress their DFG applications efficiently</li> <li>Delivery organisations work with planning authorities to fast track and streamline adaptations that require approvals</li> <li>Delivery organisations use Trusted Assessors to undertake less complex adaptation assessments</li> </ul>	AT	<p>The adaptation service carries out the whole DFG process in-house with a single point of contact for continuity. This person will carry out all the required paperwork including any drawings that may be required, cost the works and supervise the works when on site</p> <p>The service works closely with planning and building control to streamline as much as possible the process and the biggest delay is dealing with Welsh Water.</p> <p>Working closely with Care &amp; Repair, minor adaptations are assessed and installed using the agencies Trusted Assessors and handy man service</p>		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 64	<a href="#">Housing Adaptations</a>	<p>R6 We recommend that delivery organisations:</p> <ul style="list-style-type: none"> <li>• Introduce formal systems for accrediting contractors to undertake adaptations.</li> </ul> <p>These should include:</p> <ul style="list-style-type: none"> <li>• Standards of customer care such as keeping to appointments, keeping the site tidy, controlling noise etc.</li> <li>• Vetting of financial standing, tax and VAT status</li> <li>• Promoting good health and safety practices</li> <li>• Requiring the use of warranty schemes</li> <li>• Ensuring that adequate insurance is held</li> <li>• Requiring references</li> <li>• Use framework agreements and partnered contracts to deliver adaptations</li> </ul>	AT	<p>The service holds a “select list” of contractors to deliver the adaptation works</p> <p>All contractors have been through an application process and vetted in the key areas</p> <p>Up to date and valid insurance documents are requested annually when due</p> <p>Each contractor is closely supervised and any issues such as quality or customer service are discussed with the contractor immediately</p>		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 65		<ul style="list-style-type: none"> <li>• Address weaknesses in the contracting of adaptations, updating Schedule of Rates used to tender work and undertaking competitive tendering to support value for money in contracting</li> <li>• Develop effective systems to manage and evaluate contractor performance by: setting an appropriate range of information to judge performance and delivery of works covering timeliness of work; quality of work; applicant/ tenant feedback; cost of work (including variations); health and safety record; and customer feedback</li> <li>• Regularly reporting and evaluating performance to identify opportunities to improve services</li> <li>• Providing formal feedback to contractors on their</li> </ul>				

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
		performance covering key issues such as client satisfaction, level and acceptability of variations, right first-time work, post-inspection assessment and completion within budget and on time				
Page 66	<a href="#">Housing Adaptations</a>	R7 We recommend that local authorities work with partner agencies (health bodies, housing associations and Care and Repair) to develop and improve joint working to maximise both take-up and the benefits of adaptations in supporting independence by pooling of resources, co-locating staff and creating integrated delivery teams	AT	<p>The service works closely with ABMU, RSL's and Care &amp; Repair ensuring best use of all adaptation budgets</p> <p>Demand for the DFG's is far higher than the budget allocated to deliver DFG's</p> <p>Additional budgets are used to deflect smaller adaptations away from DFG's. These budgets are intended to assist with hospital discharges, providing quick small adaptations to allow a service user to remain independent in their own homes for longer</p>		
		R8 We recommend that delivery organisations jointly agree and publish joint service standards for delivery of adaptations within each local	AT	The service has service standards with ABMU and Care & Repair for the delivery of minor adaption work		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 67		<p>authority area. The service standards should clearly set out how each agency approaches delivery of adaptations and how they will provide services to ensure people know what they are entitled to receive. Service Standards should:</p> <ul style="list-style-type: none"> <li>• Be written in plain accessible language</li> <li>• Be precise about what people can and cannot expect to receive</li> <li>• Be produced collaboratively to cover all adaptations services within an area</li> <li>• Set out the eligibility for the different funding streams, application and assessment processes, timescales and review processes</li> <li>• Offer the viable options and alternatives for adaptations including linking with adapted housing registers</li> </ul>				

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
		to maximise use of already adapted homes				
Page 68	<a href="#">Housing Adaptations</a>	<p>R9 We recommend that the Welsh Government and delivery organisations:</p> <ul style="list-style-type: none"> <li>• Set appropriate measures to judge both the effectiveness and efficiency of the different systems for delivering adaptations and the impact on wellbeing and independence of those who receive adaptations</li> <li>• Ensure delivery organisations report against their responsibilities in respect of the Equalities Act 2010</li> <li>• Ensure performance information captures the work of all delivery organisations – local authorities, housing associations and Care and Repair agencies</li> <li>• Annually publish</li> </ul>	AT	<p>The service reports on the performance of all of the different type of grants that are offered. This information includes, end to end time, average cost of works and amount of jobs carried out for the allocated budget</p> <p>A satisfaction survey is also sent to the grant recipient</p> <p>Care &amp; Repair provide regular updates on performance for the grants they administer on behalf of the service</p>		



**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
		<p>performance for all delivery organisations to enable a whole systems view of delivery and impact to support improvement to be taken</p>				
<p>April 2018</p> <p>Page 69</p>	<p><a href="#"><u>Speak my language: Overcoming language and communication barriers in public services</u></a></p>	<p>R1 We recommend that public bodies regularly review the accessibility of their services to people who do not speak English or Welsh as a main language including Deaf people who use sign language. This assessment can include using our checklist</p>	<p>Equalities &amp; Community Cohesion Group</p>	<ul style="list-style-type: none"> <li>• We are a member of the Welsh Interpretation and Translation Service (WITS), which provides access to BSL and other language interpreters</li> <li>• Language Line - all services can access Language Line through the Social Services or Access to Services 'gatekeepers'. There has been a slight change as this service is now accessed through WITS and so an access code is provided to the 'gatekeepers' for contacting the interpretation service. Nothing has changed for services requiring this service</li> <li>• Further promotion of the other WITS services is required</li> <li>• Community Profile – this has been undertaken by the BME Community Association and a number of issues in accessing services including the language</li> </ul>		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
				<p>barrier were identified. An 'access card' has been developed by the BME Community Association, which will identify the language required, ease the request for a language and provide more accessible services as well as building confidence amongst BME communities to access services independently</p>		
<p>Page 70 May 2018</p>	<p><a href="#"><u>Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities</u></a></p>	<p>R1 We recommend that local authorities continue to focus on preventing people becoming dependent on more expensive placements in care homes by providing effective support at home and a range of step up accommodation by:</p> <ul style="list-style-type: none"> <li>Improving the evaluation of prevention activity so local authorities understand what works well and why</li> <li>Utilising the mapping of prevention services under the Social Services and Well-being (Wales) Act 2014 that covers other agencies and service</li> </ul>	<p>AT</p>	<p>We have published a learning disability delivery plan setting out how we intend to meet the needs of people with a learning disability. This includes focusing on preventing people from becoming dependant on more expensive placements in care homes</p> <p>We have established a new 'outcome focussed assessment team' who will be reviewing our more complex packages of support to help identify ways of supporting them to progress into greater levels of independence. This includes monitoring how providers are supporting service users to achieve outcomes and develop</p>		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 71		<p>providers</p> <ul style="list-style-type: none"> <li>• Improving the signposting of additional help so carers and support networks can be more resilient and self-reliant. This should include encouraging carers to make long-term plans for care to maintain and protect their dependant’s wellbeing</li> <li>• Sharing risk analysis and long term planning data with other local authorities, service providers, and partners to agree a shared understanding of the range of options</li> </ul>		<p>independence</p> <p>We will be developing a market position statement for learning disability services over the next 18 months. This will include market mapping of services that will prevent people from being dependant on more expensive placements in care homes. Market mapping also informed our learning disability delivery plan</p> <p>We have commissioned an information and advice officer for carers.</p> <p>The Commissioning for Complex Care Western Bay sub-group has been established to discuss commissioning activity</p> <p>Commissioners frequently meet and share information on planning and risks and work together to resolve shared issues. Good lines of communication and joint working are already established</p> <p>We have submitted an Integrated</p>		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 72				<p>Care Fund bid to Welsh Government to develop a new supported living scheme that will support people to move from residential homes.</p> <p>In addition we are actively working with providers and RSLs to develop new models that reduce the need for residential care</p>		
	<p><a href="#"><u>Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities</u></a></p>	<p>R2 We recommend that local authorities improve their approach to planning services for people with learning disabilities by building on the Regional Partnership Boards population assessments for people with learning disabilities and agreeing future priorities</p>	<p>AT</p>	<p>The Western Bay Area Plan and Action plan is a response to the local population needs assessment and has been agreed by all Western Bay local authorities.</p> <p>Bids for Integrated Care Fund monies are based on supporting the priorities of the Area Plan</p> <p>The Western Bay Commissioning for Complex Care sub-group supports a regional approach to commissioning and planning</p>		
		<p>R3 We recommend that local authorities do more to integrate commissioning arrangements with partners and providers and take account of the work</p>	<p>AT</p>	<p>The Commissioning for Complex Care Western Bay sub-group supports integration of commissioning and exploring opportunities for joint</p>		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 73		<p>of the National Commissioning Board by:</p> <ul style="list-style-type: none"> <li>• Understanding the barriers that exist in stopping or hindering further integration</li> <li>• Improving the quality of joint strategic plans for learning disability services (see also paragraphs 3.11-3.14)</li> <li>• Establishing investment models and sustainable financial structures, joint workforce planning and multi-year budgeting</li> <li>• Developing appropriate governance and data sharing frameworks with key local partners that include a clear process for managing risk and failure</li> </ul>		<p>commissioning. This also includes understanding and exploring barriers for further integration.</p> <p>The Western Bay Area Plan and Action plan is a response to the local population needs assessment and has been agreed by all local authorities.</p> <p>Although we are not currently progressing integrated investment models or financial structures in learning disability services, we are progressing exploration of this area for older people care homes and are open to considering progression of this in learning disability services where this may be appropriate</p> <p>The Commissioning for Complex Care Western Bay sub-group has been established to discuss commissioning activity, including risks. Outside of this sub-group, commissioners frequently meet and share information on planning and risks and work together to resolve shared issues when they arise.</p>		

National report recommendations 2017-18

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 74				Good lines of communication and joint working are already established and we have a history of developing joint risk management/market failure plans where applicable		
	<a href="#">Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities</a>	<p>R4 We recommend that local authorities do more to involve people with learning disabilities and their carers in care planning and agreeing pathways to further independence by:</p> <ul style="list-style-type: none"> <li>Consistently including people with learning disabilities and their carers in the writing, monitoring and development of care plans</li> <li>Systematically involving carers and advocacy groups in evaluating the quality of services</li> <li>Involving people with learning disabilities in procurement processes</li> <li>Ensuring communications</li> </ul>	AT	<p>All staff have been on 'outcome focused' training to ensure meaningful conversations with those that require services when developing and reviewing care plans</p> <p>Service users are asked for feedback on services as part of our contract monitoring, we are developing a new range of quality standards for all our services by April 2019 and will explore how we can involve carers and advocacy services in the evaluation of quality</p> <p>We will engage with people that use services whenever we undertake commissioning exercises to inform the procurement process and service modelling</p> <p>We are currently consulting on our</p>		

**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 75		<p>are written in accessible and appropriate language to improve the understanding and impact of guidance and information</p>		<p>plans for adult social services and children and young people services</p> <p>We have developed easy read versions of these documents as well as Welsh language versions</p>		
		<p>R5 We recommend that local authorities collaborate with providers, the third sector and suppliers in understanding challenges, sharing data, and pooling expertise by:</p> <ul style="list-style-type: none"> <li>• Improving the quality range, and accessibility of tendering information</li> <li>• Working with providers to shape local markets by coming to a common understanding of the opportunities, risks, and future priorities in providing learning disabilities services</li> </ul>	<p>AT</p>	<p>Quarterly provider meetings are already established to discuss intelligence and information in order to shape the local market. Regular meetings with individual providers are also undertaken to discuss service delivery and service developments as part of the market management process</p> <p>We are intending to publish a market position statement for learning disability services in the next 18 months</p> <p>Market engagement events are always undertaken as part of any procurement exercise in order to shape the tender and to provide information to potential bidders regarding the tender</p>		

National report recommendations 2017-18

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
Page 76	<a href="#"><u>Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities</u></a>	<p>R6 We recommend that local authorities develop a more appropriate set of performance indicators and measures of success that make it easier to monitor and demonstrate the impact of service activity by:</p> <ul style="list-style-type: none"> <li>• Co-designing measures, service and contract performance indicators with service providers, people with learning disabilities and their carers</li> <li>• Ensure commissioners have sufficient cost and qualitative information on the full range of placement and care options available</li> <li>• Equipping commissioners with data to demonstrate the long term financial benefits of commissioning choices, this includes having the right systems and technology</li> <li>• Integrating the outcomes and learning from reviews</li> </ul>	AT	<p>We are in the process of developing new quality standards for the services we commission and will explore how to take forward R6 as part of this process</p> <p>Commissioners evaluate tenders based on cost and quality as part of the procurement process. We are looking to establish a framework for learning disability services in the next 18 months</p> <p>The commissioning unit includes a performance analyst who gathers this information to inform commissioning so that business cases, including the financial benefits, are developed as part of the commissioning process</p> <p>We have agreed a delivery plan for learning disability services, performance against this plan will be reported to scrutiny</p>		



**National report recommendations 2017-18**

Date of report	Title of review	Recommendation	Officer	Accepted	Not accepted	Not formally considered
		of care plans into performance measures <ul style="list-style-type: none"> <li>• Evaluating and then learning from different types of interventions and placements</li> <li>• Including learning disability services in local authority scrutiny reviews to challenge performance and identify improvements</li> </ul>				

This page is intentionally left blank

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Cabinet

12<sup>th</sup> September 2018

Report of Assistant Chief Executive and Chief Digital Officer  
K.Jones

### Matter for Decision

Wards Affected: All Wards

**Annual Report - Part 2 (Corporate Plan 2017-22)  
Period: 1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018**

### Purpose of Report

1. To present part two of the Annual Report for 2017-2018 for consideration and approval.

### Executive Summary

2. The Council approved a new corporate plan in September 2017, setting out the well-being objectives it wanted to achieve over its term of office and attendant priorities, actions and measures. The annual report attached (appendix 1) for consideration provides an account of progress over the period 1<sup>st</sup> October 2017- 31<sup>st</sup> March 2018. The report is required to meet duties set out in the Local Government (Wales) Measure 2009 and the Well-being of Future Generations (Wales) Act 2015.
3. The Report identifies that the Council has made a good start to implementing the programme set out in the Corporate Plan. Overall, we achieved most of what we set out to do during the second half of the 2017-2018 financial year in relation to our three well-being objectives. In the main, three quarters of the actions (steps) are on track and a quarter just off track. None of the 78 steps have a RED

status (which would indicate that the step is off track). A summary report is also available (appendix 2).

4. As far as the national performance indicators are concerned, broadly speaking, the Council has maintained performance across the areas covered by the national indicators, with a small number showing improvement and a small number showing a reduction in performance compared with 2016-17. However, performance compared to other local authorities declined across a range of indicators (appendix 3). Given the cuts in financial and human resources over a sustained period of time this is considered to be a good performance.
5. In preparing this annual report, the Council is required to consider whether the current well-being objectives remain relevant or whether changes to those objectives should be considered. Given that the objectives were only agreed in September 2017 and were reviewed in March 2018, it is not considered necessary to make any changes at this point in time.
6. Since the Corporate Plan was last updated, the Neath Port Talbot Public Services Board has published its Well-being Plan. There are already clear links between some of the priorities set out in the Corporate Plan and Well-being Plan. When the Corporate Plan is next revised, the links to each of the priorities expressed in the Well-being Plan will be further clarified.

## **Background**

7. Under the Local Government (Wales) Measure 2009, the Council is required to publish a forward looking improvement plan setting out our improvement priorities (known as improvement objectives) for the financial year ahead and an annual report to reflect back on the performance of that plan.
8. Additionally, the Well-being of Future Generations (Wales) Act 2015 requires the Council to set well-being objectives which seek to maximise the Council's contribution to the national well-being goals, whilst also embracing the sustainable development principle. The Council is further obliged to report each year on the extent to which the well-being objectives it has set have been achieved.

9. The first set of well-being objectives for the Council were required to be published by 1st April 2017. Due to the local government elections in May 2017, the former Council administration determined to set interim well-being objectives based on the extant Corporate Improvement Plan for the period to 30th September 2017. This provided for the current administration to be able to review the well-being objectives following the local government elections 2017 and to make changes as the new administration saw fit to reflect its own priorities.

As a result the Council had two sets of corporate objectives set in the 2017-18 financial year. Both sets of objectives respond to the 2009 Measure and the 2015 Well-being of Future Generations (Wales) Act. We reported on progress over the first six months of the year against the six priorities established by the predecessor authority in December 2017.

This report has been prepared to report on the progress against the three well-being objectives set by the current Council over the remaining six months of the 2017-18 financial year.

## **Financial Appraisal**

10. The performance described in the Annual Report was delivered against a challenging financial backdrop. Since 2010, spending reductions of some £83 million have been delivered to enable the Council to achieve a balanced budget. In 2017-18, we achieved our target budget savings of £5.779 million against a total net revenue budget of £273.596 million.

## **Equality Impact Assessment**

11. The Equality Act 2010 requires public bodies to “pay due regard to the need to:
  - Eliminate discrimination, harassment, victimisation and any
  - other conduct that is prohibited by or under the Act;
  - Advance equality of opportunity between persons who share
  - a relevant protected characteristic and persons who do not
  - share it; and

- Foster good relations between persons who share relevant protected characteristics and persons who do not share it.”

12. An Equality Impact Assessment was undertaken for the development of the 2017-22 Corporate Plan. As the Council has largely delivered what it set out to do, there are no material issues that were identified in the Equality Impact Assessment that require further addressing here.

### **Workforce Impact**

13. The Council’s workforce continues to contract as financial resources continue to reduce. In recognition of the scale of change affecting the workforce, a new Corporate Workforce Plan was developed over the period to support the workforce to adapt to the changes that delivery of the Corporate Plan will introduce.

### **Legal Impact**

14. This Annual Report is prepared under Section 15(3) of the Local Government (Wales) Measure 2009 and discharges the Council’s duties under sections 2(1), 3(2), 8(7) and 13(1). This Annual Report also discharges duties in Section 3 of the Well-being of Future Generations (Wales) Act 2015.

### **Risk Management**

15. Councils are required to produce a backward looking report by 31<sup>st</sup> October each year. The report must comply with provisions within the 2009 Measure. Failure to produce a compliant report within the timescales can lead to a Certificate of Non-Compliance by the Wales Audit Office and statutory recommendations the Council would be obliged to address. The risk of non-compliance is considered low as the Report follows the same format as previous years when a Certificate of Compliance has been achieved and publication by the timescales of 31<sup>st</sup> October 2018. Regulation of the work required under the Well-being of Future Generations (Wales) Act 2015 is still evolving.

### **Consultation**

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

## **Recommendations**

17. It is recommended that Cabinet considers the document set out in the Appendices which represent part two of the Annual Report for 2017-18 and, if considered appropriate, that Cabinet commends the report to Council for approval.
18. It is recommended that Cabinet considers whether the three well-being objectives set out in the current Corporate Plan remain relevant or require amendment. It is the view of officers that those objectives remain relevant as they were recently reviewed in March 2018 as part of the process of updating the Corporate Plan and there have been no material changes since that date that would suggest amendments are necessary. Consequently, it is recommended that Cabinet proposes to Council that no changes be made to the Council's well-being objectives at this time.
19. It is recommended that the Leader of Council be given delegated authority to make such changes as may be needed to the Annual Report (part two) prior to publication, provided that such changes do not materially alter the content of the document considered by Council.

## **Reason for Proposed Decision**

20. To meet the statutory requirements set out in the Local Government (Wales) Measure 2009 and the Well-being of Future Generations (Wales) Act 2015.

## **Implementation of Decision**

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

## **Appendices**

22. Appendix 1 – Draft Full Progress Annual Report – Part Two
23. Appendix 2 – Draft Summary Annual Report – Part Two
24. Appendix 3 – Public Accountability Measures All Wales Comparisons 2017-18

## List of Background Papers

25. Neath Port Talbot Corporate Plan 2017 – 22 (period 1<sup>st</sup> October to 31<sup>st</sup> March 2018)
26. Local Government (Wales) Measure 2009
27. Well-being of Future Generations (Wales) Act 2015
28. [Quarter 4 Full Year Performance data 2017-18](#)

## Officer Contact

Mrs Karen Jones, Assistant Chief Executive and Chief Digital Officer. Tel: 01639 763284 or e-mail: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)



# Neath Port Talbot County Borough Council

## Annual Report (Part 2) Summary of our performance

## Appendix 2



Page 85

Corporate Plan 2017 - 2022 (period 1st October 2017 to 31st March 2018)

[www.npt.gov.uk/shapingnpt](http://www.npt.gov.uk/shapingnpt)



## FOREWORD

Last year, on 30<sup>th</sup> September 2017, we published a new Corporate Plan 2017-22 to comply with Welsh Government legislation called 'The Well-being of Future Generations (Wales) Act 2015'. The new Plan sets out how we intend (through our three well-being objectives) to improve the well-being of people in the whole of the county borough and how we are demonstrating our contribution to the seven nation well-being goals set by Welsh Government.

I am pleased to present a summary progress report based on our performance against our three well-being objectives, covering the period 1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018. Although this report covers a relatively short period, overall we have made a good start to our journey to improve the well-being in the area. However, it is also clear that the significant cuts made to our budgets are placing some services under strain.

I hope you will find the information useful and I would welcome feedback from you.

**Cllr R G Jones, Leader of Council**



This Report is available in English and Welsh, on our [website](#) and in printed format at the following locations:

- Neath One Stop Shop, Civic Centre, Neath SA11 3QZ;
- Port Talbot Civic Centre, Port Talbot SA13 1PJ; and
- Pontardawe Library, Holly Street Pontardawe SA8 4ET.

If you require this information in larger print or in an alternative format, please contact the Corporate Policy and Performance Team on 01639 763172 or email: [policy@npt.gov.uk](mailto:policy@npt.gov.uk)

## Overall Summary of Performance

Good progress is being made on all three of our well-being objectives, covering the period 1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018. Overall three quarters of the steps are on track and a quarter just off track. None of the 78 steps have an overall RED status (which would indicate that the step is off track).

The Council also has a duty under the Local Government (Wales) Measure 2009 to compare performance with previous financial years and with other Councils.

Overall, 58 performance indicators demonstrated improvements in services compared to last year. However, in some instances performance compared with other authorities across Wales declined relatively. Full year performance data for 2017-18 was reported to Cabinet on 27<sup>th</sup> June 2018, a copy of the report can be found [here](#).

Performance of the 2017-18 nationally compared Public Accountability Measures (PAM's) available as at 6<sup>th</sup> August 2018 can be found [here](#).

In preparing the Annual Report, we considered whether the well-being objectives and improvement priorities remain appropriate and concluded that they remain relevant.

## **Well-being Objective 1 - To improve the well-being of children and young people**

*“All of our children and young people have the best start in life, so they can be the best they can be”*

### **Improvement Priorities**

- Children in their early years will benefit from integrated and effective pre-school programmes that maximise their well-being
- Families struggling to provide good parenting for their children will be provided with tailored support
- Children of school age will be engaged with their learning, safer and healthier
- Children in need of protection, care and support will be protected and safeguarded and more of those children will be able to grow up in a family setting
- All young people leaving full-time education will enter employment, training or further/higher education
- All children and young people will be helped to have a say in matters that affect them

### **Overall progress:**

We set out 26 ‘steps’ to help us deliver on the improvement priorities for this well-being objective, of which 18 are on track and eight just off track.

## What's going well:

- Information from an independent needs assessment of Families First in NPT informed the commissioning of the new Families First programme and a new referral pathway to ensure families have the most appropriate service at the earliest opportunity was put in place
- We delivered an innovative programme of activities to improve the health and well-being of children and young people both within the school setting and the community. Some of these include: beach rugby delivered in partnership with the Ospreys and a multi skills festival at Llandarcy delivered in partnership with NPT College Group
- 100% of learners aged 14-15 studying for qualifications through the medium of Welsh achieved GCSEs at grades A\*-C
- We are on track to open new school facilities for YG Ystalyfera, YG Bro Dur, Ysgol Carreg Hir and Ysgol Cwm Brombil in Autumn 2018
- We established a Therapeutic Team in Children and Young People Services to promote emotional well-being and mental health and launched a new toolkit in our schools to improve emotional well-being
- We increased apprenticeship, traineeship and work placement opportunities for young people in the Council from 48 last year to 86 this year
- We have engaged more with young people and provided further tailored support and opportunities to reduce the number of young people who are NEET (Not in Education, Employment or Training), which has reduced from 3.6% to 2.3% (53 pupils to 34 pupils)
- No care leavers experienced homelessness during the year



### **Areas that need more work:**

- Out of school childcare provision was lower than our anticipated target of 281, actual 240
- There is more to be done to improve transition between early years and schools settings
- Continue to raise educational standards and attainment for all children
- Further strengthen arrangements for transition from childhood to young adults for children receiving care and support from Children and Young People Services
- The model of outcome based social work practice continues to be driven across all social work teams, however, more work is needed to gather the collective views of children and families and use the feedback to drive further improvements in social work practice

## Well-being Objective 2 - To improve the well-being of all adults who live in the county borough

*“Everyone lives a fulfilled life and is secure in their old age”*

### Improvement Priorities

- Local people can access sustainable, local employment
- Local people can access quality, affordable housing
- People are safe and feel safe
- People unable to work can maximise their income
- People who need care and support will be able to access support from within their community and if their needs can only be met by social services they will receive services which are personalised
- People will be able to have their say in matters that affect them and where people need help to voice their opinions, advocacy support will be available

### Overall progress:

We set out 26 ‘steps’ to help us deliver on the improvement priorities for this well-being objective, of which 18 are on track and 8 just off track.



## What's going well:

- The support we provided to local businesses with funding applications had a positive effect on the local economy in terms of new job creation and safeguarding existing employment. Our target was 285, the actual was 287
- We continued to support local people into training, volunteering or employment through workways, 74 people compared to 19 last year
- 7 community safety campaigns were delivered which included operation Be A Nice Guy (BANG); Cybercrime and online safety; and the Domestic Abuse White Ribbon campaign
- Work continues with our partners to ensure that our Road Safety Strategy is implemented
- We supported local businesses to help them provide safe and healthy working environments, inspected food premises and investigated businesses where we had detected or been notified of significant breaches
- Our Welfare Team Rights Team supported 1,663 people – the value of benefits secured was £8.326 million. We also supported 17,463 claimants through the Council Tax Reduction Scheme - the value of the financial support was £16.97 million
- We saw an increase in the number of hits to the Community Services Directory website (2016-17: 42,810, 2017-18: 47,473) and on the number of service/organisation information listed on the site (2016-17: 916, 2017-18: 1,054)
- We continued to improve adult social care safeguarding arrangements

- We improved processes to help people live as independently as possible which included working more closely with hospital staff to ensure hospital discharges were dealt with in a more timely way. The rate of delayed transfers of care per 1,000 population aged 75+ reduced from 3.88 to 3.08
- We commissioned advocacy services for individuals to support and represent the views of older persons living in the county borough

### **Areas that need more work:**

- There is more work required with partners to increase the number and variety of housing units, often affected by economic conditions
- More work required with strategic housing partners to prevent homelessness
- Continue to implement our local, joint Violence Against Women, Domestic Abuse and Sexual Violence Strategy
- Begin work on a new commissioning cycle for substance misuse services in NPT and Swansea
- Continue to take action to improve landlord services in the private rented sector
- A Local Authority Delivery Plan for Adult Carers is being produced with the aim of implementing the plan from October 2018

## **Well-being Objective Aim 3 - To develop the local economy and environment so that the well-being of people can be improved**

*“Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and spend recreational time”*

### **Improvement Priorities**

- We will create an environment where new businesses can establish themselves and existing businesses can grow
- We will work with communities to increase re-use, recycling and composting
- Local people and visitors can access quality leisure facilities, country parks and theatres
- We will strive to protect our natural environment
- Working with our partners, we will ensure there are good communication links and connectivity across the county borough and wider City Region
- We will work with our Public Services Board and others to explore how we can facilitate access to important local public services, using new and innovative approaches
- We will develop our local tourism offer
- We will ensure that the Local Development Plan delivers upon its vision, objectives and strategy and work collaboratively with neighbouring authorities to deliver regional policies and initiatives

## Overall progress:

We set out 26 'steps' to help us deliver on the improvement priorities for this well-being objective, of which 21 are on track and 5 just off track.

## What's going well:

- We are on track with City Deal projects such as Homes as Power Stations (HAPS), Swansea Bay Technology Centre and Centre of Excellence for Next Generation Services (CENGs)
- Our current statutory recycling and composting target was 58% and we achieved 60.65%
- We are on track to deliver agreed local economic development and regeneration programmes which includes the remaining projects under Vibrant and Viable Places and making our town centres more viable
- We delivered 16 expansion schemes for local businesses and 7 inward investment projects with the potential to create/safeguard 200 jobs
- Overall visits to our theatres increased by 16.2% (from 214,903 in 2016-17 to 249,661 in 2017-18)
- Visits to Margam Park increased by 10.4% (244,901 visitors in 2016-17 compared to 270,272 visitors in 2017-18)
- We worked with our stakeholders to prepare a Biodiversity Duty Plan which was published in December 2017, to ensure we protect and enhance biodiversity in the borough
- 98% of properties have access to broadband speeds in excess of 30Mbps

- We worked with the third sector and leased 4 council owned assets to voluntary/community groups to sustain community facilities, and are negotiating the transfer of a number of other assets
- We provided assistance for tourism operators from non-rural wards and overall supported more tourism operators (2016-17: 15 / 2017-18: 26)

### **Areas that need more work:**

- We completed and submitted to Welsh Government the annual Air Quality Report for the county borough, which identifies that there has been a steady reduction in all levels of pollutants
- We made a number of improvements to the transport network which included: the Transport Hub at Port Talbot Railway Station and improvements at Neath bus station. However financial pressures and a fall in usage in the private sector has seen reduced bus services in a number of areas
- Coed Darcy and Harbourside sites remain a primary focus for regeneration in line with the Local Development Plan

**More detailed progress is reported within our Annual Report (part 2) Full Progress Document, which can be found [here](#)**

## Have your say on what matters to you

We welcome feedback on the information contained within this report via:

Email: [policy@npt.gov.uk](mailto:policy@npt.gov.uk) or post: Chief Executive, Neath Port Talbot County Borough Council, Civic Centre, Port Talbot, SA13 1PJ

We also have a number of consultation/engagement events about various services which we promote in the media and on the website which you can access via the following link: <http://www.npt.gov.uk/haveyoursay>

Visit the Council's website: [www.npt.gov.uk](http://www.npt.gov.uk)

Page 98



Follow us and add your comments to the Council's Facebook page:

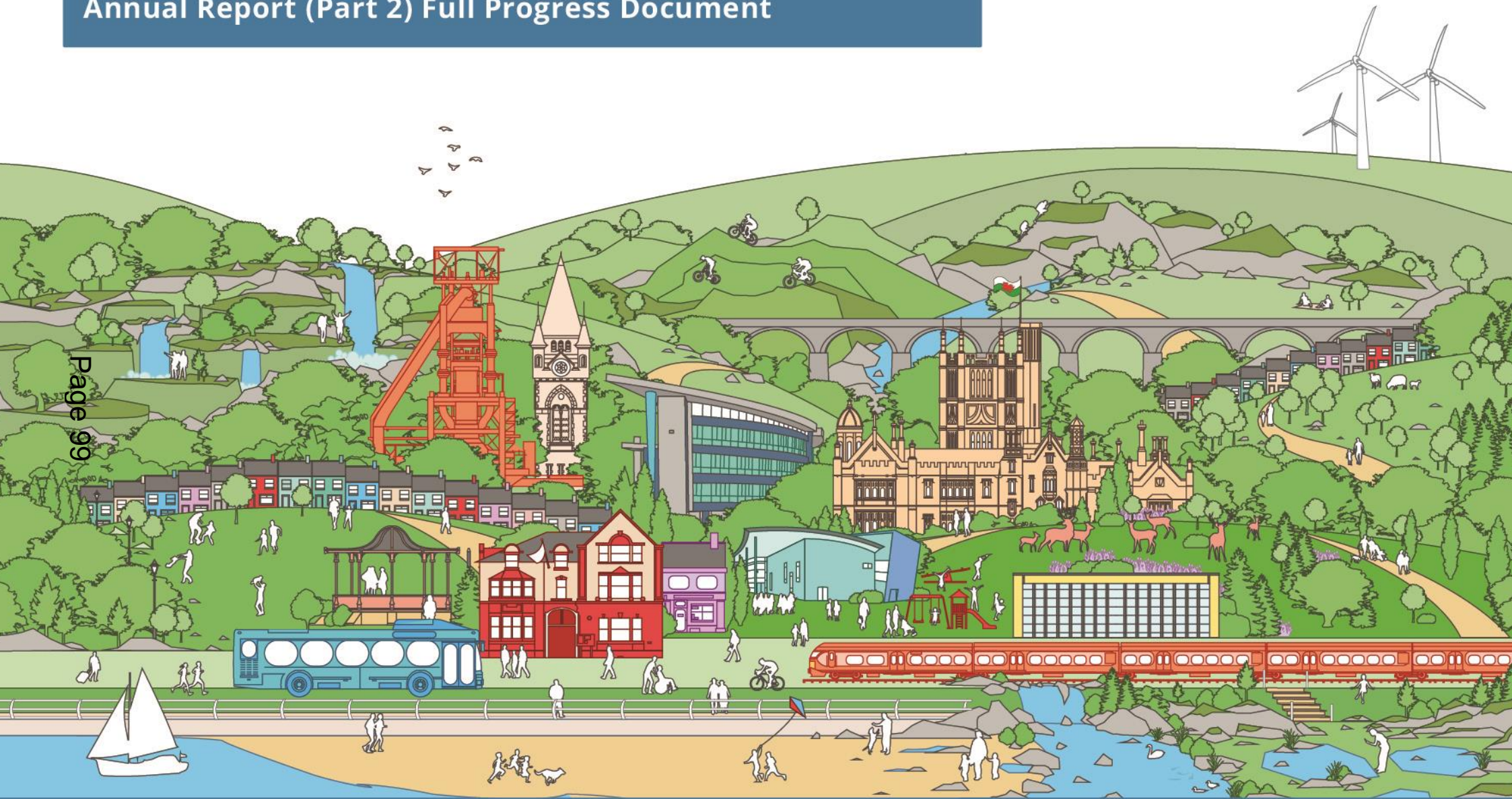
<https://www.facebook.com/NeathPortTalbotCBC>



Follow this report and add your Tweets on our Twitter Page: [@NPTCouncil](https://twitter.com/NPTCouncil)

**This document is available in Welsh**





Page 99

## FOREWORD

Last year, on 30<sup>th</sup> September 2017, we published a new Corporate Plan 2017-22 to comply with Welsh Government legislation called 'The Well-being of Future Generations (Wales) Act 2015'. The new Plan sets out how we intend (through our three well-being objectives) to improve the well-being of people in the whole of the county borough and how we are demonstrating our contribution to the seven nation well-being goals set by Welsh Government.

I am pleased to present a full progress report based on our performance against our three well-being objectives, covering the period 1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018. Although this report covers a relatively short period, overall we have made a good start to our journey to improve the well-being in the area. However, it is also clear that the significant cuts made to our budgets are placing some services under strain.

I hope you will find the information useful and I would welcome feedback from you.

**Cllr R G Jones, Leader of Council**





## Contents

<i>Introduction</i>	<b>4</b>
<i>Our performance</i>	<b>5</b>
<i>Our Vision</i>	<b>6</b>
<i>Well-being Statement</i>	<b>6</b>
<i>Securing good governance and continuous improvement of the Council</i>	<b>8</b>
<i>Collaboration with other public bodies</i>	<b>11</b>
<i>Communicating our progress</i>	<b>11</b>
<i>Equality</i>	<b>12</b>
<i>Performance of our Well-being objectives, Improvement priorities and Steps</i>	<b>13</b>
<i>Well-being objective 1 - To improve the well-being of children and young people</i>	<b>14</b>
<i>Well-being objective 2 - Improve the Well-being of all adults who live in the county borough</i>	<b>40</b>
<i>Well-being objective 3 - To develop the local economy and environment so that the well-being of people can be improved</i>	<b>66</b>

This Report is available in English and Welsh, on our [website](#) and in printed format at the following locations:

Neath One Stop Shop, Civic Centre, Neath SA11 3QZ, Port Talbot Civic Centre, Port Talbot SA13 1PJ; and Pontardawe Library, Holly Street Pontardawe SA8 4ET. If you require this information in larger print or in an alternative format, please contact the Corporate Policy and Performance Team on 01639 763172 or email: [policy@npt.gov.uk](mailto:policy@npt.gov.uk)

## Introduction

Under the Local Government (Wales) Measure 2009, the Council is required to publish a forward looking improvement plan setting out our improvement priorities (known as improvement objectives) for the financial year ahead and an annual report to reflect back on the performance of that plan. Additionally, the Well-being of Future Generations (Wales) Act 2015 requires the Council to set well-being objectives which seek to maximise the Council's contribution to the national well-being goals, whilst also embracing the sustainable development principle. The Council is further obliged to report each year on the extent to which the well-being objectives it has set have been achieved.

The first set of well-being objectives for the Council were required to be published by 1st April 2017. Due to the local government elections in May 2017, the former Council administration determined to set interim well-being objectives based on the extant Corporate Improvement Plan for the period to 30th September 2017. This provided for the current administration to be able to review the well-being objectives following the local government elections 2017 and to make changes as the new administration saw fit to reflect its own priorities.

As a result the Council had two sets of corporate objectives set in the 2017-18 financial year, one set covering the period 1<sup>st</sup> April to 30<sup>th</sup> September 2017 and the second covering 1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018. Both sets of objectives respond to the 2009 Measure and the 2015 WCFG Act. We reported progress made against the first set of corporate objectives established by the predecessor authority in December 2017. This report provides an account of progress made against the three well-being objectives and associated improvement priorities set by the current Council over the remaining six months of the 2017-18 financial year.

## Our performance

We have aimed to ensure that this Report presents a fair and balanced picture of our performance for our citizens. The Council has made a good start to implementing the programme set out in the Corporate Plan. Overall, we achieved most of what we set out to do in relation to our three well-being objectives. In the main, three quarters of the actions (Steps) are on track and a quarter just off track. None of the 78 Steps have an overall RED status (which would indicate that the step is off track). A more detailed assessment can be found later in this report under: **Performance of our Well-being objectives, Improvement priorities and Steps**

As far as the national performance indicators are concerned, broadly speaking, the Council has maintained performance across the areas covered by the national indicators compared to 2016-2017, with a small number showing improvement and a small number showing a reduction in performance. However, performance compared to other local authorities has declined across a range of indicators. Given the cuts in financial and human resources over a sustained period of time this is considered to be a good performance.

In preparing this annual report, the Council is required to consider whether the current well-being objectives remain relevant or whether changes to those objectives should be considered. Given that the objectives were only agreed in September 2017 and were reviewed in March 2018, it is not considered necessary to make any changes at this point in time.

Since the Corporate Plan was last updated, the Neath Port Talbot Public Services Board has published its Well-being Plan. There are already clear links between some of the priorities set out in the Corporate Plan and Well-being Plan. When the Corporate Plan is next revised, the links to each of the priorities expressed in the Well-being Plan will be further clarified.

## **Our Vision**

- We want our county borough to be a place where everyone has an equal chance to get on in life – a place where people want to live, work and bring up their family
- We want our beautiful natural environment, and our rich cultural and industrial heritage to be appreciated and protected for many future generations to enjoy. We also want to pursue new and existing opportunities for economic growth so we can sustain our diverse communities for many years to come

To achieve our vision, we set three strategic objectives – our well-being objectives. These well-being objectives fulfil the requirement under (s3(2)(a)) of the Well-being of Future Generations (Wales) Act 2015.

Supporting each well-being objective are improvement priorities. The improvement priorities fulfil different legal requirements set out in (s3(1)) the Local Government (Wales) Measure 2009.

## **Well-being Statement**

The well-being objectives, improvement priorities and detailed steps have been designed to deliver the manifesto commitments of the Council administration that was elected in May 2017. In this respect there is already strong public support for the core elements of the Plan. The objectives also respond to the challenges and opportunities identified as facing the Council over the term of the administration, including the various legal duties that are placed upon the Council. The objectives were subject of public consultation over the summer 2017, which confirmed there was broad support for these objectives and their associated improvement priorities with many respondents encouraging the Council to set the well-being of children and young people as its most important objective.

Our first objective prioritises the well-being of all children and young people who live in the county borough. It addresses well-being at all stages of childhood through to the point where young people become adults. The second focuses on the well-being of people throughout their adulthood, and also takes a life course approach. Our third objective addresses the factors that impact on well-being where the Council has a direct responsibility for those factors or can significantly influence those factors.

The steps we will take to achieve the objectives and related improvement priorities demonstrate how we intend to maximise our contribution to the seven well-being goals set by the Welsh Government. We believe the life course approach to the first two objectives, coupled with attention to all of the factors that impact upon well-being, provides a framework for the long term and for adopting preventative approaches which the Council can build upon in each review period.

The objectives are corporate well-being objectives and each of the objectives interacts with the other two, so they need to be considered as a whole. The expectation is that services integrate their work across the Council where this enables us to maximise the impact we can have on the objectives, as well as integrating and collaborating with other partners where this makes sense.

We also considered the well-being objectives that had been published to date by other public bodies and partners. In particular, we examined the Well-being Assessment published by the Neath Port Talbot Public Services Board (PSB) and the priorities set out in the PSB's Well-being Plan. We have also begun to explore how we can work together with our town and community councils and the voluntary sector in new ways so that we can maximise the impact we have collectively to the benefit of citizens and communities.

## Securing good governance and continuous improvement of the Council

The Local Government (Wales) Measure 2009 place a general duty on local authorities to secure continuous improvement of their functions. We do this by ensuring that our governance arrangements are fit for purpose. Governance arrangements are reviewed by a Corporate Governance Group who prepare an Annual Governance Statement and oversee any improvement work set out in the Statement. The work is reported to the Cabinet, Cabinet Scrutiny Committee and the Audit Committee on a systematic basis. You can find the latest copy of the Annual Governance Statement [here](#) (contained within the 2017-18 Statement of Accounts).

Governance arrangements have been revised to support the new duties set out in the Well-being of Future Generations (Wales) Act 2015. The revisions already made are summarised below, together with a brief note of the further improvements that the Council plans to make in the next period.

**Risk Management** – Following review by the Wales Audit Office, the Council’s Corporate Risk Management Policy has been updated to reflect improvements made to the way in which both strategic risks and operational risks are recorded, managed and reported. The revised Policy will continue to promote an open, consistent and proactive risk management attitude and enable us to better monitor our risks over the short, medium and long term. In order to strengthen the underpinning risk management process, a new integrated corporate performance and risk management system (CPMS) was introduced. This went live on 31<sup>st</sup> March 2018. The Council has not yet reviewed the risks set out in the risk register through the lens of the national well-being goals and associated sustainable development principle. Now that the system for risk management has been considerably strengthened, as part of the ongoing refining of risk management arrangements, opportunity will be taken to test the risks suggested in statutory guidance.

**Performance management** - The Council’s CPMS enables the integration of the Council’s strategic planning, performance management and risk management arrangements. Some key benefits of the system to be realised will include: less onerous production of reports; clearer links between strategies and plans; and streamlining / simplifying existing data collection processes. In implementing the new CPMS,

the Council has taken the opportunity to ensure that there is a golden thread running from the three corporate well-being objectives, through to key corporate strategies and to service business plans. This enables the Council to clearly demonstrate how its functions contribute to the Council's well-being objectives which in turn support the national well-being goals. Now that the Public Services Board has published its Well-being Plan, future revisions of the corporate plan and associated activity will demonstrate how the Council's priorities are informing and are informed by the PSB priorities.

**Corporate planning** – The Council has fundamentally revised the format and scope of the corporate plan to meet existing duties set out in the Local Government (Wales) Measure 2009 but also the new requirements of the Well-being of Future Generations (Wales) Act 2015. Likewise, arrangements for the Council's annual reporting arrangements have been amended to meet the new duties. In making these changes, the Council has not only been mindful to meet the new technical requirements of the various statutory duties, the Council has also sought to improve the accessibility of information to better engage all stakeholders in the Council's work, making use of a wide range of channels and multi-media techniques. The intention is that there will be a continuous flow of information about the way in which the Council is taking steps to deliver its well-being objectives and demonstrating how it is embracing the sustainable development principle in so doing.

**Financial planning** – In 2017-2018, we achieved our target budget savings of £5.779 million, bringing the cumulative spending reductions to £83 million since 2010. The total net revenue expenditure was £273.596 million. The budget was prepared in the context of the Corporate Plan, based on the three well-being objectives. The Council has worked hard, with its partners to strike the right balance in its overall proposals. This has included: protection for some services that enable early intervention and prevention activities that reduce demand on public services whilst promoting well-being; protection for integrated services that have been established to deliver more joined up services for citizens; protection for services that have a long term impact on sustainability; and protection for key collaborative arrangements. The areas that have been protected most are reflected in the three well-being objectives that the Council has set.

**Workforce planning** – In June 2018, we approved a Corporate Workforce Plan. The purpose of our Workforce Plan (a copy can be found [here](#)) is to enable us to address the workforce implications of our Corporate Plan. It sets out the actions we need to take to achieve our objectives and also takes into account the cultural change we need to bring about as envisaged by the Well-being of Future Generations (Wales) Act 2015. Senior officers, service managers and elected members have received some training on the WBFGA. In 2018-19 further training will be delivered to ensure there is systematic consideration of the well-being objectives set by the Council, the national well-being goals and the extent to which the sustainable development principle is being applied in practice.

**Asset Management** – We continued to strengthen arrangements for effective management of our physical assets and facilities. An example of this was supporting the third sector and community groups to sustain community access to facilities that they operate for the benefit of our communities. During the six month period, four council owned assets were leased to voluntary/community groups and organisations. Arrangements for asset management are well-established with clear links to strategic and service planning and the Council’s capital and revenue budget arrangements. The reduction in financial resources available to the Council is placing considerable pressure on this area of work and the associated risks are set out in the Council’s risk registers.

As far as the notion of “assets” in its widest sense is concerned, the Council is developing a corporate approach to asset based community development and this work is firmly linked to the priorities set out by the Neath Port Talbot Public Services Board.

**Procurement** – To date the Council has complied with Welsh Government Procurement Policy for example, by ensuring that contracts over the value of £1,000,000 include community benefits clauses.

In line with good practice, when embarking on tender exercises via Sell2Wales, consideration is now being given for all tenders to determine whether community benefits should be utilised and can be generated for the type of contract being considered thereby ensuring benefits to the organisation, society and economy. Consideration is given to all contracts now advertised on Sell2Wales as to whether contracts should be



split into “Lots” or smaller arrangements to facilitate the opportunity for smaller organisations to bid for elements of contracts if they are unable to bid for larger packages, thereby enabling smaller and local organisations to play an active role in procurement processes and allow more development to SME’s and local organisations.

Also contracts and tender documents have now been simplified to allow all organisations regardless of size and experience in tendering to have the opportunity to take part in processes.

In addition to offering contracts for services, the Council also has a Third Sector Grant Scheme that was co-produced with representatives of the local third sector. The Grant Scheme and associated Compact partnership agreement, makes a direct reference to the Well-being of Future Generations (Wales) Act, encouraging third sector organisations to work in partnership with the Council in pursuit of the Council’s own well-being objectives and in turn the national well-being goals.

### **Collaboration with other public bodies**

The Council collaborates on a very wide range of activities on different geographic footprints and with a considerable number of groups and agencies. Throughout the Corporate Plan and reflected in this annual report is clear evidence of those collaborative arrangements. Now that the Public Services Board has produced its Well-being Plan, future revisions of the corporate plan will demonstrate how the Council’s priorities inform and are informed by the PSB’s Well-being Plan.

### **Communicating our progress**

Earlier this year, the Corporate Communications and Community Relations Strategy (2018-2020) was approved. The Strategy has been developed to help us meet the requirement under the Well-being of Future Generations (Wales) Act 2015 to involve people in the work that the Council carries out. It has also been designed to make our collective communications and community relations efforts more consistent, effective and relevant and to




support the delivery of the new Corporate Plan approved by Council on 29th March 2018. The new Strategy sets out a range of measures designed to improve the effectiveness of the Council's mechanisms for involving people in its work. A new area on the Council's website 'ShapingNPT' has been designed to improve communications and engagement. The aim is to improve awareness of what the Council does and encourage engagement by simplifying the narrative around the Council's Corporate Plan and Annual Reports. We are using citizens' and wider stakeholders' stories to bring the Council's work to life and celebrate successes, but we are also highlighting areas where more work needs to be done to achieve our objectives

## Equality

The Equality Impact Assessment framework was revised during 2017-2018 to create a new Integrated Impact Assessment. This will assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016). Training for reporting officers is scheduled for 2018-2019.

Work to integrate the Council's equality priorities with the revised corporate plan is well-advanced, although the current legal requirements do not yet enable the Council to move to a single planning and reporting arrangement. More details of the work that the Council has done to take forward the actions set out in the Strategic Equality Plan can be found in the annual report for the Strategic Equality Plan. [Insert link](#)

The next section provides a detailed assessment of how we have performed against each of the Steps set out to achieve our three well-being objectives. This also includes an overall RAG status against each Step based on the following key:

 GREEN	On the whole, on track to deliver what was planned in the period	 AMBER	Just off track, not delivered some of what was planned in the period	 RED	Generally off track in delivering what was planned, in terms of timescales or may not be delivered
--	--	--	--	--	--

# **Performance of our Well-being objectives, Improvement priorities and Steps**

## Well-being objective 1 - To improve the well-being of children and young people

### How this well-being objective contributes to the seven national well-being goals:

National Goals	Contribution to each goal
A prosperous Wales	The suite of priorities and steps aim, collectively, to ensure that every child and young person enters employment, education or training at the end of full-time education ready to contribute socially and economically
A healthier Wales	Every school in NPT is a “Healthy School” and the county borough also has good participation rates in physical activity. We have made good progress placing greater emphasis on emotional well-being to equip children and young people with the skills, behaviours and support they need. Additionally, parenting programmes are targeting those families most in need of support. The Council has good data to identify where there are differences in attainment and outcomes for children and young people of different backgrounds with programmes in place to address inequality and inequity
A Wales of cohesive communities	<p>There is a strong emphasis on ensuring equality and celebrating diversity across the range of activities. There is also recognition and work to address inequalities in all of its forms, whether in relation to statutory duties concerned with people of protected characteristics, inequality caused by disparities in income, or by virtue of whether children and young people are cared for by their own families or the council</p> <p>Programmes to educate and divert children and young people about wider community safety programmes are well-established. We have been continuously reviewing our programmes to ensure that they remain relevant. For example, equipping children and young people to stay safe on-line has become a key area of focus given Child Sexual Exploitation, radicalisation and other on-line criminality</p>
A resilient Wales	Children and young people are introduced to the importance of the eco systems and our environment at an early stage. The pilot project planned for Sandfields West is exploring in more detail how we can take advantage of the green and blue space in our county borough to develop the wellbeing of our children and young people


Page 2

National Goals	Contribution to each goal
A more equal Wales	<p>Reducing inequality and inequity is a strong theme across the priorities that have been developed to support the achievement of this objective</p> <p>There is a particular focus on children most at risk of an adverse childhood experience with the intention of strengthening prevention and early intervention work. We are also building on our children's rights work to ensure that children and young people have a say in matters that affect them</p>
A Wales of vibrant culture and thriving Welsh language	<p>The county borough has good rates of participation in physical activity and there are a wide range of cultural opportunities. We are strengthening Welsh and bi-lingual education in both pre-school and full time education settings. A task and finish group set up by the Policy and Resources Committee has also developed the Council's Welsh Promotional Strategy which will support the Council's objectives to increase the number of people who can speak Welsh and who do so on a daily basis</p>
A globally responsible Wales	<p>There are many ways in which our work contributes to the wider world. For example, the technological investment through our 21st Century Schools programme is transforming the way in which children and young people access learning, bringing experiences from across the world into NPT classrooms, whilst also building skills fit for the future labour markets</p>

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 1:** Children in their early years will benefit from integrated and effective pre-school programmes that maximise their well-being and their readiness for learning

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>Promote and develop the Community Services Directory so that children, young people and families can easily access information about the services available in local communities to support good well-being</p>	<ul style="list-style-type: none"> <li>• We continued to compile and input data into the Community Directory</li> <li>• We continuously promote Family Information Service (FIS) through social media platforms and the Family Information Friendly Award in childcare settings and schools. Settings/schools achieve the award by promoting the FIS on their social media pages and distributing leaflets to parents/carers. The website has a range of service information which include: childcare, health, leisure, play and training</li> <li>• Hits to FIS website have been lower than the previous year due to webpage updates being held back and webpages not being user friendly as we would like them to be. We are now working on the website to re-design it to be more user friendly</li> <li>• There has been an increase in the number of hits to the Community Services Directory website and the number of service/organisation information listed on the site</li> <li>• Both the Community Services Directory and Family Information Service (FIS) databases have moved to a new database with effect from July 2018: DEWIS, which will be a more user friendly and will display information more clearly with a much quicker and intuitive search process. DEWIS is a national platform used by all Councils throughout Wales, which will benefit residents who are close to neighbouring boundaries as the search will include out of County services which may be closer to them</li> </ul>	


Page 114

<b>Well-being Objective 1: To improve the well-being of children and young people</b> “All of our children and young people have the best start in life, so they can be the best they can be”		
<b>Improvement Priority 1: Children in their early years will benefit from integrated and effective pre-school programmes that maximise their well-being and their readiness for learning</b>		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
Page 115	<b>Corporate Plan Key Performance Indicators (full year data):</b> <b>Number of hits on the Community Services Directory website:</b> <ul style="list-style-type: none"> <li>Actual 2016-17: 42,810</li> <li>Target 2017-18: To increase</li> <li>Actual 2017-18: 47,473</li> </ul> <b>Number of Services/organisations on the community directory:</b> <ul style="list-style-type: none"> <li>Actual 2016-17: 916</li> <li>Target 2017-18: To increase</li> <li>Actual 2017-18: 1,054</li> </ul>	
	We will implement the Government’s programme to increase the availability and quality of child care provision once resources have been made available	<ul style="list-style-type: none"> <li>The number of registered out of school places was lower than anticipated but support has been given to childcare providers in order to increase the availability and quality of service</li> <li>Flying Start expanded the existing provision in Neath (English medium) and Briton Ferry (Welsh medium) to meet existing Flying Start demand, and cater for some additional Childcare Offer placements from Sept 2018</li> <li>The 30 Hour Childcare Programme (Childcare Offer Wales) was not available to families in 2017/18. Welsh Government piloted this in a small number of authorities last year but NPT has only been invited to take part from September 2018, which has affected some planned work</li> </ul>

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 1:** Children in their early years will benefit from integrated and effective pre-school programmes that maximise their well-being and their readiness for learning

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b>  <b>Number of childcare places available for families, particularly out of school childcare:</b></p> <ul style="list-style-type: none"> <li>• Target 2017-18: 281</li> <li>• Actual 2017-18: 240</li> </ul>	
<p>P S 16 We will review links between early years' programmes and schools to ensure they are developed</p>	<ul style="list-style-type: none"> <li>• We have updated our transition guidance for childcare settings this year, which has improved the transition from home into Flying Start Childcare. This includes setting work with parents and use Person Centred Planning to complete One Page Profiles for each child. Families are encouraged to attend stay and play sessions before the child starts playgroup to help familiarise themselves with the setting and staff</li> <li>• We continue to hold Multi-Disciplinary meetings for children with Additional Needs transitioning to school from early years</li> <li>• We have piloted termly transition meetings, in two Flying Start areas (Neath / Melin and the Afan Valley) to exchange information on those children due to start school, so that schools are better prepared in putting the right support in place for these children. These meetings have proved to be very useful and as a result we will be rolling these out to cover all Flying Start areas</li> <li>• During the year, Flying Start parents have engaged in the nurture programme, designed to improve parents well-being and to improve the quality of family life. These have included: a 4 week ante-natal nurture workshop (introduction or refresher) and a 10 week programme (group work or one to one basis). 13 structured courses were delivered with a total of 105 parents completing the</li> </ul>	





<b>Well-being Objective 1: To improve the well-being of children and young people</b> “All of our children and young people have the best start in life, so they can be the best they can be”		
<b>Improvement Priority 1: Children in their early years will benefit from integrated and effective pre-school programmes that maximise their well-being and their readiness for learning</b>		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
Page 117	<p>programmes. As a result all parents complete the Warwick assessment, and results have shown a good level of improvement in emotional and mental wellbeing, and feel more able to take control of their lives for the better</p> <ul style="list-style-type: none"> <li>In relation to the measures below, we undertook a review of priorities, which identified the survey will no longer be conducted.</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b>  <b>Schools report that children are better prepared to participate in play and learning:</b></p> <ul style="list-style-type: none"> <li><b>Target:</b> Annual Flying Start survey conducted by Flying Start team with all primary schools</li> <li><b>Actual:</b> Baselines not yet established/collated. Database is under development</li> </ul> <p><b>% of participants that have accessed an Early intervention service demonstrate improved emotional and mental well-being</b></p> <ul style="list-style-type: none"> <li><b>Target:</b> Establish baseline for 2017/18</li> <li><b>Actual:</b> Baselines not yet established/collated. Database is under development</li> </ul> <p><b>Families that have engaged in intervention programmes report that they feel they can contribute to changes to their lifestyle/behaviours</b></p> <ul style="list-style-type: none"> <li><b>Target:</b> Establish baseline for 2017/18</li> <li><b>Actual:</b> Baselines not yet established/collated. Database is under development</li> </ul>	

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 1:** Children in their early years will benefit from integrated and effective pre-school programmes that maximise their well-being and their readiness for learning


Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>Review 0–3 support, provision and information sharing in non-Flying Start areas</p> <p>Page 118</p> <p>Review of Personal Social Development (PSD) curriculum and assessment within schools (direct impact on social and emotional and wellbeing)</p>	<ul style="list-style-type: none"> <li>• The review has not commenced but is planned for 2018/19. The review will focus on provision and information sharing to support children aged 0-3 and will be extended to include both Flying Start and non-Flying Start areas</li> <li>• Transition arrangements and information sharing in relation to all children moving from childcare to school will be looked at as part of the work of Transition sub group of the Early Years and Childcare Group</li> <li>• A free programme of training opportunities has been provided to encourage and support all children’s’ development, helping to prepare them to participate in play and learning at school. A total of 373 attendances were recorded across the programme, courses included: Inclusive Play, Forest Schools, Effective Engagement with Parents, Understanding Special Educational Needs, Child Development and the Role of the Adult and Outdoor Play</li> <li>• The review of the PSD curriculum has been completed and has been implemented at school level and as a result we have seen improved reliability and accuracy of teacher assessments. This has impacted on the percentage of pupils achieving outcome 5 in PSD in 2018: 87% - which is down 4%</li> <li>• Following the review, we are now able to track progress from their baseline assessment (on entry to full time education) to the end of year 2. 66% of pupils in the current cohort were at the expected level on entry to school and 87% are at the expected level at the end of foundation phase</li> </ul>	


<b>Well-being Objective 1: To improve the well-being of children and young people</b> “All of our children and young people have the best start in life, so they can be the best they can be”		
<b>Improvement Priority 2: Families struggling to provide good parenting for their children will be provided with tailored support</b>		
<b>Steps</b>	<b>Steps Progress (1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018)</b>	<b>STEPS RAG STATUS</b>
With our partners we will refine our wider Think Families Partnership work to more effectively target early intervention and prevention support to those families who need it; and alleviate child poverty ensuring in the process that there is better local alignment and co-ordinated approach to providing support between the work of the partnerships established to address child adverse experiences	<ul style="list-style-type: none"> <li>• Following on from an independent needs assessment of Families First in NPT, a commissioning process has been undertaken for delivery of a new programme of services to begin 1<sup>st</sup> April 2018</li> <li>• A new referral pathway has been identified using the Single Point of Contact. All referrals will now be considered by an Early Intervention and Prevention Panel to ensure families receive the most appropriate service at the earliest opportunity. The panel will also reduce duplication of services and provide a more co-ordinated approach for families</li> </ul>	

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 3:** Children of school age will be engaged with their learning, safer and healthier

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>The Council will review our approach to community development to ensure that the whole council empowers communities to strengthen their own capacity to improve health and wellbeing and that all children and young people can fully participate in a range of activities that promotes their social, cultural, economic and environmental well-being</p>	<ul style="list-style-type: none"> <li>We have delivered an innovative programme of activities for children and young people both within the school setting and the community. These include: after school sport clubs, beach rugby delivered in partnership with the Ospreys, multi skills festival at Llandarcy delivered in partnership with NPT College, Young Ambassador (YA) leadership training and the YA conference, park lives offering a range of activities in holidays for free in parks / open areas</li> <li>The Youth Service has increased its reach by increasing the work delivered in schools; this includes lunch clubs and Sexual Relationship Education session. This is above the Welsh average for contacts and reach. The biggest increase in contacts has come from the 14-16 age range</li> <li>The Youth Service has maintained its open access youth clubs in 11 community based youth clubs and has continued to access grants to provide targeted support to vulnerable groups such as Lesbian Gay Bisexual Transgender and young people with speech, language and communication needs</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b>  <b>% of children hooked on sport (based on number of occasions of participation per week = 3)</b></p> <ul style="list-style-type: none"> <li>Actual 2016-17: 55%</li> <li>Target: Improve</li> <li>Actual 2017-18: 2018 Schools Sport Survey results will be available October 2018</li> </ul>	 <p>GREEN</p>



<b>Well-being Objective 1: To improve the well-being of children and young people</b> “All of our children and young people have the best start in life, so they can be the best they can be”		
<b>Improvement Priority 3: Children of school age will be engaged with their learning, safer and healthier</b>		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<b>% of 11 - 19 year olds in contact with the Youth Service</b> <ul style="list-style-type: none"> <li>Actual 2016-17: 36.7%</li> <li>Target 2017-18: Improve</li> <li>Actual 2017-18: 44.12%</li> </ul>	
Page 121  We will raise educational standards and attainment for all children	<ul style="list-style-type: none"> <li>6 out of 7 NPT schools inspected during this period have achieved a ‘Good’ for standards in Estyn inspections</li> <li>Nearly all schools are making appropriate progress in effective self-evaluation and planning for improved standards</li> <li>The wide ranging changes (imposed by Welsh Government) to Key Stage 4 key indicator calculations in 2017 has affected NPT results, as they have in all other local authorities, and now places NPT below the Welsh average in all measures. The decrease in performance was most marked in mathematics and affected free school meals and non-free school meal pupils alike</li> <li>Primary school attendance has risen from 94.6% to 94.7% and was above the anticipated target (all Wales performance was 94.9%). Secondary attendance has dropped slightly to 93.6% from 93.7% (all Wales performance was 94.1%). This is due to a difficult period in terms of a higher than average amount of recorded illness amongst pupils in a number of schools</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b>  <b>Percentage of Year 11 pupils achieving 5 GCSEs at grades A*-C, or equivalent, including English or Welsh first language and Maths</b></p> <ul style="list-style-type: none"> <li>Actual 2016-17: 61% (2015/16 academic year)</li> <li>Target: Improve</li> </ul>	

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 3: Children of school age will be engaged with their learning, safer and healthier**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 122</p>	<ul style="list-style-type: none"> <li>• Actual 2017-18: 51.4% (2016/17 academic year) - Based on Welsh Government’s recommendation; comparisons with previous year’s data should be avoided as several key changes have been made to the data. NPT are ranked 14<sup>th</sup> of 22 authorities based on 2016/17 data</li> </ul> <p><b>% pupils attendance in primary schools</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 94.6% (2015/16 academic year)</li> <li>• Target 2017-18: 94.5%</li> <li>• Actual 2017-18: 94.7% (2016/17 academic year)</li> </ul> <p><b>% pupils attendance in secondary schools</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 93.7% (2015/16 academic year)</li> <li>• Target 2017-18: 93.6%</li> <li>• Actual 2017-18: 93.6% (2016/17 academic year)</li> </ul>	

<b>Well-being Objective 1: To improve the well-being of children and young people</b> “All of our children and young people have the best start in life, so they can be the best they can be”		
<b>Improvement Priority 3: Children of school age will be engaged with their learning, safer and healthier</b>		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
We will further develop our Welsh in Education Strategic Plan (WESP), following feedback from the Welsh Government, so that we increase opportunities for more of our children and young people to be educated through the medium of Welsh and for pupils to become more proficient in speaking Welsh Page 123	<ul style="list-style-type: none"> <li>• New WESP has been submitted to Welsh Government and all objectives are monitored regularly</li> <li>• The % of year 2 (aged 7) children taught through the medium of Welsh has declined by 0.4% to 16.2% (2016/17 academic year)</li> <li>• Number of pupils transferring from primary to secondary has declined by 6.2% to 86.9% (2016/17 academic year)</li> <li>• The % of Year 9 (aged 13-14) learners who are assessed in Welsh (first language) has declined by 1.7% to 11.2% (2016/17 academic year)</li> </ul> <p><b>Corporate Plan Key Performance Indicators (full year data):</b>  <b>% learners aged 14-15 studying for qualifications through the medium of Welsh achieving 5 GCSEs grade A*-C</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 97% (2015/16 academic year)</li> <li>• Target 2017-18: 97%</li> <li>• Actual 2017-18: 100% (2016/17 academic year)</li> </ul>	 <b>AMBER</b>
We will continue with our Strategic School Improvement Programme of school reorganisation, ensuring the right schools are in the right place and that they provide fit for purpose teaching and learning facilities to help improve standards and pupil	<ul style="list-style-type: none"> <li>• <b>Ysgol Gymraeg Ystalyfera:</b> an ‘all-through’ school providing Welsh-medium education for pupils aged 3-18 in the north of the county borough. The primary phase build has been completed in April and pupils moved into their new building in June 2018</li> <li>• <b>Ysgol Gymraeg Bro Dur:</b> Welsh-medium education for pupils aged 11-16 in the south of the county borough. From September 2018, year 7 and 8 pupils living in the south of the county borough will move to the new south campus</li> </ul>	 <b>GREEN</b>

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 3:** Children of school age will be engaged with their learning, safer and healthier



Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>outcomes.</p> <p>We will complete the existing phase of our 21st Century Schools programme of projects, providing modern, stimulating and innovative school environments.</p> <p>Page 124</p>	<ul style="list-style-type: none"> <li>• <b><u>Ysgol Carreg Hir:</u></b> a new primary school to replace Brynhyfryd, Ynysmaerdy and Llansawel Primary schools. The build is on schedule to open in September 2018 and construction is progressing well. Site visits have taken place and a staffing structure has been agreed</li> <li>• <b><u>Ysgol Cwm Brombil:</u></b> an ‘all-through’ 3–16 school to replace Dyffryn Upper and Lower school and Groes Primary School. The build is on schedule and construction is progressing well. Site visits have taken place and a staffing structure has been agreed. The school opens in September 2018 with the new build being occupied in the autumn term</li> <li>• <b><u>Future of secondary education in the upper Afan Valley:</u></b> in June, Cabinet approved the issue of the statutory notice for the proposal to provide secondary education at Ysgol Cwm Brombil for pupils living in the upper Afan Valley and to close Cymer Afan Comprehensive School</li> <li>• <b><u>Provision for primary aged pupils identified with social emotional and behavioural difficulties (SEBD):</u></b> approval has been granted to establish two specialist provisions: an assessment centre at Coedffranc Primary School and a learning support centre at Crynallt Primary School. Building works are progressing well and it is expected that the provisions will be ready for the 2018 summer term. Staff, for both provisions, have been appointed</li> </ul>	



**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 3:** Children of school age will be engaged with their learning, safer and healthier



Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will seek funding from the Welsh Government to deliver the next phase of our new school build programme so that more of our children and young people can experience and benefit from modern, state of the art teaching and learning facilities</p>	<p>Welsh Government 21st Century Schools and Education Programme (B and B) funding has been secured, in principle, for capital build projects comprising of:</p> <ul style="list-style-type: none"> <li>• Cefn Saeson Comprehensive - new build English-medium secondary school</li> <li>• Ysgol Newydd (Cwmtawe) - new build English-medium primary phase in a 3-16 school</li> <li>• Abbey Primary School - new build English-medium primary school</li> <li>• Ysgol Newydd (Coed Darcy) - new build primary school</li> </ul>	 <p>GREEN</p>
<p>We will develop a mental health toolkit for all schools to further develop a culture of tolerance, understanding and mutual respect of difference and diversity and build capacity within schools to support vulnerable children and young people with mental health needs</p>	<p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b></p> <p><b>Target / Aspiration:</b> All schools will use the toolkit effectively to support pupils to improve wellbeing and develop resilience, with the aim of reducing risk of mental health issues.</p> <p><b>Progress:</b> The Wellbeing and Behaviour Continuum has been launched starting with a universal approach to embedding wellbeing in schools. This approach will continue to be developed in schools during the next academic year (2018-19).</p>	 <p>GREEN</p>

Page 25

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”


**Improvement Priority 3:** Children of school age will be engaged with their learning, safer and healthier

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will pilot the Children’s Zones model in the Sandfields West and Briton Ferry West wards</p> <ul style="list-style-type: none"> <li><b>This work supports Objective 1: Support children in their early years, especially children at risk of adverse childhood experiences’ contained within the NPT Public Service Board’s Well-being Plan 2018 – 2023</b></li> </ul>	<ul style="list-style-type: none"> <li>We have undertaken a range of consultation exercises with the Ward’s community and will be bringing together a dedicated strategy that will ensure greater collaborative working to increase children’s preparedness for learning and decrease numbers of NEETS (Not in Education, Employment or Training)</li> <li>The engagement work mentioned above was carried out specifically to support the pilot and will be used to take it forward in 2018/19. There has been a need to gather a lot of data for us to understand how to target the work of the Children’s Zone hence a delay in this work. The aim of the work will focus primarily on two key areas of development – pre-school provision and preparedness for learning; and post-16 progress and support into education, employment or training</li> </ul>	 <p>AMBER</p>
<p>We will develop a co-ordinated approach to meeting duties set out in the Additional Learning Needs Education and Training Bill (ALNET)</p>	<ul style="list-style-type: none"> <li>Awareness raising events are underway with schools and in partnership with other services and agencies</li> <li>Working parties for key areas of reform are being established and a local implementation plan is in place</li> <li>NPT is working with regional Heads of Inclusion to develop a regional plan and allocate grant funding</li> <li>Planning for implementation with NPT College is being progressed</li> </ul>	 <p>GREEN</p>

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”



**Improvement Priority 3:** Children of school age will be engaged with their learning, safer and healthier

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
We will work with our partners to implement our Road Safety Strategy	<ul style="list-style-type: none"> <li>• Work continues with our partners to ensure that our Road Safety Strategy is implemented</li> <li>• We provided education and training to identify vulnerable road users which included motorcyclists, cyclists, young pedestrians, young and older drivers</li> <li>• We collaborated and shared good practice with Road Safety teams across Wales, Road Safety Wales, Royal Society for the Prevention of Accidents (RoSPA), Fire and Rescue Service and South Wales Police</li> </ul>	 <p><b>GREEN</b></p>

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”



**Improvement Priority 4:** Children in need of protection, care and support will be protected and safeguarded and more of those children will be able to grow up in a family setting

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>With our partners, we will further develop our family support strategy to ensure the right range and quality of services are in place to meet need</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 128</p>	<ul style="list-style-type: none"> <li>• We have worked closely with partners involved in the Think Family Partnership Strategic Group to redesign the services that are commissioned and provided by Family First Grant funding. The new services are aimed at preventing children and families entering the service</li> <li>• An Early Intervention and Prevention (EIP) panel has been developed to decide on priorities and appropriate allocation of resources</li> <li>• A weekly Resource Panel continues to operate to consider cases that are deemed on the Edge of Care and to allocate a range of services provided by the Family Action Support Team (FAST) and Integrated Family Support Services (IFSS) to support children where possible to remain at home with their families</li> </ul>	
<p>We will undertake focused work with partners to improve access to the right support for children and young people who have poor emotional well-being/mental health</p>	<ul style="list-style-type: none"> <li>• NPT took the lead on a pilot project for all Looked After Children and Foster Carers. The service was supported by a Lead Clinical Psychologist and commissioned Therapeutic Service with the aim of promoting young people’s emotional well-being and mental health. Integrated care funding has since been confirmed for 2018-19 where the service will be expanded to deliver across the region</li> </ul>	

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 4:** Children in need of protection, care and support will be protected and safeguarded and more of those children will be able to grow up in a family setting

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will further strengthen arrangements that support young people who receive care and support when they are young and who continue to need care and support when they are adults (ensuring smooth transition from service receive in childhood to those services that will support them as young adults)</p>	<ul style="list-style-type: none"> <li>• We have appointed two members of Children and Young People Services team to form part of a joint Children and Young People and Adult’s team to support the progression of young people with complex needs as they move into adulthood. However, difficulties in recruiting additional staff from Adult Services and a Team Manager have delayed progress.</li> <li>• A number of accommodation options are also being explored for the location of the new team</li> </ul>	
<p>We will further develop our role as corporate parents of children and young people who become looked after by the Council, prioritising work to ensure children and young people are stable in their placements</p>	<ul style="list-style-type: none"> <li>• Secure base attachment training has been successfully delivered to a group of pilot foster carers with the plan to roll this out across the entire Fostering Team in due course</li> <li>• The Fostering team were actively involved in developing a regional approach to recruitment and there was an increase in the number of foster carer applications and approvals from experienced carers with other fostering agencies</li> <li>• Review of children placed under ‘voluntary accommodation’ for more than 7 weeks continued to ensure appropriate consideration was given to their legal status</li> <li>• A Therapeutic team has been established, which consists of a Psychologist, Consultant Social Worker and Play Therapist. The team is responsible for taking referrals from across the Service to provide a range of support to Foster</li> </ul>	

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”



**Improvement Priority 4:** Children in need of protection, care and support will be protected and safeguarded and more of those children will be able to grow up in a family setting

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 130</p>	<p>Carers, Looked after Children and provide consultation to Social Workers to promote placement stability</p> <ul style="list-style-type: none"> <li>• % of placement breakdowns increased more than anticipated</li> <li>• % of children and young people who report that they live in the right home for them broadly remained the same</li> <li>• % children and young people reporting that they are happy with the people they live with marginally increased</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b></p> <p><b>% of placements that break down</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 4.4%</li> <li>• Target 2017-18: Maintain or improve</li> <li>• Actual 2017-18: 9.9%</li> </ul> <p><b>% of children and young people who report that they live in the right home for them</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 90%</li> <li>• Target 2017-18: Maintain or increase</li> <li>• Actual 2017-18: 89.4%</li> </ul> <p><b>% children and young people reporting that they are happy with the people they live with</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 91.5%</li> <li>• Target 2017-18: Maintain or increase</li> <li>• Actual 2017-18: 91.9%</li> </ul>	

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 5:** All young people who leave full- time education will enter employment, training or further/higher education


Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>The Council will provide work placement, apprenticeships and trainee opportunities for young people within its own workforce, in particular providing opportunities for Looked After Children</p> <p>Page 13</p>	<p>We provided the following:</p> <ul style="list-style-type: none"> <li>• 16 children of school age received work experience for 1–2 weeks</li> <li>• 15 traineeships of between 6–12 months, of these, 13 of the trainees were former Looked After Children</li> <li>• 55 apprenticeships (within a qualification framework)</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b>  <b>Number of apprenticeship, traineeship and work placements opportunities made available in each year:</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 48</li> <li>• Target 2017-18: 65</li> <li>• Actual 2017-18: 86</li> </ul>	
<p>The Council will encourage Public Services Board and other partners to extend the range of work opportunities for young people and better connect these schemes with schools and colleges</p>	<ul style="list-style-type: none"> <li>• The Youth Engagement Strategy Group (YES Group) met regularly to monitor the implementation of the Youth Engagement and Progression Framework and the Youth Engagement Strategy</li> <li>• The YES Group continue to implement and maintain a county wide approach to increasing young people aged 11-24's engagement in education, employment and training and to reduce the numbers of young people who are NEET (Not in Education, Employment or Training) in Neath Port Talbot</li> <li>• Junior apprenticeships are currently being developed with a September 2018 start date for year 10 pupils. A significant performance indicator for this programme will be a successful completion of either level 1 or 2 qualification</li> <li>• We are organising a pilot programme with information about apprenticeships for 4 secondary schools. This programme will engage with pupils in years 9, 10 and 11 and will run until December 2018</li> </ul>	



**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”



**Improvement Priority 5: All young people who leave full- time education will enter employment, training or further/higher education**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
Working through the Think Families Partnership we will improve information about career and job opportunities for school and college leavers	<ul style="list-style-type: none"> <li>• The Engagement Progression Co-ordinator liaises with Careers Wales to help identify and promote opportunities for all young people such as college courses, apprenticeships, work based learner provider opportunities and employment</li> <li>• The legacy fund team work in partnership with Careers Wales with the most vulnerable young people to achieve a positive transition into further learning, training or employment</li> <li>• The Youth Engagement Strategy Group and NEET Multi Agency Group meet regularly to ensure that young people receive the right offer of career and job opportunity that is appropriate to them. The groups also look at ensuring the offers made or taken up by young people are as supportive as possible and if a young person disengages with a provision they are identified as early as possible and a renewed offer and support is sought</li> <li>• Transition meetings are held with Youth Workers, Careers Advisors and Schools to ensure that young people identified as being most at risk of becoming Not in Education, Employment or Training (NEET) are given the appropriate level of support needed to help them achieve a positive transition into further education, employment or training</li> <li>• Work Based Learning roadshows are offered to all schools where young people have the opportunity to look at a range of work based learning opportunities, so that they are able to make a more informed choice on their transition</li> <li>• Communities First Legacy Youth Workers offer a range of support to young</li> </ul>	

Page 132





<p align="center"><b>Well-being Objective 1: To improve the well-being of children and young people</b>            “All of our children and young people have the best start in life, so they can be the best they can be”</p>		
<p><b>Improvement Priority 5: All young people who leave full- time education will enter employment, training or further/higher education</b></p>		
	<p>people in schools such as interview support, training, cv help and arranging work based learning provider visits to help elevate some of the fears and concerns that young people have and to also remove some potential barriers to transition</p>	
<p>We will build on our work as Corporate Parents to ensure that all young people have suitable housing and support when they leave the care of the Council</p> <p>Page 133</p>	<ul style="list-style-type: none"> <li>• Work is ongoing to monitor existing service provision and develop services to include the ability to meet the needs of more complex young people</li> <li>• A scoping exercise has been undertaken to review the accommodation needs required by the service</li> <li>• No care leavers experienced homelessness during the year</li> </ul> <p><b><u>Corporate Plan Key Performance Indicator (full year data):</u></b>  <b>% care leavers who have experienced homelessness during the year</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 3%</li> <li>• Target 2017-18: Reduce</li> <li>• Actual 2017-18: 0%</li> </ul>	
<p>We will review our youth engagement and progression framework</p>	<p>We review our youth engagement and progression priorities on an ongoing basis, the following were completed in the period:</p> <ul style="list-style-type: none"> <li>• Transition support for young people identified by Schools and Careers Wales developed with Communities First Legacy Funding was used to provide youth workers for all secondary schools.</li> <li>• Tier 1 and 2 NEET young people continued to be identified and supported by youth workers, communities for work and the engagement progression co-ordinator</li> <li>• Youth Engagement Strategy Group and NEETs Multi Agency Group established and meeting regularly. YES (Youth Engagement Strategy) group continues to develop its role as the link between corporate strategy and</li> </ul>	

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 5: All young people who leave full- time education will enter employment, training or further/higher education**

operational delivery

- Reduced the % of young people transitioning into a NEET destination with NPT’s lowest ever figure of 2.3%

**Corporate Plan Key Performance Indicator (full year data):**



**% of young people who are NEET**


- Actual 2016-17: 3.6%
- Target 2017-18: 3.6%
- Actual 2017-18: 2.3%

**Well-being Objective 1: To improve the well-being of children and young people**

“All of our children and young people have the best start in life, so they can be the best they can be”

**Improvement Priority 6:** All children and young people will be helped to have a say in matters that affect them

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>The Council will review its approach to Children’s Rights, ensuring that a rights-based approach is embedded across all of its services and functions</p>	<ul style="list-style-type: none"> <li>• A Wellbeing and Behaviour Conference was effective in promoting a universal approach to well-being. The Unicef, Rights Respecting Schools (RRS) award is being used as a framework for this</li> <li>• All schools have been allocated funding to sign up for the RRS and a service level agreement will be developed with Unicef UK to further support schools to embed it</li> </ul>	 <p>GREEN</p>
<p>All children and young people in need of protection, or who have been identified as in need of care and support, will have a say in decisions that affect them</p>	<ul style="list-style-type: none"> <li>• Quality assurance thematic audits are conducted on a monthly basis and provide the service with an understanding of what is working well and what areas need to be improved. The findings of these audits continue to be reported to Members on a quarterly basis as one of the service’s key priority indicators</li> <li>• The model of outcome focused social work practice continued to be driven across all social work teams. This model of practice enables practitioners to work with children and families to discuss personal well-being goals and co-produce solutions, so that children remain safe in their family home and receive the best start in life, whilst also taking account of “what matters” to them. However, it is recognised that more work is needed to gather the collective view of children and families and utilise this feedback to drive improvements in social work practice at both a strategic and operational level. This area of work remains a key priority for the service for 2018-19</li> <li>• The Welsh Government’s qualitative questionnaire process was initiated on 1<sup>st</sup> September 2017. Following completion of the exercise in December 2017, the response rate to the questionnaire for children and young people was</li> </ul>	 <p>AMBER</p>

<b>Well-being Objective 1: To improve the well-being of children and young people</b> “All of our children and young people have the best start in life, so they can be the best they can be”		
<b>Improvement Priority 6: All children and young people will be helped to have a say in matters that affect them</b>		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
Page 136	<p>approximately 30%. Outcomes of the survey results are below:</p> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b>  <b>% Children and young people responding “yes” or “sometimes” to the question: “my views about my care and support have been listened to”</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 92.7%</li> <li>• Target 2017-18: Maintain</li> <li>• Actual 2017-18: 91.0%</li> </ul> <p><b>% parents responding “yes” or “sometimes” to the question “I have been actively involved in all decisions about how my child’s children’s care and support was provided</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 85.7%</li> <li>• Target 2017-18: Improve</li> <li>• Actual 2017-18: 82.9%</li> </ul>	
We will work with our Think Family partners to ensure children and young people can shape and develop services	<ul style="list-style-type: none"> <li>• An independent needs assessment of Families First in NPT has been carried out and groups of young people were consulted with on services. The information from this needs assessment informed the commissioning of the new Families First programme</li> <li>• All new contracts under Families First this year have a requirement to continually consult with children and young people on taking their services forward</li> <li>• As part of the Families First monitoring framework, some focus work has been</li> </ul>	 <b>GREEN</b>

<b>Well-being Objective 1: To improve the well-being of children and young people</b> “All of our children and young people have the best start in life, so they can be the best they can be”		
<b>Improvement Priority 6: All children and young people will be helped to have a say in matters that affect them</b>		
<b>Steps</b>	<b>Steps Progress (1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018)</b>	<b>STEPS RAG STATUS</b>
	undertaken with service users to obtain their views and feedback on the services they have accessed. We will continue with this approach this year and use the feedback to inform future service delivery	

## Well-being objective 2 - Improve the Well-being of all adults who live in the county borough

### How this well-being objective contributes to the seven national well-being goals:

National Goals	Contribution to each goal
A prosperous Wales	The first priority to support this objective focuses on the importance of quality employment opportunities for local people. Whether by leveraging the purchasing power and influence of the Council's direct activities, or through its place shaping role, growing local employment opportunities and supporting people into work
A healthier Wales	Ensuring decent, affordable housing is another key area of focus, together with work to ensure more is done to enable people affected by domestic abuse, substance misuse or at risk of on-line criminality to protect themselves. There are particular programmes to support people with more significant health and care needs, but refocusing practice to place emphasis on promoting independence
A Wales of cohesive communities	The importance of "community" is particularly emphasised in relation to the way the Council plans to meet the care and support needs of more vulnerable residents. Proposals to strengthen Local Area Co-ordination and to improve access to information about what is happening in each local area are important building blocks to bring about a wider cultural change in the way the Council proposes to work with its local residents
A resilient Wales	There is a strong emphasis on sustainability across a number of the priority areas, both in the way we plan to house our population and in the way we seek to secure the long term viability of our communities through ensuring quality employment opportunities for local people
A more equal Wales	There is a clear focus on work to address inequality across people of all different types of backgrounds but also a firm commitment to take a rights-based approach not just in the way the Council meets its statutory education and social services responsibilities but across all of the Council's work


Page 138

National Goals	Contribution to each goal
A Wales of vibrant culture and thriving Welsh language	The priorities seek to strengthen and develop the social capital of communities to ensure sustainability and resilience. This work will also ensure that the unique cultures of each community are cultivated, including work to extend daily use of the Welsh language and the preservation of the county borough's rich heritage
A globally responsible Wales	The county borough is producing talented people who have made a contribution on the global stage through sport, arts and culture. Procurement and regulatory activity also takes proper account of the Council's duty to act in a sustainable and responsible manner

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”

**Improvement Priority 1: Local People can access sustainable, local employment**


Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will refocus our support to businesses to help business create and sustain local employment opportunities for local people</p> <p>Page 140</p>	<ul style="list-style-type: none"> <li>• The Economic Development team continue to deal with a high volume of enquiries from existing businesses looking for support to enable them to expand and grow and individuals seeking advice and guidance on starting up a new business</li> <li>• Despite new business start-up enquiries being just off track, the team still helped a significant number of local people consider self-employment. The most important aspect of delivery for this activity to end user is the quality of service provided, not the quantity</li> <li>• The team also worked with many local businesses to deliver funding applications to support investment projects. This has had a positive effect on the local economy in terms of supporting new jobs creation and safeguarding existing employment and has enabled the team to deliver the planned outputs</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b></p> <p><b>The number of new business start-up enquiries</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 341</li> <li>• Target 2017-18: 350</li> <li>• Actual 2017-18: 273</li> </ul> <p><b>Number of jobs created /Safeguarded</b></p> <ul style="list-style-type: none"> <li>• Target 2017-18: 285</li> <li>• Actual 2017-18: 287</li> </ul>	 <p><b>GREEN</b></p>



**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”


**Improvement Priority 1: Local People can access sustainable, local employment**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>The Council will use the EU funding available to deliver employability programmes to assist those furthest from the labour market to obtain and sustain employment. Funding will be affected by the UK negotiations on withdrawal from the European Union</p> <p>Page 141</p>	<ul style="list-style-type: none"> <li>• <b>Workways</b> - continues to provide support to unemployed people living in non-communities first areas of the county borough. The project supported 74 people over the year to gain a qualification/training, enter volunteering or overcome barriers to gain employment</li> <li>• <b>Communities for work</b> - actual number of engagement starts in 2016/17 was 199 and in 2017/18 they were 276. Marketing and programme awareness increased and improved from April 2017 greatly. More participants started moving into employment and the target groups within the community that the programme is aimed at became more aware of this which improved the self-referrals into the programme. The number of starts for 2017/18 is 4% below the target for the year of 288; one of the reasons for this is during the 2017-18 contract year re-organisation of the clusters, including combining the 4 clusters into 2 bases occurred. The benefits of this re-organisation are now being seen but it did impact on engagement starts during the year</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year):</u></b>  <b>Number of local people in training, volunteering or employment: Workways only</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 19</li> <li>• Target 2017-18: 24</li> <li>• Actual 2017-18: 74</li> </ul>	

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”

**Improvement Priority 1: Local People can access sustainable, local employment**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<p><b><u>Corporate Plan Key Performance Indicator (full year data):</u></b>  <b>Number of local people in training, volunteering or employment: Communities for Work:</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 199</li> <li>• Target 2017-18: 288</li> <li>• Actual 2017-18: 276</li> </ul>	
<p>P 399 42</p> <p>The Council will seek to avoid compulsory redundancies to the maximum extent possible</p>	<ul style="list-style-type: none"> <li>• Two Voluntary Redundancy Schemes were operated, one in October 2017 (excluding school staff) and one in February 2018 (for school staff only). In the sixth month period, 11 employees left by 31st March 2018 under the first scheme and it is currently estimated that a further 38 ‘school’ employees will leave under the second scheme and by August 2018</li> <li>• The Heads Of Service Workforce Planning Group has met on a regular basis to implement recruitment restrictions and to facilitate the redeployment of employees at risk of redundancy. In the period 1st October 2017 to 31st March 2018, 9 employees were successfully redeployed, compared to a total of 40 employees in the year 2017/2018</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year):</u></b>  <b>The number of compulsory redundancies made by the Council</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 26</li> <li>• Target 2017-18: Minimise</li> <li>• Actual 2017-18: 4</li> </ul>	

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”



**Improvement Priority 1: Local People can access sustainable, local employment**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>Supply chain opportunities for local companies will be identified within major developments within the county borough</p> <p>Page 14</p>	<p>The Economic Development team lead on the delivery of community benefits on key regeneration projects to help improve the economic prospects of local people, businesses and communities such as helping people get back to work (see below), supported apprenticeships, training and upskilling of local business supply chains.</p> <p><b><u>Corporate Plan Key Performance Indicator (full year data):</u></b>  <b>Number of local people helped back to work, training or volunteering</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 65</li> <li>• Actual 2017-18: 61</li> </ul>	 <p>GREEN</p>
<p>Council procurement practices enable local businesses to bid for contracts</p>	<ul style="list-style-type: none"> <li>• We have system in place to ensure that our Council issued tenders and National Frameworks allow local businesses to benefit, for example, improved access to local authority tendering process, increased likelihood of participating in tendering process and benefit to the local economy</li> <li>• Our Information &amp; Communication Technology (ICT) Section worked to ensure that local suppliers were able to do business with the Council via the i-Proc system(s)</li> </ul>	 <p>GREEN</p>

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”


**Improvement Priority 2: Local people can access quality, affordable housing**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will work with our partners to ensure that a sufficient number and variety of housing is available to meet the needs of our growing communities</p> <p>Page 144</p>	<p><b><u>The Regeneration Team</u></b></p> <ul style="list-style-type: none"> <li>We have worked with Registered Social Landlord partners in bringing forward new homes as part of town centre regeneration activity. Projects currently underway include: Aberafan House at the former Glanafan School and the former Police Station in Port Talbot. These projects are on track and are expected to deliver 112 units of housing in 2018/19</li> <li>We are finalising the Swansea Bay City Deal Homes as Power Stations (HAPS) 5 case model business plan. The aim of the HAPS programme is to deliver smart, low carbon, energy efficient homes through a coordinated approach across the region – new build and retrofit</li> </ul> <p><b><u>Planning</u></b></p> <p>As it is not possible to identify 6 months’ worth of housing figures, a brief summary of broader progress is provided:</p> <ul style="list-style-type: none"> <li>The <a href="#">Local Development Plan (LDP)</a> makes provision for 8,760 housing units, in order to deliver the need of 7,800 new housing units by 2026</li> <li>Within this overall figure is a delivery target of 1,200 affordable housing units through the planning system</li> <li>Since 1<sup>st</sup> April 2011, a total of 1,827 housing units have been delivered (amounting to 23.4% of the identified need)</li> <li>To date, a total of 75 affordable housing units have been delivered (amounting to 6.3% of the identified target)</li> <li>Whilst the housing completions for 2017/18 are lower than anticipated and are falling below the annual cumulative targets set out in the LDP Monitoring</li> </ul>	 

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”


**Improvement Priority 2: Local people can access quality, affordable housing**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 145</p>	<p>Framework, a number of sites within the Policy H1 portfolio are now progressing well (e.g. Neath Road / Fairyland Road, Tonna). It is therefore expected that the rate of housing delivery will increase in the county borough over the next 5 years</p> <ul style="list-style-type: none"> <li>• There is a general problem across Wales in respect of housing delivery numbers, with many factors beyond the control of Local Planning Authorities contributing to the slow delivery rates</li> </ul> <p><b><u>Corporate Plan Key Performance Indicator (full year data):</u></b></p> <p><b><u>Number of overall units of Housing</u></b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 178</li> <li>• Target 2017-18: 625</li> <li>• Actual 2017-18: 148 (of which 33 are affordable housing units)</li> </ul> <p><b><u>Housing</u></b></p> <p>130 new homes were originally programmed to be built by Housing Associations during 2017/18 using Welsh Government capital grant. Most of these units are still programmed to be built and development has commenced on many of the sites in question but the number of actual completions before 31/3/18 is much lower than projected. There is no current reason to believe that any of these units will not be delivered but it should be noted that Council Officers have no direct control over the development process timescales, once they have recommended their approval for grant funding by Welsh Government.</p>	 <p>AMBER</p>

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”

**Improvement Priority 2: Local people can access quality, affordable housing**



Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<p><b>Corporate Plan Key Performance Indicator (full year data):</b>  <b>Number of affordable housing units delivered through Social Housing Grant and intermediate care and innovation funds</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 102</li> <li>• Target 2017-18: 130</li> <li>• Actual 2017-18: 25</li> </ul> <p>The overall status of the Step is AMBER.</p>	
<p>Working with strategic housing partners we will continue to prevent homelessness</p>	<ul style="list-style-type: none"> <li>• We improved links with statutory and voluntary sector agencies to provide all relevant support enabling a tenant to remain in their property. This could be with additional tenancy related support and/or financial support. This support helps assist tenants to manage their budgets more effectively, reducing current arrears level or preventing future arrears</li> <li>• % of households for which homelessness was successfully prevented for the year reduced to 55.6%. We are currently seeing an increase in cases with rent arrears. Much of this is as a result of increasing numbers of universal credit claims and arrears building up due to delays in payments of Housing Element. Prior to the implementation of Universal Credit many landlords would engage with Housing Options in relation to the tenants’ arrears, working with us to reduce the likelihood of action being pursued and therefore enabling the tenant to remain in the property. As some landlords are no longer happy to take tenants on Universal Credit the likelihood of preventing homelessness in these situations is more and more unlikely, therefore contributing to the overall reduction in successful prevention cases. We will be working on this over the next few months</li> </ul>	 <p>AMBER</p>

Page 45

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”

**Improvement Priority 2: Local people can access quality, affordable housing**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<p><b>Corporate Plan Key Performance Indicators (full year data):</b>  <b>% of households for which homelessness was successfully prevented</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 62%</li> <li>• Target 2017-18: Improve</li> <li>• Actual 2017-18: 56.6%</li> </ul>	
<p>Better use of funding made available in facilitating Disabled Facility Grants</p> <p>Page 147</p>	<p>Funding from other sources including Welsh Government's ENABLE scheme and Integrated Care Fund have been used to provide a different method of delivering small and medium sized adaptation works in a quicker way. This has diverted some demand away from the Disabled Facilities Grant (DFG) process but the demand is still greater than the budget by £1.5m each year. Demand for high cost, complex adaptations has increased significantly resulting in a higher average cost and less adaptations being carried out through the DFG process for the budget available</p>	
<p>We will work to protect residents from housing conditions which may affect the health and safety of the Residents or Occupiers of neighbouring properties</p>	<ul style="list-style-type: none"> <li>• The service received 764 housing related service requests throughout 2017/18</li> <li>• Since October 405 requests were received concerning the condition of housing, houses in multiple occupation and unsecure property. Complaints concerning illegal eviction and harassment from landlords were also investigated</li> <li>• Problematic landlords within NPT have been targeted in conjunction with partner agencies. These tenants living in accommodation managed by these landlords generate a large amount of complaints to the service. We are also</li> </ul>	


Well-being Objective 2: Improve the Well-being of all adults who live in the county borough “Everyone participates fully in community life – socially and economically”		
Improvement Priority 2: Local people can access quality, affordable housing		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	receiving a high volume of complaints in relation to empty properties. Both types of complaints, which together with the complexity of the process is preventing us from keeping up with demand and the expectations of complainants	



**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”


**Improvement Priority 3: People are safe and feel safe**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will implement our local, joint Violence Against Women, Domestic Abuse and Sexual Violence Strategy</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 149</p>	<ul style="list-style-type: none"> <li>• We have developed a Communications Plan to promote the Strategy</li> <li>• A number of organisations in NPT have a workplace Domestic Abuse policy - We are aware of 14 at present and work to establish which larger organisations in NPT have an employee’s VAWDASV policy has only recently begun. Work will also commence during autumn to support more local organisations to develop and implement a policy. Starting with larger organisations, gradually working towards the smaller organisations with fewer employees</li> <li>• Lessons on healthy relationships delivered in schools – Spectrum delivered a Healthy Relationship lesson to 1440 pupils across schools in NPT</li> <li>• A training programme is being delivered in line with the Welsh Government National Training Framework – the year 1 target of 50% roll out for Group 1 of the Training Framework during 2016/17 has been met:             <ul style="list-style-type: none"> <li>• Chief Executives = 16</li> <li>• Social Services Health &amp; Housing = 361</li> <li>• Finance &amp; Corporate = 85</li> <li>• Environment = 528</li> <li>• Education leisure &amp; Lifelong Learning = 1,296</li> <li>• Total 2,286</li> </ul> </li> <li>• A review of arrangements to support people deemed to be at High risk was initiated</li> <li>• The use of the remote evidence facility at the Domestic Abuse One Stop Shop was used 21 times in the six month period and we anticipate this increasing.</li> </ul>	 <p>AMBER</p>

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”


**Improvement Priority 3: People are safe and feel safe**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 150</p>	<p><b>Work not progressed as planned include the following</b></p> <ul style="list-style-type: none"> <li>• Perpetrator Programmes implemented in the NPT area - this work has been suspended to enable the Partnership to learn from the work being led by Welsh Government</li> <li>• A review of accommodation support has started but is taking longer than anticipated to complete</li> <li>• There has been a slight increase in repeat referrals</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b>  <b>% of incidents of domestic abuse where people are repeat victims</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 35%</li> <li>• Target 2017-18: 35%</li> <li>• Actual 2017-18: 37.5%</li> </ul>	
<p>We will implement our PREVENT plan to ensure we identify and support those people who are vulnerable to being drawn into terrorism and extremism</p>	<p>The work undertaken to help deliver our PREVENT plan has included:</p> <ul style="list-style-type: none"> <li>• Setting up a PREVENT Action Group in December 2017, which will oversee the Council’s CONTEST responsibilities to ensure they are discharged in line with the Counter Terrorism and Security Act 2015</li> <li>• Setting up a Chanel Panel - a multi-agency group that provides support to individuals at risk of being drawn into terrorist related activity</li> <li>• Neath Port Talbot receive a Counter Terrorism Local Profile annually, which informs the Council and partners of the level and nature of risk and threat in the county borough</li> <li>• Introducing a venue hire policy to ensure Council meeting rooms and</li> </ul>	

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”


**Improvement Priority 3: People are safe and feel safe**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<p>accommodation are not let out to individuals and groups who may use them for an unsuitable purpose</p> <ul style="list-style-type: none"> <li>• Setting up a PREVENT webpage (currently in progress) to communicate the importance of the new duty placed on the Council which requires us to have due regard to the need to prevent people from being drawn into terrorism and extremism</li> </ul>	
<p>We will develop, with our local community safety partners, targeted crime prevention campaigns, based on evidence to keep communities safe, in particular to address the growing threat of cyber-crime and the need to improve on-line safety</p>	<ul style="list-style-type: none"> <li>• We delivered seven Community Safety campaigns in this period which included: Operation Be A Nice Guy (BANG), Cybercrime and online safety, Domestic Abuse White Ribbon Campaign</li> <li>• There has been an increase in anti-social behaviour levels in one hot spot area in the borough. To address this issue a partnership action plan is now in place</li> <li>• There has been no change in the levels of anti-social behaviour repeat victims, which remains low</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b></p> <p><b>Levels of Anti-Social Behaviour</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 1,977</li> <li>• Target 2017-18: Reduce</li> <li>• Actual 2017-18: 2,185</li> </ul> <p><b>Maintain low levels of Anti-Social Behaviour repeat victims</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 5</li> <li>• Target 2017-18: 5</li> <li>• Actual 2017-18: 5</li> </ul>	

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”




**Improvement Priority 3: People are safe and feel safe**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will work with our partners to implement our Road Safety Strategy</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 152</p>	<ul style="list-style-type: none"> <li>• Work continues with our partners to ensure that our Road Safety Strategy is implemented</li> <li>• We provided education and training to identified vulnerable road users which included motorcyclists, cyclists and older drivers</li> <li>• We collaborated and shared good practice with Road Safety teams across Wales, Road Safety Wales, Royal Society for the Prevention of Accidents (RoSPA), Fire and Rescue Service and South Wales Police</li> <li>• Our dedicated driver trainer within our team provides professional driver training and licence acquisition for Council staff and external companies and local businesses</li> </ul> <p><b>Corporate Plan Key Performance Indicator:</b>  <b>All road traffic casualties – all age groups</b>                      Average figures for 2004–2008: 595                      Target: Reduce by 40% by 2020                      2017/2018 Casualty Data is unavailable. Report from Welsh Government states the following: <b>“Postponement of police recorded accidents 2017 – this report which was due to be published by the Welsh Government on 13<sup>th</sup> June 2018 has been postponed because of a data quality issue”.</b></p> <p>Previously reported data between April 2016 and December 2016 has been analysed and compared against baseline data 2004-2008 average. These figures show us to be on target</p>	 <p>GREEN</p>

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”



**Improvement Priority 3: People are safe and feel safe**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will work with our partners to ensure those with the most complex needs are safeguarded, strengthening our vulnerable adults safeguarding arrangements</p>	<ul style="list-style-type: none"> <li>• We have started working in closer alignment with Adult Social Care and are looking to streamline processes to ensure that there is one clear referral process into the service</li> <li>• Thorough scrutiny of DoLS (Deprivation of Liberty Safeguards) and reviews were carried out to ensure quality and timeliness of assessments</li> <li>• Thorough scrutiny of adult practice reviews ensured that recommendations are implemented and safeguarding was embedded into practice</li> </ul>	
<p>We will ensure that food premises are inspected to ensure that the food provided is fit for human consumption and the premises from which it is sold are hygienic</p>	<ul style="list-style-type: none"> <li>• A rolling programme of food hygiene interventions is planned annually, based on risk prioritisation. All interventions due were achieved by the conclusion of the period. This included 174 inspections at higher risk premises (categories A-C), and 187 interventions at lower risk premises (categories D-E) - these were mainly via self-assessment questionnaires</li> <li>• All complaints against food premises received have been resolved. This included 21 complaints regarding food issues, and 37 complaints regarding hygiene issues</li> </ul>	
<p>We will support local business to help them provide safe and healthy working environments</p>	<ul style="list-style-type: none"> <li>• The service received 101 requests for food business advice and 17 for health and safety advice, including advice on the Public Health (Wales) special procedures legislation and a national initiative to provide advice to public houses on cellar safety</li> <li>• Additionally, a new scheme is being established for 2018/19 to offer consultancy style advice on a charged-for basis, whilst retaining a baseline element of enquiry advice and signposting of resources</li> </ul>	

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”

**Improvement Priority 3: People are safe and feel safe**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>The department will investigate significant breaches of consumer fraud, product safety and age restricted sales detected proactively or reactively. Working with partners and protecting the public</p>	<ul style="list-style-type: none"> <li>• As well as responding to consumer complaints, the department has a proactive programme of monitoring online and high street businesses for breaches. The department has also shifted resources to deal with the growth in the number of illicit traders using social media as a means of distribution</li> <li>• The department has undertaken exercises in partnership with the Police for underage sales of knives and rogue traders and the Community Safety team in respect of scams and cybercrime</li> <li>• The department detected or were notified of 28 significant breaches, of which 7 so far have been rectified, the remaining are subject to ongoing investigations</li> </ul>	 <p>GREEN</p>
<p>We will work within the Area Planning Board (APB) Partnership to implement the Commissioning Strategy for Substance Misuse Services</p>	<ul style="list-style-type: none"> <li>• As a consequence of Welsh Government putting forward proposals for a change in the health board boundary, the APB determined that it would suspend its commissioning proposals. It was further decided that work should be undertaken to review existing contracts and amend as necessary. Now that the health board boundary change has been announced, the APB will begin work on a new commissioning cycle for services in NPT and Swansea. Services as currently commissioned continue to be provided and monitored accordingly</li> <li>• The APB is currently undertaking a governance review, which could see changes in the governance structure, including how decisions are made. At a development event in February 2018, the APB determined its three priorities to be: <ul style="list-style-type: none"> <li>○ Reducing drug related deaths</li> <li>○ Dual diagnosis</li> <li>○ Preparing for the Implementation of Minimum Unit Pricing for Alcohol</li> </ul> </li> </ul>	 <p>AMBER</p>

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”

**Improvement Priority 3: People are safe and feel safe**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 155</p>	<p>Work is underway in respect of these priorities and will be reported in 18/19</p> <p>In relation to the Key Performance Indicators below:</p> <ul style="list-style-type: none"> <li>• A higher percentage of people are starting treatment from referral within 20 days and a higher percentage of cases of substance misuse is reduced, remains unchanged or there is abstinence usage</li> <li>• In relation to cases closed performance, the recording of the cases closed and how this is calculated still needs to be addressed by the Welsh Government; the Western Bay data manager is taking the lead regarding these discussions. Although there has been an increase in the figures locally, when calculated as a percentage of overall caseload, these are in alignment with the rest of Wales</li> <li>• Work continues to review the substance misuse single assessment service in relation to its effectiveness as a front door into services will be concluded during 2018/19 as the access into services</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b></p> <p><b>% of individuals starting treatment from referral within a 20 day period</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 93.98%</li> <li>• Target 2017-18: Increase</li> <li>• Actual 2017-18: 95.4% (APB Area) - 96.6% (NPT)</li> </ul> <p><b>Substance misuse is reduced, remains unchanged or abstinence usage in TOPS (Treatment Outcome Profiles)</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 68.26%</li> </ul>	

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**

“Everyone participates fully in community life – socially and economically”

**Improvement Priority 3: People are safe and feel safe**


Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>Page 156</p>	<ul style="list-style-type: none"> <li>• Target 2017-18: Increase</li> <li>• Actual 2017-18: 84.1% (APB Area) - 90.5% (NPT)</li> </ul> <p><b>% of cases closed (with a treatment date) as treatment complete (how many people complete their treatment successfully)</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 50.66%</li> <li>• Target 2017-18: Increase</li> <li>• Actual 2017-18: 49.1% (APB Area) - 45.7% (NPT )</li> </ul>	



**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**


“Everyone participates fully in community life – socially and economically”

**Improvement Priority 4: People unable to work can maximise their income**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>People will be supported to receive the UK Government benefits they are entitled to</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 157</p>	<ul style="list-style-type: none"> <li>• We have provided support across the borough for online applications, claims for Housing Benefit, DHPs (Discretionary Housing Benefits) and DWP benefits (especially universal credit)</li> <li>• We have worked with partners including voluntary sector to provide support and financial advice to claimants</li> <li>• The Welfare Rights service supported 1,663 people to access and maximise their benefit entitlement. This has been the 2nd highest amount ever secured for claimants. Social workers have been made aware of all of the services the Welfare Rights team can provide to help the families they are involved with. The service has started up 4 new advice surgeries which have already proved to be a great success</li> </ul> <p><b>Corporate Plan Key Performance Indicators (full year data):</b></p> <p><b>Percentage of correctly granted benefit against total granted</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 99.94%</li> <li>• Target 2017-18: 100%</li> <li>• Actual 2017-18: 100%</li> </ul> <p><b>Average days taken for new claims and changes of circumstances – application to assessment</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 5.4 days</li> <li>• Target 2017-18: Maintain</li> <li>• Actual 2017-18: 4.3 days</li> </ul>	

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**  
 “Everyone participates fully in community life – socially and economically”


**Improvement Priority 4: People unable to work can maximise their income**



Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<p><b>Benefits £’s secured for clients by the Council’s Welfare Rights Unit</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: £9.121 million</li> <li>• Target 2017-18: Maintain</li> <li>• Actual 2017-18: £8.316 million</li> </ul>	
<p>We will implement the Welsh Government’s Scheme to relieve the Council Tax burden on those with the lowest income</p> <p>158</p>	<ul style="list-style-type: none"> <li>• We have promoted availability of the scheme on the Council’s website and in the media</li> <li>• We have updated the Council Tax Support Scheme in line with Welsh Government Policy</li> <li>• Provided support across the borough for online applications for the Council Tax Reduction Scheme</li> <li>• There was a reduction in the number of claimants during the year, however we saw an increase in the value of financial support given</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b></p> <p><b>Number of claimants of Council Tax Reduction Scheme</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 17,918</li> <li>• Target 2017-18: Maintain subject to WG funding</li> <li>• Actual 2017-18: 17,463</li> </ul> <p><b>Value of financial support</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: £16.86 million</li> <li>• Target 2017-18: Maintain subject to WG funding</li> <li>• Actual 2017-18: £16.97 million</li> </ul>	

**Well-being Objective 2: Improve the Well-being of all adults who live in the county borough**



“Everyone participates fully in community life – socially and economically”

**Improvement Priority 5:** People who need care and support will be able to access support from within their community and if their needs can only be met by social services they will receive services which are personalised


Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will promote the Community Services Directory to enable more people to engage with and access support and services within their local communities</p> <p>Page 159</p>	<ul style="list-style-type: none"> <li>• We continued to compile and input data into the Community Directory</li> <li>• We have migrated the Community Directory to the All Wales DEWIS System and this work was completed in July 2018</li> <li>• There has been an increase in the number of hits to the Community Services Directory website and the number of service/organisation information</li> </ul> <p><b>Corporate Plan Key Performance Indicators (full year data):</b></p> <p><b>Number of hits on the Community Services Directory website:</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 42,810</li> <li>• Target 2017-18: to increase</li> <li>• Actual 2017-18: 47,473</li> </ul> <p><b>Number of Services/organisations on the community directory:</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 916</li> <li>• Target 2017-18: to increase</li> <li>• Actual 2017-18: 1,054</li> </ul>	

Well-being Objective 2: Improve the Well-being of all adults who live in the county borough "Everyone participates fully in community life – socially and economically"		
Improvement Priority 5: People who need care and support will be able to access support from within their community and if their needs can only be met by social services they will receive services which are personalised		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>Where people's needs can only be met with social services involvement, where appropriate people will be offered a Direct Payment</p> <p>Page 160</p>	<p>When this Plan was published our aim was to increase the number of people accessing direct payments to 40%. During the year we changed our focus and are no longer setting any targets to increase the number of direct payments within the borough. We are now focusing on profiling the following: current agencies used, type of support delivered, opportunities for shared support, CHC (Community Health Care) cases. This information will help develop a more conclusive plan across the Direct Payment Service</p> <p><b>Corporate Plan Key Performance Indicators (full year data):</b>  <b>% of people accessing direct payments</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 16% (360 people As at July 2017)</li> <li>• Target 2017-18: 40%</li> <li>• Actual 2017-18: 15% (415 of 2,726 receiving a service as at 31.3.2018)</li> </ul>	
<p>Where people are unable to meet their needs through a Direct Payment, most people will be helped to live as independently as possible for as long as possible in a community setting through services we commission</p>	<ul style="list-style-type: none"> <li>• We created a Multi-Disciplinary Team, with the aim of delivering a more robust screening process at referral stage, ensuring that the needs of each individual are taken into account and effectively met, whether it be by Social Services or signposted to alternative community based services who can best meet their requirements</li> <li>• As a result of this process there has been an overall reduction in the number of people who require a formal care and support plan from our service and an increase in those diverted to alternative third sector organisations. This is a positive result in terms of older people becoming more empowered and involved in the choice of support they receive to enable them to live a more</li> </ul>	

Well-being Objective 2: Improve the Well-being of all adults who live in the county borough "Everyone participates fully in community life – socially and economically"		
Improvement Priority 5: People who need care and support will be able to access support from within their community and if their needs can only be met by social services they will receive services which are personalised		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
Page 161	<p>independent life</p> <ul style="list-style-type: none"> <li>We also created a new team, where social work staff are working closely with hospital staff to pro-actively ensure people who require social care support on discharge are dealt with in a more timely way. The rate of people aged 75 plus kept in hospital for social care reasons has reduced</li> </ul> <p><b>Corporate Plan Key Performance Indicators (full year data):</b></p> <p><b>Rate of older people (aged 65 and over) supported in the community per 1,000 population aged 65 or over</b></p> <ul style="list-style-type: none"> <li>Actual 2016-17: 90.5</li> <li>Target 2017-18: Reduce</li> <li>Actual 2017-18: 62.74*</li> </ul> <p>*The 17/18 figure has been calculated using the number of service user's with a care plan that are supported in the community. Previous totals would have included people in receipt of services that did not require a care and support plan; however we no longer measure in this way.</p> <p><b>Rate of people kept in hospital while waiting for social care per 1,000 population aged 75+</b></p> <ul style="list-style-type: none"> <li>Actual 2016-17: 3.88</li> <li>Target 2017-18: Reduce</li> <li>Actual 2017-18: 3.08</li> </ul>	

Well-being Objective 2: Improve the Well-being of all adults who live in the county borough “Everyone participates fully in community life – socially and economically”		
Improvement Priority 6: People will be able to have their say in matters that affect them and where people need help to voice their opinions, advocacy support will be available		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will implement the Regional Joint Carers’ Strategy with our health partners</p>	<p>This work has been delayed due to Welsh Government guidance not being published in the timeframe. A Local Authority Delivery Plan for Adult Carers is being produced with the aim go live for October 2018</p> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b>  <b>Number of carers’ assessment completed</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 355</li> <li>• Target 2017-18: Increase</li> <li>• Actual 2017-18: 282</li> </ul>	
<p>We will implement the Welsh Government’s Autism Strategy</p>	<p>An ASD (Autistic Spectrum Disorder) Group was developed and is made up of professionals and parents/carers. The Group met regularly to devise a working plan in order to improve the lives of people with autism and their families and carers. The plan’s focus is to raise awareness of autism in county borough. We held an Autism awareness day in Aberavon shopping centre in April 2018 and are setting up a participation day in relation to ‘what matters’ conversations that will take place later this year with people with Autism, their families and carers. The group has also been integral in feeding into the Integrated Autism Service (IAS) operational group who are responsible for setting up the Western Bay IAS service</p>	

Page 162


Well-being Objective 2: Improve the Well-being of all adults who live in the county borough "Everyone participates fully in community life – socially and economically"		
Improvement Priority 6: People will be able to have their say in matters that affect them and where people need help to voice their opinions, advocacy support will be available		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
We will embed a rights-based approach for older people and disabled people across the Council and ensure that people have access to advocacy support where that is required	We commission advocacy services for individuals to support and represent the views of older persons living in the county borough with the intention of influencing change. Access to an advocacy service is available to give a voice to individuals to ensure their views and wishes are fully taken into account in the individual planning process and with any decisions being made by professionals about them	

## Well-being objective 3 - To develop the local economy and environment so that the well-being of people can be improved

### How this well-being objective contributes to the seven national well-being goals:

National Goals	Contribution to each goal
A prosperous Wales	We have described a range of proposed steps to create sustainable, quality employment by working both locally and regionally. A number of the proposed City Deal projects focus on low carbon technologies and creating capability to exploit the potential of digital technologies.
A healthier Wales	The priorities demonstrate a sound understanding of the determinants of well-being and the powers available to the Council to impact upon those determinants.
Wales of cohesive communities	The priorities set out in this section, underpin the objectives for children and young people and adults in a range of ways – through ensuring connectivity, the availability of local employment, good housing and recreation opportunities, the protection of the environment and ensuring the county borough is attractive to investors.
Resilient Wales	Important sections of our Local Development Plan are referenced which have been subject to full sustainability appraisals and show how those policies will underpin the Council's objectives to improve the social, cultural, economic and environmental well-being of its residents.
A more equal Wales	The activities reported show how we are creating greater opportunity for all people to get on in life, starting with the opportunity to obtain quality employment and then affordable housing in attractive, safe and clean places where people can bring up their families.
A Wales of vibrant culture and thriving Welsh language	The importance of local heritage sites and the part these have to play in sustaining culture feature amongst the priorities as does the regeneration of valley communities. Working with communities features prominently as a theme in this section as in the preceding sections.
A globally responsible Wales	Priorities include reducing waste generated and increasing recycling, as well as taking a range of steps to protect and develop the county borough's natural assets. The growing importance of digital and new energy technologies are also incorporated into the work proposed.





Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved "Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time"		
Improvement Priority 1: We will create an environment where new businesses can establish themselves and existing businesses can grow		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will work with our regional partners to deliver the City Deal and lead on those projects that impact directly on the county borough subject to appropriate governance structures being agreed and affordability / risk criteria</p> <p>Page 165</p>	<ul style="list-style-type: none"> <li>• <b>Homes as Power Stations (HAPS):</b> <ul style="list-style-type: none"> <li>○ Finalising the 5 case model business plan</li> <li>○ Registered Social Landlord engagement events held</li> <li>○ Regional Local Authority engagement on-going</li> </ul> </li> <li>• <b>Swansea Bay Technology Centre:</b> <ul style="list-style-type: none"> <li>○ Secured £3 million European funding to match fund the £3 million City Deal funding</li> <li>○ Preparing the 5 case model business plan</li> </ul> </li> <li>• <b>Centre of Excellence for Next Generation Services (CENGs):</b> <ul style="list-style-type: none"> <li>○ Preparing information to include in the 5 case model business plan</li> <li>○ Working to get project back on track</li> </ul> </li> </ul> <p><b><u>Corporate Plan Key Performance Indicator:</u></b> The Council will deliver the agreed business cases that support projects identified for the county borough within the City Deal and will update the Plan once those business cases are approved – see above narrative</p>	

**Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved**

“Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”

**Improvement Priority 1:** We will create an environment where new businesses can establish themselves and existing businesses can grow


Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will deliver the agreed Local Economic Development and Regeneration Programme</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 166</p>	<ul style="list-style-type: none"> <li>• The Economic Development team continue to focus on growing local businesses by supporting their investment plans which are crucial to attracting private sector investment, creating new jobs and safeguarding existing employment within the county borough</li> <li>• There is also a focus on making our town centres more viable, developing potential sites to encourage high quality inward investment and economic growth and supporting our valley communities to help them become more sustainable</li> <li>• All planned activities were delivered, for example, 16 expansion schemes for local businesses and 7 inward investments projects with the potential to create and/or safeguard up to 200 jobs to support economic growth were successfully delivered in the six month period</li> <li>• In addition, the team continues to work closely with the Port Talbot Waterfront Enterprise Zone Board with the aim of attracting new investment and jobs to the area, supporting local businesses to diversify and enter new markets and further promote economic growth. This is particularly relevant to those local businesses within the Tata supply chain</li> <li>• The Regeneration Team continue to deliver the remaining projects under Vibrant and Viable Places and are developing further regeneration proposals under the Welsh Government Targeted Regeneration Investment (TRI), Building for the Future and Valleys Task Force Programmes. A Commercial Property Grant scheme continues to be operated throughout the county borough. On track to deliver planned activities in the six month period</li> </ul>	

<b>Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved</b> “Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”		
<b>Improvement Priority 1: We will create an environment where new businesses can establish themselves and existing businesses can grow</b>		
<b>Steps</b>	<b>Steps Progress (1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018)</b>	<b>STEPS RAG STATUS</b>
We will establish a local valleys Taskforce, led by elected members, and involving communities and local partners, to complement the Welsh Government’s objective to regenerate valley communities	The task and finish group formally submitted their conclusions and recommendations to the Cabinet in June 2018. It is expected that the Cabinet will formally respond to the recommendations in autumn 2018	 GREEN

**Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved**



“Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”


**Improvement Priority 2: We will work with communities to increase reuse, recycling and composting**


Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will review and refine our waste management strategy in the context of delivering against statutory targets</p>	<ul style="list-style-type: none"> <li>• All-Member seminars have been held in November 2017 and May 2018 to consider issues with a view to agreeing actions to ensure continued progress with successfully meeting the statutory recycling targets. A series of proposals as a result of those seminars was reported to <a href="#">Street Scene and Engineering Cabinet Board on 20<sup>th</sup> July 2018</a>. The proposals are primarily aimed at increasing the Council’s recycling performance to help ensure the Council continues to meet the increasing statutory targets. <a href="#">The proposals were approved by the Cabinet Board</a></li> <li>• Having achieved the current statutory recycling and composting target of 58%, the Council is now reviewing its waste strategy to ensure we can meet the 2019/20 target of 64%, and the 2024/25 target of 70%</li> <li>• Overall performance has dropped slightly this year which is a trend expected to be seen across Wales. National issues affecting performance have included a reclassification of wood waste by Natural Resources Wales, whilst local issues have included some reduction in green waste composting and an overall increase of 2,000 tonnes in the total amount of waste with, in particular, an increase in the amount of non-recyclable waste presented at our Household Waste Recycling Centres (HWRCs). Whilst the overall recycling percentage has dropped, the performance of the kerbside recycling service continues to increase. Furthermore, Welsh Government grant funding has been secured to assist with the final roll-out of the kerbside service to farms and lanes this year, and also for new vehicles and receptacles so we can enhance arrangements offered to commercial customers and residents in flats. In addition, there is grant funding to extend the “re-use shop” at the Briton Ferry HWRC</li> </ul>	

Page 168

Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved "Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time"		
Improvement Priority 2: We will work with communities to increase reuse, recycling and composting		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b>            % local authority collected municipal waste prepared for reuse, recycling and composting</p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 62.77%</li> <li>• Target 2017-18: 64% by 2020</li> <li>• Actual 2017-18: 60.65%</li> </ul>	

Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved “Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”		
Improvement Priority 3: Local people and visitors can access good quality leisure facilities, country parks and theatres		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
We will encourage and help to promote local cultural events and traditions and also encourage local communities to participate in national events and traditions  Page 47	<p>The Regeneration and Economic Development team delivered all planned activities in the six month period including:</p> <ul style="list-style-type: none"> <li>Organising the Neath Food and Drink Festival, which attracted more than 56,000 visitors to Neath Town Centre over the three days of the festival</li> <li>Working in partnership with the Neath Town Centre Consortium to deliver and promote the Real Ale and Cider Festival and the Great Guitar Gig</li> </ul>	
We will develop the service models that support our leisure services, theatres and parks so that new income streams support their operation and they are less dependent on subsidy from the Council	<ul style="list-style-type: none"> <li><b>Margam Park</b> - In November a new business plan for Margam Country Park was approved by Members, which seeks to explore commercial opportunities to generate income that will contribute towards the upkeep and maintenance of the Country Park. Number of visitors to Margam Park has increased by 10.4% (244,901 visitors in 2016-17 compared to 270,272 visitors in 2017-18)</li> <li><b>Gnoll Park</b> - Completed projects which seek to create a greater visitor experience and increase income include installation of free Wi-Fi and large screens, a revised café menu and the new all-inclusive park at the Gnoll Country Park (Rhianna’s swing)</li> <li>Going forward we have plans to make improvements to outdoor seating area with a covered canopy, reduce service utility costs with solar panels on the canopy and we will continue to review the Café to achieve a more efficient service to visitors and place the facility in a more viable position</li> </ul>	

Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved "Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time"		
Improvement Priority 3: Local people and visitors can access good quality leisure facilities, country parks and theatres		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<p><b>Corporate Plan Key Performance Indicators (full year data):</b></p> <p><b>Visitor numbers 2017-18:</b></p> <ul style="list-style-type: none"> <li>• Margam Park: 270,272</li> <li>• Gnoll Park: the visitor centre had just below 150,000 visitors (visitor counters are only on the visitor centre doors so this data would not be a true reflection on overall visitor numbers to the park)</li> </ul>	
<p>We will develop the offer of our theatres to attract a wide range of arts and performances</p> <p>2018 171</p>	<p><b>Pontardawe Arts Centre</b> – We delivered the regular annual programme of activities and events, which attracted a broad cross section of the population of the county borough and achieved our user figure targets. We have started work to move the Centre onto a more sustainable footing, in particular to reduce reliance on ongoing subsidy</p> <p><b>Princess Royal Theatre</b> - The Princess Royal Theatre continues to provide high quality productions and events. The Theatre continues to attract high quality artists and has continued to deliver an ever improving service in a more commercial cost effective way</p> <p><b>The Gwyn Hall</b> - The Gwyn Hall has met all outcome targets set by the Celtic Leisure Board and there has been an increase in professional shows held during the year. The catering establishment "The Place" is now an established venue in the town centre with a much improved reputation. The increase in professional shows and amateur shows is having an increase on spend in the Café and Bar</p>	



Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved "Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time"		
Improvement Priority 3: Local people and visitors can access good quality leisure facilities, country parks and theatres		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
Page 122	<p><b>Corporate Plan Key Performance Indicators (full year data):</b></p> <p><b>Visitor numbers 2017-18:</b></p> <ul style="list-style-type: none"> <li>• Pontardawe Arts Theatre: 58,052</li> <li>• Princess Royal Theatre: 54,242</li> <li>• Gwyn Hall: 137,367</li> <li>• Overall visits to our theatres increased by 16.2% (from 214,903 in 2016-17 to 249,661 in 2017-18)</li> </ul>	
	<p>We will use creative and innovative techniques to promote use and enjoyment of our natural environment, encouraging people to make use of local footpaths, cycleways and bridleways and parks</p> <ul style="list-style-type: none"> <li>• The revised Existing Route Map (ERM) and Integrated Network Map (INM) were submitted to the Welsh Government (WG) in November 2017, with the Council receiving Ministerial approval of both maps on 27<sup>th</sup> February 2018. The maps identify areas where improvements can be made to the network</li> <li>• INM implementation now commencing – successful bid for £235,000 WG grant received early April'18 for 'pre-work' activities including feasibility studies / route option development</li> <li>• Continuation of maintaining the Public Rights of Way network where possible – this is now proving much more difficult given the WG RoWIP (Rights of Way Improvement Plan) Grant has ended</li> <li>• A draft timetable and outline for the review of the RoWIP has been prepared</li> <li>• An assessment is currently underway to primarily determine the extent to which rights of way meet the present and future needs of the public; and the present condition of the rights of way network</li> </ul>	



**Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved**

“Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”

**Improvement Priority 3:** Local people and visitors can access good quality leisure facilities, country parks and theatres



Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will identify inward investment opportunities for both the private and public sector in order to expand and improve upon the existing attractions and leisure offer</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 173</p>	<p>The Economic Development Team delivered all planned activities in the six month period including:</p> <ul style="list-style-type: none"> <li>• Supporting the Sgwd Gwladys Lodge development in the former Waterfalls Centre in Pontneddfechan, which now offers high quality accommodation and café/bistro facilities</li> <li>• Delivering the Pontneddfechan verge parking scheme which has created additional parking provision at Waterfall Country, alleviating the significant parking pressures at this location and the negative impact on both residents and visitors. Funding for this scheme was received from Visit Wales’ Tourism Amenity Infrastructure Scheme (£82,785)</li> <li>• Securing funding via Visit Wales’ Tourism Amenity Infrastructure Scheme (£128,000) for the Margam Country Park all weather car parking scheme which will enable the park to cater for year round events</li> </ul>	 <p>GREEN</p>
<p>We will work with partners to refurbish, repair and maintain locally important buildings and structures</p>	<ul style="list-style-type: none"> <li>• The Regeneration Team and Strategic Funding Team are developing proposals for key town centre listed buildings</li> <li>• Secured in principle European and Welsh Government Building for the Future funding for The Plaza in Port Talbot</li> <li>• Secured in principle European and Welsh Government Building for the Future funding for Port Talbot Magistrates Court</li> <li>• Submitted business plan to apply for European and Welsh Government Building for the Future funding for 8 Wind Street in Neath town centre. We await the outcome of this application, hence the amber status of this step</li> </ul>	 <p>AMBER</p>



<b>Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved</b> “Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”		
<b>Improvement Priority 3:</b> Local people and visitors can access good quality leisure facilities, country parks and theatres		
<b>Steps</b>	<b>Steps Progress (1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018)</b>	<b>STEPS RAG STATUS</b>
	<ul style="list-style-type: none"> <li>Restoration work has also been undertaken at the Turbine House in Margam Park and a scheme for the refurbishment of several War Memorials is being developed</li> </ul>	

**Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved**

“Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”

**Improvement Priority 4: We will strive to protect our natural environment**

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>Address with partners the agreed priorities set out within the Flood Risk Management Plan within available resources</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 175</p>	<ul style="list-style-type: none"> <li>The Flood Risk Management Plan identifies seven specific measures that can be implemented across the county borough. A list of those measures with a brief update on the work that has been undertaken to date, was reported to: <a href="#">Streetscene and Engineering Cabinet Board on 25<sup>th</sup> May 2018</a></li> <li>We were proactive in cleaning 100% of high priority culverts especially before inclement weather arrived, which helped to reduce the risk of flooding in these areas</li> </ul> <p><b><u>Corporate Plan Key Performance Indicator (full year data):</u></b>  <b>% of high priority culverts cleaned especially before inclement weather arrives</b></p> <ul style="list-style-type: none"> <li>Actual 2016-17: 100%</li> <li>Target 2017-18: 100%</li> <li>Actual 2017-18: 100%</li> </ul>	
<p>Work with stakeholders to prepare, publish, implement and keep under review a Biodiversity Duty Plan.</p>	<p>We worked with our stakeholders to prepare a <a href="#">Biodiversity Duty Plan</a> and this was published in December 2017. The Plan outlines actions already being undertaken by the Council and further actions that will be undertaken to ensure compliance with the Duty Plan. We have started implementation of the Duty Plan, with an initial focus on risk assessment of service areas and agreeing a methodology for an audit of Council owned land. The purpose of the plan is to identify how the council will seek to meet the biodiversity duty in order to protect and enhance biodiversity in the borough. For example, where new developments come forward the aim is to achieve no net loss in biodiversity e.g. if there is a loss of habitat as a result of a development we would create one elsewhere in the borough as close as possible to the original site.</p>	

Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved “Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”		
Improvement Priority 4: We will strive to protect our natural environment		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
We will engage our local communities and wider partners to deliver a programme of activities that will engage and support local people to participate in our natural environment	<p>We continued with our programme of well-being and conservation activities to raise the profile of the natural environment and its wider benefits, our ‘Working with Nature’ Project engages with local communities raising awareness and encouraging interaction with local wild spaces such as:</p> <ul style="list-style-type: none"> <li>○ Free events including willow-weaving workshops, green woodworking sessions, wildlife watching and bush craft events</li> <li>○ Volunteering days regularly held offering the chance for communities to learn and participate in habitat management</li> </ul>	
We will use our statutory powers to challenge unacceptable levels of pollution	<p><b>Air Quality</b></p> <ul style="list-style-type: none"> <li>• We have used our statutory powers to declare an AQMA (Air Quality Management Area) and to prepare an AQMA Action Plan. Beyond that we regulate Civil and Marine Slag Cement, which is within the curtilage of the steelworks site. We are working towards improving air quality in Port Talbot to secure removal of the declared AQMA in this area.</li> <li>• We have completed and submitted to the Welsh Government the Annual Air Quality Report for the county borough. The report identifies that there has been a steady reduction in all levels of pollutants within the county borough</li> </ul> <p><b>Contaminated land</b></p> <ul style="list-style-type: none"> <li>• 3 contaminated land sites were completed in the financial year. This does not reflect a huge majority of the work that is done on a day to day basis, for example, initial planning consultations, reviewing site investigations and remediation strategies. We have taken “brought back into beneficial use” to mean sites that</li> </ul>	

**Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved**

“Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”

**Improvement Priority 4: We will strive to protect our natural environment**



Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 177</p>	<p>are completed and occupied. Following the cessation of grant funding to local authorities to take direct action to treat contaminated land we are reliant upon remediation through the planning process. This figure will therefore fluctuate on an annual basis depending on the number and size of development proposals submitted for brownfield/contaminated land</p> <p><b>Water Quality</b></p> <ul style="list-style-type: none"> <li>• During the six month period, four water supplies were sampled, resulting in 2 initial failures. Now all four are in compliance, and currently meet the drinking water requirements. We were unable to undertake risk assessments due to conflicting priorities</li> </ul> <p><b>Corporate Plan Key Performance Indicators (full year data):</b></p> <p><b>PM 10 air quality levels within the designated Air Quality Management Area in Port Talbot</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 8 exceedances</li> <li>• Target 2017-18: Reduce by 2022</li> <li>• Actual 2017-18: 17</li> </ul> <p><b>Areas of land which are potentially contaminated brought back into beneficial Use</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 27 hectares</li> <li>• Actual 2017-18: 28.056 hectares (cumulative data from 1<sup>st</sup> April 2017 – baseline)</li> </ul>	

**Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved**

“Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”

**Improvement Priority 4: We will strive to protect our natural environment**

<b>Steps</b>	<b>Steps Progress (1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018)</b>	<b>STEPS RAG STATUS</b>
	<p><b>Quality of water in private supplies - % of Private Water Supplies operating in accordance with drinking water requirements</b></p> <ul style="list-style-type: none"><li>• Actual 2016-17: 90%</li><li>• Target 2017-18: Improve over the period (2022)</li><li>• Actual 2017-18: 100% (six months data)</li></ul>	


Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved "Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time"		
Improvement Priority 5: Working with our partners, we will ensure there are good communication links and connectivity across the county borough and wider City Region		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
We will enhance digital connectivity through our involvement in the City Deal	The work for this step is still ongoing. We attended City Deal digital infrastructure and test beds working group meetings. A business case will be developed for the region to identify how to improve digital connectivity including 5G across the region, with a view to establishing the region as a living test bed.	 AMBER
We will help promote the Welsh Government's Superfast Broadband Cymru Programme	<p>98% of properties, including business premises are served by Broadband speeds at or in excess of 30 Mbs. Take up of these services is currently running at 45% which is the Welsh average and work continues to try and understand where the service has been taken up and where it hasn't. We continue to work with the low take up communities to increase take up and access to superfast broadband services.</p> <p><b><u>Corporate Plan Key Performance Indicator (full year data):</u></b>  <b>No of "white spots" (digital connectivity)</b></p> <ul style="list-style-type: none"> <li>• Target 2017-18: Improve over the period (2022)</li> <li>• Actual 2017-18: 2% of NPT properties</li> </ul> <p>Investigations will take place to determine where the areas of no service (known as White Spots) exist within NPT and how we can work with Welsh Government and suppliers to address the shortfall</p>	 GREEN

Page 179

**Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved**

“Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”

**Improvement Priority 5:** Working with our partners, we will ensure there are good communication links and connectivity across the county borough and wider City Region




Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will endeavour to maintain and expand the current transport network and explore alternative transport solutions where conventional transport services are no longer sustainable</p>	<p>The beginning of the year saw the opening of the Transport Hub at Port Talbot railway station. This has improved connectivity between rail and bus travel. The upgrading of bus shelters has now been completed on all strategic bus corridors. Neath Bus station has seen improvements with further on-going improvements scheduled for later in the year.</p> <p>As the private sector continues to face financial pressures, NPT has seen commercial bus operators’ review services far more robustly than they have in previous years. Inevitably if patronage on a route falls, the route then becomes unsustainable and is reduced or withdrawn. This became evident in April when services were reduced in the Afan Valley, Briton Ferry and Glynneath areas. This is a national trend and not unique to NPT.</p> <p>Figures for Concessionary fare travel in NPT has shown a reduction of 14% over the last five years. Historical figures for fare paying passenger are not available.</p> <p>Community Transport has seen slight reduction in passenger numbers, this was because of this winter’s adverse weather and people no longer requiring the service.</p> <p>NPT officers have been working with Council for Voluntary Service (CVS) to deliver their innovative transport strategy.</p>	 <p>AMBER</p>

Page 180



Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved "Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time"		
Improvement Priority 5: Working with our partners, we will ensure there are good communication links and connectivity across the county borough and wider City Region		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
Page 181	<p><b>Corporate Plan Key Performance Indicators (full year data):</b> <b>No of users of public and community transport</b></p> <p><b>Community Transport</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 19,859</li> <li>• Target 2017-18: Increase</li> <li>• Actual 2017-18: 19509</li> </ul> <p><b>Concessionary Fares</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 1,908,362</li> <li>• Target 2017-18: Increase</li> <li>• Actual 2017-18: 1,764,908</li> </ul> <p><b>Fare Paying</b></p> <ul style="list-style-type: none"> <li>• Actual 2016-17: 2,953,341</li> <li>• Actual 2017-18: Awaiting fare paying figures from the commercial bus operators</li> </ul>	
	<p>We will prepare, publish and keep up to date an Existing Route Map (ERM) and Integrated Network Map (INM) and also work with partners to develop and promote active travel</p>	<ul style="list-style-type: none"> <li>• Since receiving Ministerial approval of the first ERM on 12<sup>th</sup> August 2016, the ERM has been kept under review</li> <li>• The review identified a limited number of additional routes which were consulted upon in parallel with the preparation of the INM</li> <li>• Both the revised ERM and INM were subsequently submitted to the Welsh Government (WG) in November 2017, with the Council receiving Ministerial</li> </ul>

Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved “Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”		
Improvement Priority 5: Working with our partners, we will ensure there are good communication links and connectivity across the county borough and wider City Region		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<p>approval of both maps on 27<sup>th</sup> February 2018</p> <ul style="list-style-type: none"> <li>• INM implementation now commencing – successful bid for £235,000 WG grant received early April’18 for ‘pre-work’ activities including feasibility studies / route option development</li> </ul>	



Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved "Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time"		
Improvement Priority 6: We will work with our Public Services Board and others to explore how we can facilitate access to important local public services, using new and innovative approaches		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
We will continue to work with partners to identify new opportunities for shared use of public buildings	<ul style="list-style-type: none"> <li>No further viable opportunities to share space have emerged, however co-location with Health continues in a number of buildings to facilitate closer working relationships</li> <li>In addition the new Regional National Assets Working Group, sub groups will be used as a vehicle to embark on a refreshed engagement with the whole public sector as the new regional groups develop. This will identify new opportunities for shared use of public buildings</li> </ul>	
We will support third sector and community groups to sustain community access to facilities that they operate	<p>Four council owned assets were leased to voluntary/community groups and organisations during this period with negotiations ongoing in respect of a number of other assets.</p> <p>The four leased were:</p> <ul style="list-style-type: none"> <li>Tea room building within Talbot Memorial Park</li> <li>Land at Gnoll Country Park for a play area</li> <li>Cwrt Herbert Playing Field Neath Abbey</li> <li>Pontardawe Heritage and Visitors Centre</li> </ul>	
We will bring forward proposals as to how we can support the third sector to enable more people to access on-line services <b>This work supports Objective 6 : Tackling digital exclusion contained within the NPT Public Service Board's Well-being Plan 2018 – 2023</b>	We undertook a Third Sector Digital Survey, which closed in October 2017. Results have been analysed and identified an additional resource was required. A new officer was appointed during July 2018 to move this work forward.	


<b>Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved</b> “Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”		
<b>Improvement Priority 6: We will work with our Public Services Board and others to explore how we can facilitate access to important local public services, using new and innovative approaches</b>		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
We will encourage the development of social and public enterprise in its diverse forms	Support for social enterprises is available at request. We continue to provide support to community organisations / third sector, as and when needed. This includes support with resource such as advice on business plans, funding advice and attending meetings. We no longer have targets for social enterprise support in this organisation  <b><u>Corporate Plan Key Performance Indicators (full year data):</u></b> <b>Number of social and public enterprises established</b> <ul style="list-style-type: none"> <li>Actual 2017-18: N/a</li> </ul>	 <b>GREEN</b>

**Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved**

“Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”

**Improvement Priority 7: We will support tourism businesses**


Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>We will work with businesses and wider partners to support them to develop their visitor attractions and we will support those who wish to create new attractions in the county borough</p> <p>Page 185</p>	<ul style="list-style-type: none"> <li>The Tourism Development in Neath Port Talbot project (funded by the Regional Development Plan) continues to operate in the rural wards and is on track to deliver planned activities in the six month period. In addition, the Economic Development team provided assistance for tourism operators from non-rural wards. Overall the Council supported more tourism operators (26)</li> </ul> <p><b><u>Corporate Plan Key Performance Indicators (full year data):</u></b>  <b>Number of tourism operators supported by the Council</b></p> <ul style="list-style-type: none"> <li>Actual 2016-17: 15 (RDP)</li> <li>Target 2017-18: 20</li> <li>Actual 2017-18: 26</li> </ul>	
<p>We will lead the delivery of the Neath Port Talbot Destination Management Plan</p>	<p>The delivery of the Neath Port Talbot Destination Management Plan continued with a number of actions completed and is in progress of completion. Work undertaken during the period include:</p> <ul style="list-style-type: none"> <li><b>Waterfalls at Pontneddfechan</b> – regular meetings are held with Brecon Beacons National Park Association and relevant stakeholders to identify opportunities to improve facilities for visitors at Pontneddfechan. The former Waterfalls Information Centre has been let to a new business start-up now providing accommodation and café/bistro services to visitors</li> <li><b>Signpost new and existing businesses to potential funding sources and business planning advice</b> – support and advice has been provided to businesses across the county borough with new developments in Glyncorrwg and Pontneddfechan and expansion of existing businesses in Margam and Glyncorrwg.</li> </ul>	

Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved "Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time"		
Improvement Priority 7: We will support tourism businesses		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
Page 785	<ul style="list-style-type: none"> <li>• <b>Develop a copyright free image bank for use by NPT trade</b> – a bank of images has been developed across all five valleys and for Aberavon seafront which can be used by local businesses to promote Neath Port Talbot as a place to visit and stay</li> <li>• <b>Aberavon Seafront</b> – a stakeholder task and finish group meets regularly to improve communication and jointly identify projects for development</li> <li>• <b>Delivered targeted training/networking for tourism businesses</b> – two Sense of Place events held to develop product knowledge of the tourism sector</li> </ul>	
	<p>We will seek funds to deliver tourism related initiatives in the area</p> <p>The delivery of the Tourism Development in Neath Port Talbot project continues to be on track to deliver planned work such supporting businesses, promotion and setting up task and finish groups to improve visitor experience in key tourist destination within the valleys such signage, car parking and encouraging business development. In addition to this, funding was also secured via the Visit Wales Tourism Amenity Investment Scheme to deliver the Pontneddfechan Verge Parking Scheme and the Margam Country Park all weather parking scheme. The Margam scheme will be delivered in 2018-19</p>	

**Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved**

“Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time”

**Improvement Priority 8:** We will ensure that the Local Development Plan delivers upon its vision, objectives and strategy and work collaboratively with neighbouring authorities to deliver regional policies and initiatives

Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
<p>Work with colleagues, stakeholders, partner organisations and members of the public to deliver the strategy</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 187</p>	<p>As it is not possible to specify progress over the 6 month period, a brief summary of broader progress is provided below - for full detail refer to <a href="#">published LDP Monitoring Report</a>.</p> <ul style="list-style-type: none"> <li>• <b>Economic Activity</b> – the economic activity rate in Neath Port Talbot has increased at a higher rate than the Welsh and UK average. The unemployment rate is also falling, indicating a positive economic picture for the area and showing that the aims of the <a href="#">Local Development Plan (LDP)</a> are being met</li> <li>• <b>Coed Darcy / Harbourside</b> – development of these two sites will generate the largest mixed use developments within the county borough. Coed Darcy is currently the subject of intense negotiations to secure the complementary infrastructure required to support the development including schools and highway improvements. Harbourside has been the subject of a strategic Flood Consequences Assessment, which also includes mitigation to address flooding concerns; this together with the need to remediate contamination is slowing down its delivery. Both of these sites remain to be a primary focus for regeneration in line with the LDP strategy</li> <li>• <b>Delivery of Key Projects/Infrastructure</b> – examples include Swansea University Bay Campus; Neath Town Centre; Glanafan School; Port Talbot Integrated Transport Hub; Harbour Way (PDR)</li> <li>• <b>Natural and Built Environment</b> – LDP policy implementation continuing to</li> </ul>	 <p>AMBER</p>

Well-being Objective 3: To develop the local economy and environment so that the well-being of people can be improved "Neath, Port Talbot and Pontardawe will be a vibrant and healthy place to live, work and enjoy recreational time"		
Improvement Priority 8: We will ensure that the Local Development Plan delivers upon its vision, objectives and strategy and work collaboratively with neighbouring authorities to deliver regional policies and initiatives		
Steps	Steps Progress (1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018)	STEPS RAG STATUS
	<p>conserve the countryside, landscapes, undeveloped coast, biodiversity, historic heritage</p> <ul style="list-style-type: none"> <li>• <b>Regional Collaboration Initiatives</b> – continuation of contribution to the regional planning agenda. Future work programme developed for specific joint studies</li> </ul>	



## Have your say on what matters to you

We welcome feedback on the information contained within this Report via:

Email: [policy@npt.gov.uk](mailto:policy@npt.gov.uk) or post: Chief Executive, Neath Port Talbot County Borough Council, Civic Centre, Port Talbot, SA13 1PJ

We also have a number of consultation/engagement events about various services which we promote in the press and on the website which you can access via the following link: <http://www.npt.gov.uk/haveyoursay>

Visit the Council's website: [www.npt.gov.uk](http://www.npt.gov.uk)



Follow us and add your comments to the Council's Facebook page:

<https://www.facebook.com/NeathPortTalbotCBC>



Follow this report and add your Tweets on our Twitter Page: [@NPTCouncil](https://twitter.com/NPTCouncil)

**This document is available in Welsh**

This page is intentionally left blank



# Neath Port Talbot Castell-nedd Port Talbot

County Borough Council Cyngor Bwrdeistref Sirol

## 2017-2018 Public Accountability Measures Performance Comparison – NPT compared to All Wales

The information included in this document provides information on the performance of some of the key services that the Council provides. To do this we have used information collected for performance indicators that every council in Wales is required to report. This enables us to compare not just our own performance over time, but to also compare performance against other councils in Wales.

Performance Key	
☺	NPT has achieved maximum performance
↑	Performance is better than All Wales data / NPT data 2017-2018 / improved on 2016-2017
↔	Performance maintained with All Wales / NPT performance maintained.
∨	Performance is lower than All Wales data but within 5% / NPT 2017-2018 performance declined but within 5% of 2016-2017 data
↓	Performance is 5% or more below All Wales data / NPT 2017-18 Performance declined by 5% or more compared to 2016-2017 data.
—	No comparable data
Quartile Position	GREEN 1 <sup>st</sup> - 6 <sup>th</sup> (1 <sup>st</sup> quartile)    AMBER 7 <sup>th</sup> – 16 <sup>th</sup> (2 <sup>nd</sup> & 3 <sup>rd</sup> quartiles)    RED 17 <sup>th</sup> – 22 <sup>nd</sup> (4 <sup>th</sup> quartile)

No	PAM Reference	PI Description	NPT Actual 15-16	NPT Actual 16-17	NPT Actual 17-18	NPT Trend 2017-18 against 2016-17	All Wales 2017-18	2017-18 NPT Trend against All Wales	Quartile Position (RAG Colour) with Rank (position out of 22 LA's)		
									2015-16	2016-17	2017-18
1	PAM/018	Percentage of all planning applications determined within required time periods	N/a new	N/a new	96.6%	—	88.5%	↑	N/a new	N/a new	3 <sup>rd</sup>
2	PAM/021	Percentage of B roads that are in overall poor condition	2.6%	2.4%	2.9%	V	4.3%	↑	N/a new	2 <sup>nd</sup>	3 <sup>rd</sup>
3	PAM/022	Percentage of C roads that are in overall poor condition	5.9%	5.4%	5.3%	↑	14.1%	↑	N/a new	3 <sup>rd</sup>	4 <sup>th</sup>
4	PAM/001	Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence during the year	9.7	9.9	9.5	↑	10.4	↑	6 <sup>th</sup>	10 <sup>th</sup>	5 <sup>th</sup>
5	PAM/016	Number of visits to public libraries during the year per 1,000 population	5,745	5,738	5,426	↓	5,270	↑	5 <sup>th</sup>	7 <sup>th</sup>	6 <sup>th</sup>
6	PAM/019	Percentage of appeals against planning application decisions dismissed	N/a new	N/a new	61.5%	—	62.3%	V	N/a new	N/a new	11 <sup>th</sup>
7	PAM/013	Percentage of empty private sector properties brought back into use during the year through direct action by the local authority	n/a new	n/a new	4.3%	—	5.2%	V	N/a new	N/a new	12 <sup>th</sup>
8	PAM/006	Percentage of Year 11 pupils achieving the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and Mathematics in schools maintained by the local authority	58.4%	61.5%	51.4%	*see note 2 on page 10	54.8%	V	11 <sup>th</sup>	9 <sup>th</sup>	14 <sup>th</sup>

9	PAM/023	Percentage of food establishments which are 'broadly compliant' with food hygiene standards	92.7%	94.92%	94.76%	V	95.27%	V	16 <sup>th</sup>	13 <sup>th</sup>	14 <sup>th</sup>
10	PAM/017	Number of visits to local authority sport and leisure facilities during the year where the visitor will be participating in physical activity per 1,000 population	5,331	8,005	7,913	V	8,502	↓	22 <sup>nd</sup>	15 <sup>th</sup>	15 <sup>th</sup>
11	PAM/015	Average number of calendar days taken to deliver a Disabled Facilities Grant (DFG)	228	232	242	V	213	↓	10 <sup>th</sup>	11 <sup>th</sup>	17 <sup>th</sup>
12	PAM/010	Percentage of highways inspected of a high or acceptable standard of cleanliness	93.6%	93.2%	93.2%	↔	95.8%	V	16 <sup>th</sup>	15 <sup>th</sup>	17 <sup>th</sup>
13	PAM/007	Percentage of pupil attendance in Primary Schools.	94.8%	94.6%	94.7%	↑	94.9%	V	13 <sup>th</sup>	19 <sup>th</sup>	17 <sup>th</sup>
14	PAM/020	Percentage of principal A roads that are in overall poor condition	4.5%	4.1%	4.5%	V	3.7%	V	—	14 <sup>th</sup>	17 <sup>th</sup>
15	PAM/008	Percentage of pupil attendance in Secondary Schools.	93.7%	93.7%	93.6%	V	94.1%	V	15 <sup>th</sup>	18 <sup>th</sup>	18 <sup>th</sup>
16	PAM/012	Percentage of households threatened with homelessness successfully prevented from becoming homeless	N/a new	N/a new	55.6%	—	66.4%	↓	N/a new	N/a new	18 <sup>th</sup>
17	PAM/009	Percentage of Year 11 leavers known not to be in education, training or employment (NEET)	3.6%	3.6%	2.3%	↑	1.6%	V	N/a new	N/a new	19 <sup>th</sup>
18	PAM/011	Percentage of reported fly-tipping incidents cleared within 5 working days of the incident being reported	67.67%	69.69%	72.64%	↑	95.08%	↓	21 <sup>st</sup>	21 <sup>st</sup>	20 <sup>th</sup>

19	PAM/031	Percentage of municipal waste collected by local authorities sent to landfill	14.04%	10.87%	11.00% (subject to validation)	V	Not available yet	—	10 <sup>th</sup>	15 <sup>th</sup>	—
20	PAM/030	Percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated bio-waste that are composted or treated biologically in another way	58.32%	62.77%	60.65% (subject to validation)	V	Not available yet	—	18 <sup>th</sup>	16 <sup>th</sup>	—
21	PAM/024	Percentage of adults who are satisfied with the care and support that they received	N/a new	N/a new	Not available yet	—	Not available yet	—	N/a new	N/a new	—
22	PAM/026	Percentage of carers reporting they feel supported to continue in their caring role	N/a new	N/a new	Not available yet	—	Not available yet	—	N/a new	N/a new	—
23	PAM/027	Percentage of children who are satisfied with the care and support that they received	N/a new	N/a new	82.1%	—	Not available yet	—	N/a new	N/a new	—
24	PAM/028	Percentage of assessments completed for children within statutory timescales	N/a new	97.6%	97.9%	↑	Not available yet	—	N/a new	N/a new	—
25	PAM/029	Percentage of looked after children on 31 March who have had three or more placements during the year	8.8%	4.4%	Not available yet	—	Not available yet	—	7 <sup>th</sup>	5 <sup>th</sup>	—
26	PAM/025	Rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	4.36	3.88	3.08	↑	Not available yet	—	11 <sup>th</sup>	12 <sup>th</sup>	—
27	PAM/014	Number of new homes created as a result of bringing empty properties back into use.	N/a new	N/a new	0	—	N/a	—	—	—	—

**Note 1:** The All Wales Waste data will be published on 1<sup>st</sup> October 2018 and the Social Care data will be published at a date to be confirmed As a result data comparison in this report between 2017-18 NPT data and All Wales data cannot be made until the data is published.

**Note 2:** Based on Welsh Government's recommendation, comparisons with previous years data for PAM/006 (indicator 8) should be avoided as several key changes have been made to the data.

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Council

26th September 2018

### Report of the Head of Legal Services – Craig Griffiths

**Matter for Decision**

**Wards Affected:** All

### **Gambling Act 2005 - Review of Gambling Policy**

#### **Purpose of the Report**

1. To consider the draft revised Gambling Policy prior to consultation.

#### **Executive Summary**

2. The Council, as the Licensing Authority under the provisions of the Gambling Act 2005 is required to review its Gambling Policy every 3 years.
3. Prior to adopting a new Gambling Policy, the Licensing Authority must undertake a mandatory consultation exercise.
4. Council is being asked to consider whether any amendments are required to be made to the revised draft Gambling Policy prior to beginning the consultation exercise.

## **Background**

5. The Council, as the Licensing Authority under the provisions of the Gambling Act 2005 is required to review its Gambling Policy every 3 years.
6. The current Gambling Policy was adopted at Council on the 25th November 2015.
7. The revised Gambling Policy must be issued for consultation and adopted by Council before publication. The Policy must be published at least 4 weeks before it comes into effect on the 31st January 2019.

## **Officer Report**

8. A clean copy of the draft revised Gambling Policy is attached at Appendix 1 to this report and a marked-up copy of the draft revised Gambling Policy showing the changes is attached at Appendix 2; these changes are identified in bold italics and any text to be removed is shown by striking through.
9. The majority of the policy remains unchanged, however where changes have been made this is to reflect revised guidance and codes of practice issued by the Gambling Commission.
10. At the time of adoption of the current Gambling Policy, Council also determined to adopt a "no casino" policy. This decision is also required to be reviewed and will be submitted for determination when the final document is considered.
11. Before a revised Gambling Policy can take effect, the Licensing Authority must carry out a mandatory consultation exercise. The Gambling Act 2005 specifies statutory consultees however it is proposed that in addition to these, a range of interested parties are also consulted with; these are indicated within the revised draft policy at appendix 2.
12. It is considered that the consultation process should be as wide ranging as possible, and allow adequate time for responses to be submitted, following which comments by consultees and any appropriate revisions to the document will be brought back to a meeting of Council for consideration; it is proposed that the consultation exercise lasts for 6 weeks.



13. The revised draft policy was considered by the Licensing and Gambling Acts Committee on the 3rd September 2018 and determined not to make any changes to the revised draft policy prior to its submission to Council.

### **Financial Impact**

14. Not applicable

### **Equality Impact Assessment**

15. 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 policy does not require an Equality Impact Assessment.
16. The Council will shortly be replacing Equality Impact Assessments with Integrated Impact Assessments. As such it is envisaged that an Integrated Impact Assessment will be undertaken prior to the final report being considered by Council.

### **Legal Impacts**

17. Section 349 Gambling Act 2005 requires the Council to prepare and publish a statement of the principles that it proposes to apply in exercising its function under the Act, before each successive period of three years.

### **Risk Management**

18. Not applicable

### **Consultation**

19. Consultation will be undertaken within the context set out in this report.

### **Recommendation**

- That members consider whether any amendments are required to the revised draft Gambling Policy
- That members approve the start of the consultation exercise for the revised draft Gambling Policy.

## **Reasons for Proposed Decision**

20. In order to comply with the legal requirements as set out in the Gambling Act 2005

## **Implementation of Decision**

21. The decision is for immediate implementation.

## **Appendices**

22. Appendix 1 - revised draft Gambling Policy 2019 (clean version)
23. Appendix 2 - revised draft Gambling Policy 2019 (showing mark-ups)

## **List of Background Papers**

24. Gambling Commission Guidance
25. Gambling Commission Code of Practice
26. Neath Port Talbot CBC Gambling Policy 2016
27. Equality Impact Screening Assessment

## **Officer Contact**

28. Craig Griffiths  
Head of Legal Services  
Tel (01639) 763767  
Email [c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)
29. Neil Chapple  
Licensing Manager  
Tel (01639) 763056  
Email [n.chapple@npt.gov.uk](mailto:n.chapple@npt.gov.uk)

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**GAMBLING ACT 2005**

**GAMBLING POLICY 2019**

**Effective from 31<sup>st</sup> January 2019**

**Licensing Section  
Neath Port Talbot County Borough Council  
Civic Centre  
Port Talbot  
SA13 1PJ**

**Tel: 01639 763050  
Fax: 01639 763059  
e-mail [licensing@npt.gov.uk](mailto:licensing@npt.gov.uk)**

**Further copies may be obtained from the above address, or from  
the website [www.npt.gov.uk/licensing](http://www.npt.gov.uk/licensing)**

**Approved by Council \*\* December 2018**

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## GAMBLING POLICY

<b>Part A</b>	<b>Page</b>
1.0. Introduction	4
2.0. Consultation	5
3.0. Neath Port Talbot County Borough Council Local Area Profile	6
4.0. Licensing Objectives	6
5.0. Licensing Authority Functions	7
6.0. Responsible Authorities	9
7.0. Interested Parties	9
8.0. Exchange of Information	10
9.0. Enforcement	11
10.0 Fundamental Rights	12
11.0. Integrating Strategies and Avoiding Duplication	13
12.0. Sustainable Development Community Strategy	13
<b>Part B – Premises Licences</b>	
13.0. General Principles	14
14.0. Appropriate Licence Environment	16
15.0. Premises “Ready for Gambling”	17
16.0. Other Considerations	18
17.0. Adult Gaming Centres	23
18.0. (Licensed) Family Entertainment Centres	24
19.0. Casinos	26
20.0. Bingo Premises	27
21.0 Betting Premises	27
22.0 Travelling Fairs	27
23.0. Tracks	28
24.0. Provisional Statements	30
25.0. Reviews	31
<b>Part C – Permits/Temporary Use Notices &amp; Occasional Use Notices</b>	
26.0. Family Entertainment Centre Permit	33
27.0. Alcohol Licensed Premises	34
28.0. Club Gaming and Club Machines Permits	35
29.0. Prize Gaming Permits	36
30.0. Temporary Use Notices	37
31.0. Occasional Use Notices	38
32.0 Small Society Lotteries	38
<b>Part D - Decision Making and Enforcement</b>	
33.0. Administration, Exercise and Delegation of Functions	40

34.0. Appeals Procedure	40
35.0. Complaints Against Licensed Premises	41
36.0. Illegally Sited Gaming Machines	41
<b>Part E – Codes of Practice and Risk Assessments</b>	
37.0. Overview	42
38.0 Types of Code Provision	43
39.0 Risk Assessments	43
i) Betting Tack Premises	46
ii) Significant Changes	46
iii) Variations	47
iv) Regular Review of Risk Assessments	48
v) Local Risks and Control Measures	48
40.0 Further Information	49
<b>APPENDICES</b>	
APPENDIX 1 – Map of Neath Port Talbot	51
APPENDIX 2 – Consultees	52
APPENDIX 3 – Delegated powers	53

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**  
**Gambling Act 2005**

**Gambling Policy**

**PART A**

**1.0. Introduction**

- 1.1. The Gambling Act 2005 requires the Council (hereafter referred to as the “Licensing Authority”) to prepare and publish a “Statement of Licensing Policy” known as the Gambling Policy that sets out the principles the Licensing Authority proposes to apply in exercising its licensing functions under the Act.
- 1.2. This Policy takes effect on 31<sup>st</sup> January 2019. This Licensing Authority will update and publish a new Licensing Policy whenever necessary but in any case within 3 years of the date of this Policy, and will fully consult with partners, trade associations and residents groups as appropriate at that time, any representations received will be considered at that time.
- 1.3. However where updates are required due to changes in national legislation, statutory guidance or contact details the Licensing Authority reserves the right to amend this policy without consultation where it is necessary to ensure the policy reflects national legislation or statutory guidance.
- 1.4. In producing the final Policy Statement the Licensing Authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, any codes of practice and any responses from those consulted on the Policy Statement.
- 1.5. The Licensing Authority has a legal obligation to comply with all legislation that promotes equality it has a policy in place to promote equality to all. Licensing of persons and premises under the Gambling Act 2005 will actively promote equality of service and enforcement to all members of the community.
- 1.6. The Human Rights Act 1998 incorporates the European Convention on Human Rights and makes it unlawful for a local authority to act in a way that is incompatible with such a right. The Licensing Authority will have regard to the Human Rights Act

when considering any licensing issues, and particularly in respect of the way in which applications are considered and enforcement activities are carried out.

- 1.7. The Licensing Authority acknowledges that it may need to depart from this Policy and from the guidance issued under the Act in individual and exceptional circumstances, and where the case merits such a decision in the interests of the promotion of the licensing objectives. Any such decision will be taken in consultation with the appropriate legal advisors for the Licensing Authority, and the reasons for any such departure will be fully recorded.
- 1.8. It should be noted that this Policy will not override the right of any person to make an application, make representation about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

## 2.0. **Consultation**

- 2.1. In accordance with the requirements of the Act, the Licensing Authority has consulted widely before publishing this Policy. A list of consultees is reproduced at Appendix 2. The consultation was carried out between September and November 2015.
- 2.2. The Policy was approved at a meeting of the full Council on \*\* December 2018 and was published via our website on the \*\* December 2018. Copies have been placed in the public libraries of the area as well as being available in the Civic Centres at Neath and Port Talbot. Should you have any comments as regards this Gambling Policy, or wish to see the full list of comments and the consideration by the authority of those comments then please send them via e- mail or letter to:-

Licensing Manager  
Licensing Section  
Civic Centre  
Port Talbot  
SA13 1PJ  
[licensing@npt.gov.uk](mailto:licensing@npt.gov.uk)

### 3.0. **Neath Port Talbot County Borough Council Local Area Profile**

- 3.1. Neath Port Talbot has a geographical area of 442km<sup>2</sup> and is the eleventh largest council in Wales with a population of 139,880 (the 8<sup>th</sup> highest population density)
- 3.2. The Council has adopted a single integrated plan (2013 – 2023) which sets out the Council’s vision for Neath Port Talbot and the steps it will take together to protect and improve local services and support communities.
- 3.3. The plan highlights a number of challenges that the Council faces, and of particular relevance to this Policy is the challenge of deprivation.
- 17 areas within Neath Port Talbot are within the top 10% of the most deprived communities in Wales
  - 4 Communities First Cluster areas.
  - 25% of those of working age (16 – 64) claim employment benefits compared to the Wales average of 14.7%
  - The 9<sup>th</sup> lowest average household income of the 22 Welsh local authorities
  - The seventh highest rate of children living in workless households in Wales.
- 3.4. The Licensing Authority expects that operators of gambling premises have regard for the high levels of deprivation within Neath Port Talbot and to ensure that appropriate control measures are in place to protect vulnerable groups. A number of key measures that operators are expected to consider as part of their risk assessments are outlined at paragraph 39 of this policy.

### 4.0. **Licensing Objectives**

- 4.1. In exercising most of their functions under the Gambling Act 2005 (the Act), the Licensing Authority must have regard to the licensing objectives as set out in Section 1 of the Act and reproduced below:-



- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime.
  - Ensuring that gambling is being conducted in a fair and open way.
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 4.2. It should be noted that the Gambling Commission has stated “The requirements in relation to children is explicitly to protect them from being harmed or exploited by gambling”.
- 4.3. The Licensing Authority is aware that as per Section 153 of the Act, in making decisions about premises licences and temporary use notices, it should aim to permit the use of premises for gambling in so far as it thinks it:-
- In accordance with any relevant code of practice issued by the Gambling Commission;
  - In accordance with any relevant guidance issued by the Gambling Commission;
  - Reasonably consistent with the licensing objectives; and
  - In accordance with the authority’s statement of licensing policy

## 5.0. **Licensing Authority Functions**

- 5.1. Under the Act this Licensing Authority will be responsible for the following:
- Issuing Premises Licences – Where gambling activities are to take place.
  - Issue Provisional Statements - For premises which are to be constructed or adapted for gambling activities.
  - Regulate Club Gaming Permits and or Club Machine Permits for members clubs and miners’ welfare institutes who wish to undertake certain gaming activities.
  - Issue Club Machine Permits – for Commercial Clubs.

- Grant Permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres.
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines.
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required.
- Registration of lotteries which are small society lotteries below prescribed thresholds.
- Issue Prize Gaming Permits.
- Receive and Endorse Temporary Use Notices
- Receive Occasional Use Notices.
- Provide information to the Gambling Commission regarding details of licences issued (see section 7.0. on information exchange).
- Maintain registers of the permits and licences that are issued under these functions.

5.2. The licensing authority in order to deal efficiently with applications for premises licences, permits, temporary and occasional use notices, reviews, etc has prescribed a list of delegated functions. This is shown at appendix 3.

5.3. It should be noted that the Licensing Authority will not be involved in licensing remote gambling. This will fall to the Gambling Commission via Operating Licences.

5.4. The Licensing Authority recognises that the licensing function is only one means of promoting delivery of the three objectives and should not therefore be seen as a means for solving all problems within the community. The Licensing Authority will therefore continue to work in partnership with neighbouring authorities, South Wales Police, Public Health local businesses, local people and those involved in child protection to promote the licensing objectives as outlined. In addition, the Licensing Authority recognises its duty under Section 17 of the Crime and Disorder Act 1998, with regard to the prevention of crime and disorder.

## 6.0. **Responsible Authorities**

6.1. The Licensing Authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- The need for the body to be responsible for an area covering the whole of the Licensing Authority's area, and
- The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

In accordance with the suggestion in the Gambling Commission's Guidance for Local Authorities, this authority designates the Local Safeguarding Children Board for this purpose.

6.2. The contact details of all the Responsible Authorities under the Gambling Act 2005 are available on the Licensing Authority's website at: [www.npt.gov.uk/licensing](http://www.npt.gov.uk/licensing).

## 7.0. **Interested Parties**

7.1. Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act as follows:-

“For the purposes of this Part, a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person –

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraph (a) or (b)”.

7.2. The Licensing Authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party. The principles are:

Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making, but will consider the examples of considerations provided in the Gambling Commission's Guidance to Licensing Authorities.

It will also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices

Interested parties can be persons who are democratically elected such as Councillors and MP's. No specific evidence of being asked to represent an interested person will be required as long as the Councillor/MP represents the ward likely to be affected. Likewise parish/community councils likely to be affected will be considered to be interested parties. Other than these persons, this Authority will require written evidence that a person 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting that representation is sufficient.

If individuals wish to approach Councillors to ask them to represent their views then care should be taken that the Councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the Licensing Section on (01639) 763050 or e-mail [licensing@npt.gov.uk](mailto:licensing@npt.gov.uk)

## 8.0. **Exchange of Information**

- 8.1. Licensing authorities are required to include in their policy statement the principles to be applied by the Authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under Section 350 of the Act with the respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.
- 8.2. The principle that this Licensing Authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 2018 and the General Data Protection Regulations 2016 will not be contravened. The Licensing

Authority will also have regard to any guidance issued by the Gambling Commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

- 8.3. Should any protocols be established as regards information exchange with other bodies, then they will be made available.

## 9.0. **Enforcement**

- 9.1. Licensing Authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

- 9.2. The Licensing Authority's principles are that:

It will be guided by the Gambling Commission's Guidance to Local Authorities, the Regulators Code and the Licensing Authority's enforcement policy. It will endeavour to be:

- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open, and keep regulations simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects

- 9.3. The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

- 9.4. The Licensing Authority has implemented a risk-based inspection programme based on:-

- The Licensing Objectives

- Relevant Codes of Practice
- Guidance issued by the Gambling Commission in particular Part 36
- The principles set out in this statement of licensing policy
- The Licensing Authority's enforcement policy

9.5. The main enforcement and compliance role for the Licensing Authority in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which is authorises. The Gambling Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Licensing Authority, but should be notified to the Gambling Commission.

9.6. The Licensing Authority will take account of the Gambling Commissions guidance document issued in February 2015 (or any subsequent amendments) 'Approach to Test Purchasing' when considering making test purchases at gambling premises. The Licensing Authority will also follow its own policies and procedures regarding the use of underage test purchasers.

9.7. The Licensing Authority will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.

#### 10.0. **Fundamental Rights**

10.1. Under the terms of the Act any individual/company may apply for a variety of permissions and have their applications considered on their individual merits. Equally, any Interested Party or Responsible Authority has a right to make relevant representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the Act.

10.2. Applicants and those making relevant representations in respect of applications to the Licensing Authority have a right of appeal to the Magistrates Court against the decisions of the Licensing Authority.

## **11.0. Integrating Strategies and Avoiding Duplication**

- 11.1. By consulting widely prior to this Policy Statement being published, the Licensing Authority will take full account of local policies covering crime prevention, culture, transport, planning and tourism as part of an integrated strategy for the Council, Police and other agencies. Many of these strategies may not be directly related to the promotion of the three licensing objectives, but may indirectly impact upon them.
- 11.2. When considering any application, the Licensing Authority will avoid duplication with other regulatory regimes so far as possible. Therefore, the Licensing Authority will not attach conditions to a licence unless they are considered necessary, reasonable and proportionate to the use of premises for gambling consistent with the licensing objectives.

## **12.0. Sustainable Development Community Strategy**

- 12.1. The Local Government Act 2000 requires all local authorities to produce a community strategy within the framework of the UK Sustainable Development Strategy – “A better Quality of Life” and relevant regional strategies.
- 12.2. The Wellbeing and Future Generations (Wales) Act 2015 requires Welsh local authorities to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change.
- 12.3. Community strategies provide a focal point for the identification of local issues and aspirations on social inclusion, environmental protection, employment and economic development.
- 12.4. Local strategic partnerships, typically involving the police, local authorities, primary care trusts, and representatives from education, business and the voluntary sector organisations, are responsible for the achievement of locally set objectives.
- 12.5. Under the Crime and Disorder Act 1998 local authorities must have regard to the likely effect of the exercise of their functions on, and do all they can to prevent crime and disorder in the area. The Licensing Authority will have particular regard to the likely impact of licensing on related crime and disorder in the area,

particularly when considering the location, impact, operation and management of all proposed licence/permit applications, renewals and variations of conditions.

## **Part B – Premises Licences**

### **13.0. General Principles**

13.1. Premises licences will be subject to the requirements set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

13.2. The Licensing Authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it is:-

- In accordance with any relevant code of practice issued by the Gambling Commission;
- In accordance with any relevant guidance issued by the Gambling Commission;
- Reasonably consistent with the licensing objectives; and
- In accordance with the authority's statement of licensing policy

13.3. It is appreciated that moral objections to gambling are not a valid reason to reject applications for premises licences (except as regards any 'no casino resolution' – see section on Casinos below) and also that unmet demand is not a criterion for a Licensing Authority.

13.4. The Licence Conditions and Code of Practice (LCCP) issued by the Gambling Commission commencing in May 2015 places further onus on premises to complete a risk assessment based on code 8, the social responsibility code. The Licensing Authority will have regard to this code when considering applications.

13.5. This Licensing Authority also notes Gambling Commission guidance on ensuring that betting is the primary activity of a



licensed premises. Gaming machines may be made available for use in licensed betting premises only at times when there are also sufficient facilities for betting available. Operators will need to demonstrate that betting will continue to be the primary activity of the premises when seeking variations to licenses.

- 13.6. Premises are defined in the Act as including “any place”. Section 152 therefore prevents more than one premises licence applying to “any place”. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being separate premises. This makes provision for large multiple unit premises such as a pleasure park, shopping mall etc to obtain discrete premises licences where appropriate safeguards are in place. However, the Licensing Authority will pay particular attention if there are issues about sub-division of a single building and will ensure that mandatory conditions relating to access between premises are observed.
- 13.7. The Gambling Commission states in its Guidance to Licensing Authorities that “in most cases the expectation is that a single building will be the subject of an application for a licence e.g. 32 High Street. But that does not mean that 32 High Street cannot be the subject of separate premises licences for the basement and ground floor if they are configured acceptably. Whether different parts of a building can be properly regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the Commission does not consider that areas of a building that are artificially or temporarily separated for example by ropes or moveable partitions can properly be regarded as different premises”.
- 13.8. The Licensing Authority takes particular note of the Gambling Commission’s Guidance to Local Authorities which states that:
- 13.9. Licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not “drift” into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premise or premises with a permit.
- Customers should be able to participate in the activity named on the premises licence.

13.10. The Guidance also gives a list of factors which the Licensing Authority should be aware of, which may include:

- Do the premises have a separate registration for business rates
- Is the premises’ neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

#### 14.0. **Appropriate Licence Environment**

14.1. The Guidance to Local Authorities and the Licence Conditions and Codes of Practice (LCCP) set out additional matters that the Licensing Authority should take into account when considering licence applications for premises licences.

14.2. Guidance prescribes restrictions on gambling activities on premises, previously known as primary gambling activity. The Licensing Authority will consider any application based on the provisions in these codes and guidance.

14.3. Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises; e.g. motorway service areas and shopping malls, the Licensing Authority will expect the gambling area to be clearly defined to ensure that customers are fully aware that they are making a choice to enter into the gambling premises, and that the premises is adequately supervised at all times.

14.4. The Licensing Authority will consider these and any other relevant factors in making its decision, depending on all the circumstances of the case

#### 15.0. **Premises “Ready for Gambling”**

15.1. The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

15.2. If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have right to occupy them, then an application for a provisional statement should be made instead.

15.3. In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process.

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

15.4. Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

15.5. More detailed examples of the circumstances in which such a licence may be granted can be found in the Guidance.

## 16.0. Other Considerations

### **Location:**

16.1. The Licensing Authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. This authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issue of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

### **Planning:**

16.2. The Gambling Commissions Guidance to Licensing Authorities states:

~~7.60~~— In determining applications the Licensing Authority has a duty to take into consideration all relevant matters and not to take into consideration any irrelevant matters, i.e. those not related to gambling and the licensing objectives. One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

16.3. This authority will not take into account irrelevant matters as per the above guidance. In addition the authority notes the following excerpt from the Guidance:

~~7.67~~— When dealing with a premises licence application for finished buildings, the Licensing Authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Those matters should be dealt with under relevant planning control and building regulation powers, and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of

a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

#### **Duplication with other regulatory regimes:**

- 16.4. This Licensing Authority seeks to avoid any duplication with other statutory/regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be planning permission or building regulations approval in its consideration of it. It will however, listen to and consider carefully any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.
- 16.5. When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or building consents. Fire or health & safety risks will not be taken into account, as these matters are dealt with under relevant planning, building and other regulations and must not form part of the consideration for the premises licence.

#### **Licensing objectives:**

- 16.6. Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this Licensing Authority has considered the Gambling Commission's Guidance to Local Authorities and some comments are made below.

#### **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime**

- 16.7. This Licensing Authority is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. It is however envisaged that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime, this authority will

consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. The Licensing Authority is aware of the need to make a distinction between disorder and nuisance. It will consider factors such as whether police assistance was required, the nature of any incident so as to make that distinction.

**Ensuring that gambling is conducted in a fair and open way:**

- 16.8. The Licensing Authority has noted that the Gambling Commission's advice that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.

**Protecting children and other vulnerable persons from being harmed or exploited by gambling:**

- 16.9. The Licensing Authority notes the Gambling Commission's guidance that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at, or are particularly attractive to children). The Licensing Authority will therefore consider, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances/machines, segregation of areas etc.
- 16.10. This Licensing Authority is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises.
- 16.11. As regards the term "vulnerable persons" it is noted that the Gambling Commission is not seeking to offer a definition, but states that "it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who are gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs". The Licensing Authority will consider this licensing objective on a case by case basis.
- 16.12. The Licence Conditions and Codes of Practice (LCCP) issued in 2015 prescribe how operators must prevent children from using

age restricted gaming or gambling activities, particularly where gaming machines are licensed.

16.13. In particular operators must ensure that;

- all staff are trained,
- that all customers are supervised when on gambling premises
- must have procedures for identifying customers who are at risk of gambling related harm.

16.14. The Licensing Authority will expect all operators to have policies and procedures in place as required by the LCCP codes on social responsibility to cover all aspects of the code, in particular staff training records and self-exclusion records

16.15. Further provisions with regard to self-exclusion and marketing are included in the social responsibility code. The Licensing Authority will take all conditions and codes into account when considering applications or performing enforcement activities.

16.16. The Licensing Authority will have regard to the Chief Medical Officer for Wales report to support the licensing objective to protect children and other vulnerable persons from being harmed or exploited by gambling.

16.17. The Licensing Authority would expect applicants and licence holders to carry out the necessary checks on all relevant members of staff to ensure their suitability for employment, particularly in respect of premises where children and vulnerable people have access.

### **Conditions:**

16.18. Any conditions attached to licences by this Licensing Authority will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

16.19. Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this Licensing Authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. Specific regard will be against the local risk assessment for each premises, when making such decisions. There are specific comments made in this regard under some of the licence types below. The Licensing Authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively, in conjunction with mandatory conditions specified in the Gambling Act 2005 (Mandatory and Default Conditions)(England and Wales) Regulations 2007.

16.20. The Licensing Authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises, in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance and Codes of Practice.

16.21. The Licensing Authority will also ensure that where category C or above machines are on offer in premises in which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.



These considerations will apply to premises including buildings where multiple premises licences are applicable.

16.22. The Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. This Licensing Authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

16.23. It is noted that there are conditions which the Licensing Authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- conditions in relation to stakes, fees, winning of prizes.

#### **Door Supervisors:**

16.24. The Gambling Commission advises in its Guidance to Licensing Authorities that if a Licensing Authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons), then it may require that the entrances to the premises are controlled by a door supervisor, and is entitled to impose a conditions on the premises licence to this effect.

16.25. Where it is decided that supervision of entrances/machines is appropriate for particular cases it will need to be decided whether these need to be SIA licensed or not. It will not be automatically assumed that they need to be licensed as the statutory requirements for different types of premises vary

#### **17.0. Adult Gaming Centres**

17.1. The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being

exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

17.2. Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises; e.g. motorway service areas and shopping malls. The Licensing Authority will expect the gambling area to be clearly defined to ensure that customers are fully aware that they are making a choice to enter into the gambling premises and that the premises is adequately supervised at all times.

17.3. The Licensing Authority may consider measures such as:

- Proof of age schemes
- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

#### 18.0. **(Licensed) Family Entertainment Centres**

18.1. The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

18.2. The applicant will be expected to provide evidence that a suitable criminal record check with the Disclosure and Barring Service (DBS) has been conducted on all staff in his/her employment.

18.3. Children and young persons are permitted entry to licensed FECs but are not permitted to play Category C gaming machines.

The Licensing Authority expects the applicant to ensure that there will be sufficient measures in place to prevent under 18 year olds having access to the adult only gaming machine areas. The Licensing Authority will expect applicants to meet the licensing objectives and comply with all mandatory conditions and Codes of Practice issued by the Gambling Commission.

18.4. There is a requirement that there must be clear segregation between the types of machine in order that children do not have access to Category C machines. All Category C machines must be located in an area of the premises which is separate from the remainder of the premises by a physical barrier, which will prevent access other than through a designated entrance. The Licensing Authority will seek to ensure that:

- Only adults are admitted to the area where the gaming machines are located;
- Access to the area where the machines are located is supervised;
- The area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- At the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

18.5. The Licensing Authority may consider measures to meet the licensing objectives such as:

- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare.
- Measures/training for staff or how to deal with suspected truant school children on the premises.

This list is neither mandatory, nor exhaustive and is merely indicative of example measures.

## 19.0. Casinos

19.1. The Licensing Authority has passed a 'no casino' resolution under Section 166 of the Gambling Act 2005. This resolution came into effect on **XXXX 2019**.

19.2. Potential licence applicants should note that as a 'no casino' resolution has been passed by this authority, no applications for casino premises will be considered. Any applications received will be returned with a notification that a 'no casinos' resolution is in place.

## 20.0. Bingo Premises

20.1. This Licensing Authority notes that the Gambling Commission's Guidance states;

Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.

20.2. The Licensing Authority is aware that a holder of bingo premises licences may make available for use of a number of category B gaming machines, not exceeding 20% of the total number of gaming machines, which are available for use on the premises.

20.3. Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

20.4. Where Category C or above machines are available in the bingo premises to which children are admitted, the Licensing Authority will seek to ensure that;

- all such machines are located in an area of the premises separate from the remainder of the

- premises by a physical barrier to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
  - access to the area where the machines are located is supervised;
  - the area where the machines are located is arranged so that it can be observed by staff or the licence holder; and
  - at the entrance to, and inside any such area, notices are prominently displayed indicating that access to the area is prohibited to persons under 18.

## 21.0. **Betting Premises**

21.1. The Licensing Authority will as per Gambling Commission's Guidance take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

21.2. The Licensing Authority recognises that certain bookmakers have a number of premises within its area. In order to ensure that any compliance issues are recognised and resolved at the earliest stage, operators are requested to give the authority a single named point of contact who should be a senior individual and to whom the authority will contact first should any compliance queries or issues arise.

## 22.0. **Travelling Fairs**

22.1. It will fall to the Licensing Authority to decide whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

22.2. The Licensing Authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

22.3. It is noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Licensing Authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

### 23.0. **Tracks**

23.1. The Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. The Licensing Authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

23.2. The Licensing Authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

23.3. The Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:

- Proof of age schemes
- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-barring schemes

- Provision of information leaflets/helpline numbers for organisations such as Gam Care.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 23.4. Gaming machines - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, these machines (other than category D machines) should be located in areas from which children are excluded.
- 23.5. Betting machines – This Licensing Authority will, as per Part 6 of the Gambling Commission’s Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator proposes to offer.
- 23.6. Applications and plans -The Gambling Act (s51) requires the applicants to submit plans of the premises with their application, in order to ensure the Licensing Authority has premises are fit for gambling. The plan will also be used for the Licensing Authority to plan future premises inspection activity.
- 23.7. Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.
- 23.8. Some tracks may be situated on agricultural land where the perimeter is not such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.
- 23.9. In rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary of the premises does not need to be defined.)
- 23.10. This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to

be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the “five times rule” (commonly known as betting rings) must be indicated on plan.

#### 24.0. **Provisional Statements**

24.1. Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

24.2. S204 of the Gambling Act provides for a person to make an application to the Licensing Authority for a provisional statement in respect of premises that he or she:

- expects to be constructed;
- expects to be altered; or
- expects to acquire a right to occupy.

24.3. The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible Authorities and Interested Parties may make representations and there are rights of appeal

24.4. In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

24.5. The holder of a provisional statement may then apply for a premises licence once the premises are constructed altered or acquired.



24.6. The Licensing Authority will be constrained in the matters it can consider when determining the premises licence application. In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances.

24.7. In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional licence stage; or
- which is in the Authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this Licensing Authority notes that it can discuss any concerns it has with the applicant before making a decision

## 25.0. **Reviews**

25.1. Requests for a review of a premises licence can be made by interested parties or responsible authorities. However, it is for the Licensing Authority to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below:-

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

The authority will also give consideration as to whether the request is frivolous, vexatious; will not cause this authority to wish to alter/revoke/suspend the licence, or whether it is

substantially the same as previous representations or requests for review.

25.2. The purpose of the review will be to determine whether the Licensing Authority should take any action in relation to the licence. If action is justified, the options open to the Licensing Authority are:-

- add, remove or amend a licence condition imposed by the Licensing Authority;
- exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such an exclusion;
- suspend the premises licence for a period not exceeding three months; and
- revoke the premises licence.

25.3. In determining what action, if any, should be taken following a review, the Licensing Authority must have regard to the principles set out in Section 153 of the Act, as well as any relevant representations.

25.4. In particular, the Licensing Authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

**Part C –**  
**Permits, Temporary Use Notices & Occasional Use Notices**

**26.0. Family Entertainment Centre Permit**

26.1. Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the Licensing Authority for a permit.

26.2. The Licensing Authority will expect applicants to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policy and procedures will be considered on their merits. They may include training of staff regarding suspected truant school children, how to deal with unsupervised, very young children or children causing problems in and around the premises.

26.3. The Licensing Authority will expect applicants to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
- that staff are trained to have a full understanding of the maximum stakes and prizes.

26.4. The applicant will be expected to provide evidence that a suitable criminal record check with the Disclosure and Barring Service (DBS) has been conducted on all staff in his/her employment.

26.5. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use and would, therefore, exclude any premises primarily used for any other purposes, e.g. canteens, fast food takeaways, leisure centres, garages and petrol filling stations, taxi offices.

26.6. It should be noted that the Licensing Authority cannot attach conditions to this type of permit.

## 27.0. Alcohol Licensed Premises

27.1. There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the Licensing Authority and pay the prescribed fee.

The Licensing Authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Act, e.g. gaming machines have been made available in a way that does not comply with the requirements on the location and operation of the gaming machines;
- the premises are mainly used for gambling; or
- an offence under the Gambling Act has been committed on the premises.

27.2. If a premises wishes to have more than 2 machines, then it needs to apply for a permit, and the Licensing Authority will consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant*”. The Licensing Authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling.

27.3. The applicant will be expected to satisfy the Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines.

27.4. Measures which will satisfy the Authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be required. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

27.5. It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any

such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

27.6. It should be noted that the Licensing Authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

27.7. It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

#### 28.0. **Club Gaming and Club Machine Permits**

28.1. Members Clubs and Miner's Welfare Institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming Machines Permit.

28.2. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming, and games of chance as set out in regulations.

28.3. A Club Gaming Machine Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D) only. NB Commercial Clubs may not site category B3A gaming machines offering lottery games in their club

28.4. Gambling Commission Guidance states: "Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulations and these cover bridge and whist clubs, which replicates the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working mens' clubs, branches of the Royal British Legion and clubs with political affiliations".

28.5. The Licensing Authority may only refuse an application on the grounds that:

- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to received the type of permit for which is has applied;

- (b) the applicant's premises are used wholly or mainly by children and/or young persons;
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years; or
- (e) an objection has been lodged by the Commission or the police.

28.6. There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). Commercial clubs cannot hold a club premises certificate under the Licensing act 2003 and so cannot use the fast-track procedure. As the Gambling Commission's Guidance to Licensing Authorities states "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are:

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

28.7. There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

## 29.0. **Prize Gaming Permits**

29.1. The Gambling Act 2005 states that a Licensing Authority may prepare a policy that they propose to apply in exercising their functions under this Schedule" which "may, in particular, specify matters that the Licensing Authority propose to consider in determining the suitability of the applicant for a permit.

29.2. The Licensing Authority has prepared a policy, which is that the applicant should set out the types of gaming that he or she is

intending to offer, and that the applicant should be able to demonstrate:-

- that they understand the limits to stakes and prizes that are set out in Regulations;
- that the gaming offered is within the law;
- clear policies that outline the steps to be taken to protect children from harm.

29.3. In making its decision on an application for this permit the Licensing Authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

29.4. It should be noted that the Gambling Act 2005 sets down conditions that the permit holder must comply with. These conditions are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

29.5. The Licensing Authority cannot however attach additional conditions to prize gaming permits.

### 30.0. **Temporary Use Notice**

30.1. Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

- 30.2. The Licensing Authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.
- 30.3. The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this Statement the relevant regulations (SI no. 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 30.4. There are a number of statutory limits as regards temporary use notices. Gambling Commission Guidance is noted that the meaning of “premises” in part 8 of the Act is discussed in Part 7 of the guidance. As with “premises”, the definition of “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In the Act “premises” is defined as including “any place”. In considering whether a place falls within the definition of “a set of premises”, licensing authorities will need to look at, amongst other things, the ownership/occupation and control of the premises.
- 30.5. The Licensing Authority is likely to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

#### 31.0. **Occasional Use Notices**

- 31.1. The Licensing Authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The Licensing Authority will, consider the definition of a ‘track’ and whether the applicant is permitted to avail him/herself of the notice

#### 32.0. **Small Society Lotteries**

- 32.1. The Licensing Authority will adopt a risk based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not exclusive, could affect the risk status of the operator:



- Submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held)
- Submission of incomplete or incorrect returns
- Breaches of the limits for small society lotteries

32.2. Non-commercial gaming is permitted if it takes place at non-commercial event, either as an incidental or principal activity at the event. Events are non-commercial if no part of the proceeds is for private profit or gain. The proceeds of such events may benefit one or more individuals if the activity is organised:

- By, or on behalf of, a charity or for charitable purposes.
- To enable participation in, or support of, sporting, athletic or cultural activities.

Charities and community groups should contact this Licensing Authority on 01639 763050 to see further advice.

## **Part D – Decision Making, Conditions and Codes of Practice**

### **33.0. Administration, Exercise and Delegation of Functions**

- 33.1. The powers and duties of the Licensing Authority under the Act may be carried out by the Licensing Committee, by a Sub-Committee or by one or more officers acting under delegated authority.
- 33.2. It is considered that many of the functions will be largely administrative in nature with no perceived areas of contention. In the interests of efficiency and cost effectiveness these will, for the most part, be carried out by officers.
- 33.3. The schedule of delegation of licensing functions is attached at Appendix 3

### **34.0. Appeals Procedure**

- 34.1. Entitlements to appeal for parties aggrieved by decisions of the Licensing Authority are set out in Sections 206 to 209 of the 2005 Act. Appeals must be made to the Magistrates Court for the area in which the Licensing Authority, which has considered the application, is situated.
- 34.2. An appeal has to be commenced by giving notice of the appeal by the appellant to; The Clerk to the Justices, Swansea Magistrates Court, Grove Place, Swansea, SA1 5DB within a period of 21 days, beginning with the day on which the appellant was notified by the Licensing Authority of the decision to be appealed against.
- 34.3. On determining an appeal, the Court may:
- Dismiss the appeal;
  - Substitute the decision appealed against with any other decision that could have been made by the licensing authority;
  - Remit the case to the Licensing Authority to dispose of the appeal in accordance with the direction of the Court.
  - Make an order about costs.

34.4. In anticipation of such appeals, the Licensing Authority will give comprehensive reasons for its decisions. The Licensing Authority will address the extent to which decisions have been made with regard to any relevant codes of practice and guidance issued by the Gambling Commission, reasonably consistent with the licensing objectives and in accordance with this Policy Statement.

34.5. As soon as the decision of the Magistrates' Court has been notified to all parties, the Licensing Authority will not delay its implementation and necessary action will be taken forthwith unless ordered by a higher court to suspend such action (for example, as a result of an ongoing judicial review). The Act provides for no other appeal against the determination of the Magistrates' Court.

#### **35.0. Complaints against licensed Premises**

35.1. The Licensing Authority will investigate complaints against licensed premises in relation to matters relating to the licensing objectives for which it has responsibility. In the first instance, complainants are encouraged to raise the complaint directly with the licence holder or business concerned to seek a local resolution.

35.2. Where an interested party has made either a valid representation about licensed premises or a valid application for a licence to be reviewed, the Licensing Authority may initially arrange a conciliation meeting to address and clarify the issues of concern.

35.3. This process will not override the right of any interested party to ask that the Licensing and Gambling Acts Sub-Committee consider their valid objections, or for any licence holder to decline to participate in a conciliation meeting.

#### **36.0. Illegally sited Gaming Machines**

36.1. Gaming machines can only be made available for use where a premises licence, permit or an exemption e.g. travelling fairs, authorises its use. It is not possible to site gaming machines at premises such as off licences, newsagents, takeaways or other retail stores.

- 36.2. When illegally sited gaming machines are discovered, the Licensing Authority will make every effort to seize the gaming machine at the first opportunity to ensure that the gaming machine is removed from circulation.
- 36.3. The Licensing Authority working with the Gambling Commission will investigate offences committed under the Gambling Act 2005 by both the supplier of the machine and the proprietor of the business on which the machine was illegally sited.
- 36.4. The Licensing Authority will usually take formal action against the proprietor of the business where illegal gaming machines have been made available for use on the premises. As part of the proceedings the Licensing Authority will seek to secure a forfeiture order under Section 345 of Act, in order that the machine can then be destroyed.
- 36.5. The Licensing Authority anticipates that similar action will be taken by the Gambling Commission to ensure that formal action is also taken against the supplier of the gaming machine.

## **Part E – Codes of Practice and Risk Assessments**

### **37.0. Overview**

- 37.1. The Gambling Act 2005 requires the Gambling Commission to issue one or more codes of practice about the manner in which facilities for gambling are provided. The codes may be directed at the holders of operating or personal licences, or any other person involved in providing facilities for gambling.
- 37.2. The Act also requires licensing authorities to take into account when exercising their functions, any relevant code of practice issued by the Commission under section 24, in this case:-
- The Commission's Licence conditions and codes of practice (LCCP), which apply to holders of Gambling Commission operating or personal licences;
  - Other codes - these are the Commission's code of practice for equal chance gaming and its code **of** practice for gaming machines in clubs and premises with an alcohol licence

## 38.0. Types of Code Provision

38.1. The LCCP contains two types of code provision, Social Responsibility Code Provisions and Ordinary Code Provisions:

### **Social Responsibility Code Provisions**

38.2. These are provisions describing arrangements which should be made by persons providing facilities for gambling for the purpose of:-

- ensuring that gambling is conducted in a fair and open way;
- protecting children and other vulnerable persons from being harmed or exploited by gambling; and
- making assistance available to persons who are or may be affected by problems related to gambling.

38.3. Compliance with these is a condition of operator licences; therefore any breach of them by a licensed operator may lead the Commission to review the operator's licence with a view to suspension, revocation or the imposition of a financial penalty and would also expose the operator to the risk of prosecution.

### **Ordinary Code Provisions**

38.4. These do not have the status of licence conditions in the case of licensed operators, but set out good practice. Codes of practice are admissible in evidence in criminal or civil proceedings and must be taken into account in any case in which the court or tribunal think them relevant, and by the Commission in the exercise of its functions; any departure from code provisions by an operator may be taken into account by the Commission, for example on a licence review (but could not lead to imposition of a financial penalty).

## 39.0. Risk Assessments

39.1. The LCCP requires all existing licensees that provide gambling at their premises to assess the local risks to the licensing objectives and have policies, procedures and control measures to reduce those risks. Licensees must take into account any relevant matters identified in the licensing authorities (gambling) Statement of Policy when making their risk assessments.

39.2. A local risk assessment should also be undertaken or updated by a licensee, when applying for:-

- A new premises licence;
- When applying for a variation of an existing premises licence;
- To take into account any local significant changes in the local area;
- When there are significant changes within their premises that may affect the existing local risk assessment.

39.3. Operators are required to make the risk assessment available to licensing authorities when an application is submitted and a copy should be kept at the premises or otherwise on request, and this will form part of the Licensing Authority's inspection regime or investigating complaints.

39.4. The Licensing Authority expects the following matters to be considered by operators when making their risk assessment:

**39.5. Matters relating to children and young persons, including:**

- Institutions, places or areas where presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling allies, cinemas etc.;
- Any premises where children congregate including bus stops, café's, shops, and any other place where children are attracted;
- Areas that are prone to issues of youths participating in anti-social behaviour, including such activities as graffiti/tagging, underage drinking, etc.;
- Recorded incidents of attempted underage gambling.

**39.6. Matters relating to vulnerable adults, including;**

- Information held by the licensee regarding self-exclusions and incidences of underage gambling;
- Gaming trends that may mirror days for financial payments such as pay days or benefit payments;

- Arrangement for localised exchange of information regarding self-exclusions and gaming trends;
- Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, council housing offices, addiction clinics or help centres, places where alcohol or drug dependant people may congregate, etc.

**39.7. Other issues that may be considered could include;**

- proximity to churches, mosques, temples or any other place of worship *as these are often used by vulnerable people, for example: providing food banks, debt advice or mental health support;*
- the economic make-up of an area;
- the surrounding night-time economy;
- children's homes and care facilities;
- the area footfall e.g. residential or commercial areas;
- banks and ATMs nearby;
- known anti-social behaviour issues;
- housing facilities;
- job centres;
- hostel and support services for the homeless;
- alcohol and drug support facilities;
- pawn brokers and payday loan businesses;
- other gambling premises;
- mental health facilities;
- community buildings;
- residential care establishments;
- transport and parking facilities e.g. bus stops, taxi ranks, train stations;
- presences of rough sleepers;
- unemployment rates for area;
- types and rates of crime in the area that could impact on the premises
- areas with significant areas of children, e.g. parks and playgrounds.

39.8. This list is not exhaustive and other factors not in this list that are identified must be taken into consideration.

## **Betting Track Premises**

39.9. Betting Track Premises are not required to seek an Operators' Licence with the Gambling Commission and as such are not required to conduct a risk assessment. However, in the interest of the objectives of the Gambling Act 2005, namely i) preventing gambling being a source of crime or disorder, being associated with crime or disorder or being used to support crime; ii) ensuring that gambling is conducted in a fair and open way; iii) protecting children and other vulnerable persons from being harmed or exploited by gambling, this Licensing Authority would expect a Betting Track Premises to conduct a risk assessment for their premises.

### **Significant changes**

39.10. From time to time operators will undertake a refresh of the premises' layout and décor, which is unlikely to prompt a review of the risk assessment for that premises. However, where there is a significant change at the premises that may affect the mitigation of local risks, then an operator must review its risk assessment and if necessary update it, taking into account the change and how it may affect one or more of the licensing objectives.

39.11. It is expected that gambling operators will undertake this risk assessment process as a matter of course for any premises refit, changes to layout or internal control measures. If any changes do require a review of the risk assessments for that premises gambling operators should ensure that they have a system in place to record and action any measures identified in that review.

39.12. The gambling operator will be responsible for identifying when a significant change to the premises has occurred. In order to assist gambling operators the Licensing Authority has provided the following list of examples of what could be classified as a significant change to the premises (some of which may also require a variation to the existing premises licence).

- Any building work or premises refit where gambling facilities are relocated within the premises.
- The premises licence is transferred to a new operator who will operate the premises with its own



procedures and policies which are different to those of the previous licensee.

- Any change to the operator's internal policies which as a result requires additional or changes to existing control measures; and/or staff will require retraining on those policy changes.
- The entrance or entrances to the premises are changed, for example, the door materials are changed from metal with glazing to a full glass door or doors are reallocated from egress to ingress or vice versa.
- New gambling facilities are made available on the premises which were not provided previously, for example, bet in play, handheld gaming devices for customers, Self Service Betting Terminals, or a different category of gaming machine is provided.
- The premises operator makes an application for a licence at that premises to provide an activity under a different regulatory regime, for example, to permit the sale of alcohol.

39.13. As with the examples of significant changes in local circumstances, the list above is not an exhaustive list of significant changes to premises.

39.14. The Licensing Authority will not, as general practice, request a copy of the reviewed risk assessment if a significant change to the licensed premises has occurred, unless the change is one that will necessitate a variation application.

### **Variations**

39.15. Variations to premises licences are only those required to be made under section 187 of the Act and will not include changes of circumstances such as a change of premises' name or a change of licensee's address, etc.

39.16. The Commissions LCCP social responsibility code provision requires that gambling operators must undertake a review of the local risk assessment and update it if necessary when preparing an application to vary the premises licence. Operators submitting a variation application to the Licensing Authority may consider submitting a copy of the reviewed local risk assessment when submitting the application. This will then negate the need for the

Licensing Authority requesting to see a copy of this risk assessment and could potentially reduce the likelihood of a representation being made to the application.

### **Regular review of risk assessment**

39.17. As a matter of best practice the Licensing Authority recommends that operators establish a regular review regime in respect of their local risk assessments. This review programme can be carried out alongside other reviews on Health and Safety risk assessments for the premises. This review programme would ensure that, regardless of whether or not any of the trigger events set out above have occurred, these risk assessments are considered at regular intervals and updated if necessary.

39.18. It will be up to the gambling operator as to the frequency of these reviews but it is recommended that no more than three years should pass before these assessments are reviewed. Operators may wish to synchronise their reviews of the local risk assessments with the publication of the Licensing Authority's Gambling Policy. This would enable gambling operators to consider the Local Area Profile outlined at paragraph 3.0.

### **Local risks and control measures**

39.19. There are two specific parts to the risk assessment process:

- the assessment of the local risks
- the determination of appropriate mitigation to reduce those risks

39.20. The risks that operators must identify relate to the potential impact a gambling premises and its operation may have on the licensing objectives. Gambling operator should identify and list all of the local risks within the assessment that they have identified. The level of such risks can range from being low to very high depending on the potential impact that the gambling operator has assessed it to have on the licensing objectives. The level of any given risk will have a direct impact on the type and extent of the control measures that the gambling operators deems as being necessary to mitigate such risk.

39.21. Operators will already be assessing locations when looking for new sites or when reviewing the performance of their premises. The design of premises is also assessed to ensure that they will

meet the needs of the gambling operation, will provide protection for staff and customers; and will have facilities for recording crime. Operators will also have implemented policies and procedures for the operation of premises in line with statutory and other regulatory requirements placed upon them by the Commission and other agencies.

39.22. Operators will already be familiar with identifying risks in relation to health and safety and food hygiene legislation. Risk assessments are also used for security and crime purposes, for example for money laundering and as part of trade association best practice, such as the Safe Bet Alliance.

39.23. This local risk assessment process, although similar requires a much broader range of considerations when identifying local risk. The requirement of the Commissions LCCP social responsibility code provision is that gambling operators consider the local area in which the premises are situated and the impact that the premises operation may have on the licensing objectives.

#### 40.0. **Further Information**

Further information about the Gambling Act 2005, this Statement of Licensing Policy or the application process can be obtained from:

Licensing Section  
Civic Centre  
Port Talbot  
SA13 1PJ

Telephone: 01639 763050  
Email: [licensing @npt.gov.uk](mailto:licensing@npt.gov.uk)

Information is also available from:

The Gambling Commission  
Victoria Square House  
Birmingham  
B2 4BP

Telephone: 0121 230 6666  
Website: [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

The Department for Digital, Culture, Media and Sport  
100 Parliament Street  
London  
SW1A 2BQ

Telephone: 020 7211 6200  
Website: [www.culture.gov.uk](http://www.culture.gov.uk)

APPENDIX 1



Neath Port Talbot County Borough Council  
NPTCBC GIS V7.42N



© Crown copyright. All rights reserved Neath Port Talbot CBC LA090131 - 10/08/2009

Printed with TPMS Viewer NPTCBC GIS V7.44N

## APPENDIX 2

### Consultees – Gambling Policy

South Wales Police  
Gambling Commission  
ABMU Public Health Wales  
British Association of Leisure Parks,  
Piers & Attractions Ltd (BALPPA)  
British Greyhound Racing Board  
Bingo Association  
British Beer & Pub Association  
Association of British Bookmakers  
Business in Sport & Leisure  
Casino Operators Association of the UK  
Racecourse Association Ltd  
British Amusements + Catering Trades Association  
British Casino Association  
British Holiday & Home Parks Association  
Community Councils  
Neath Port Talbot Community Safety Partnership  
Neath Port Talbot Primary Care Trust  
Neath Port Talbot Council for Voluntary Services  
Existing Licence / Permit holders (S34's, bingo, betting shops)  
Neath Port Talbot CVS  
Neath Town Centre Partnership  
Neath Town Centre Manager  
Business Crime Reduction Partnership  
Pontardawe Chamber of Trade  
Port Talbot Chamber of Trade  
Neath Chamber of Trade  
Gamblers Anonymous  
Citizen's Advice Bureau  
Gamcare  
Mid and West Wales Fire and Rescue Services  
Western Bay Safeguarding Boards  
All Local Authority Directorates in particular:-  
Environmental Health Section  
Children and Young People Services

APPENDIX 3

SUMMARY OF LICENSING AUTHORITY DELEGATIONS UNDER THE  
GAMBLING ACT 2005

Matters to be dealt with	Full Council	Full Cttee	Sub Committee	Officers
Three year Gambling Policy	X			
Policy not to permit Casinos	X	X		
Fee Setting – when appropriate		X		
Application for premises licence			Where representations have been received and not withdrawn	Where no representations received / representations have been withdrawn
Application for a variation to a licence			Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of a licence			Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a provisional statement			Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application to review premises licence/club premises certificate			X	
Application for club gaming/club machine permits			Where objections have been made (and not withdrawn)	Where no objections have been made (or have been withdrawn)
Cancellation of club gaming/club machine permits			X	
Applications for other permits				X
Cancellation of licensed premises gaming machine permits				X
Consideration of temporary use notice				X
Decision to give a counter notice to a temporary use notice			X	
Decision on whether a complaint is irrelevant frivolous vexatious etc				X
Decision as Responsible Authority to call for a Review of a Premises Licence				X

This page is intentionally left blank



**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**GAMBLING ACT 2005**

**GAMBLING POLICY 2019**

**Effective from 31<sup>st</sup> January 2019**

**Licensing Section  
Neath Port Talbot County Borough Council  
Civic Centre  
Port Talbot  
SA13 1PJ**

**Tel: 01639 763050**

**Fax: 01639 763059**

**e-mail [licensing@npt.gov.uk](mailto:licensing@npt.gov.uk)**

**Further copies may be obtained from the above address, or from  
the website [www.npt.gov.uk/licensing](http://www.npt.gov.uk/licensing)**

**Approved by Council 25<sup>th</sup> November 2015**

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## GAMBLING POLICY

<b>Part A</b>	<b>Page</b>
1.0. Introduction	4
2.0. Consultation	5
3.0. Neath Port Talbot County Borough Council Local Area Profile	6
4.0. Licensing Objectives	6
5.0. Licensing Authority Functions	7
6.0. Responsible Authorities	9
7.0. Interested Parties	9
8.0. Exchange of Information	10
9.0. Enforcement	11
10.0 Fundamental Rights	12
11.0. Integrating Strategies and Avoiding Duplication	13
12.0. Sustainable Development Community Strategy	13
<b>Part B – Premises Licences</b>	
13.0. General Principles	14
14.0. Appropriate Licence Environment	17
15.0. Premises “Ready for Gambling”	17
16.0. Other Considerations: Location	18
17.0. Adult Gaming Centres	24
18.0. (Licensed) Family Entertainment Centres	25
19.0. Casinos	26
20.0. Bingo Premises	27
21.0 Betting Premises	28
22.0 Travelling Fairs	28
23.0. Tracks	29
24.0. Provisional Statements	31
25.0. Reviews	32
<b>Part C – Permits/Temporary Use Notices &amp; Occasional Use Notices</b>	
26.0. Family Entertainment Centre Permit	34
27.0. Alcohol Licensed Premises	35
28.0. Club Gaming and Club Machines Permits	36
29.0. Prize Gaming Permits	37
30.0. Temporary Use Notices	38
31.0. Occasional Use Notices	39
32.0 Small Society Lotteries	39
<b>Part D - Decision Making and Enforcement</b>	
33.0. Administration, Exercise and Delegation of Functions	41

34.0. Appeals Procedure	41
35.0. Complaints Against Licensed Premises	42
36.0. Illegally Sited Gaming Machines	42
<b>Part E – Codes of Practice and Risk Assessments</b>	
37.0. Overview	45
38.0 Types of Code Provision	45
39.0 Risk Assessments	46
i) Betting Tack Premises	48
ii) Significant Changes	49
iii) Variations	50
iv) Regular Review of Risk Assessments	50
v) Local Risks and Control Measures	51
40.0 Further Information	52
<b>APPENDICES</b>	
APPENDIX 1 – Map of Neath Port Talbot	54
APPENDIX 2 – Consultees	55
APPENDIX 3 – Delegated powers	56

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**  
**Gambling Act 2005**

**Gambling Policy**

**PART A**

**1.0. Introduction**

- 1.1. The Gambling Act 2005 requires the Council (hereafter referred to as the “Licensing Authority”) to prepare and publish a “Statement of Licensing Policy” ***known as the Gambling Policy*** that sets out the principles the Licensing Authority proposes to apply in exercising its licensing functions ~~when dealing with applications for Premises Licences, as required by the~~ ***under*** the Act.
- 1.2. This Policy takes effect on ***31<sup>st</sup> January 2019***. This Licensing Authority will update and publish a new Licensing Policy whenever necessary but in any case within 3 years of the date of this Policy, and will fully consult with partners, trade associations and residents groups as appropriate at that time, any representations received will be considered at that time.
- 1.3. However where updates are required due to changes in national legislation, statutory guidance or contact details the Licensing Authority reserves the right to amend this policy without consultation where it is necessary to ensure the policy reflects national legislation or statutory guidance.
- 1.4. In producing the final Policy Statement the Licensing Authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, any codes of practice and any responses from those consulted on the Policy Statement.
- 1.5. The Licensing Authority has a legal obligation to comply with all legislation that promotes equality it has a policy in place to promote equality to all. Licensing of persons and premises under the Gambling Act 2005 will actively promote equality of service and enforcement to all members of the community.
- 1.6. The Human Rights Act 1998 incorporates the European Convention on Human Rights and makes it unlawful for a local

authority to act in a way that is incompatible with such a right. The Licensing Authority will have regard to the Human Rights Act when considering any licensing issues, and particularly in respect of the way in which applications are considered and enforcement activities are carried out.

- 1.7. The Licensing Authority acknowledges that it may need to depart from this Policy and from the guidance issued under the Act in individual and exceptional circumstances, and where the case merits such a decision in the interests of the promotion of the licensing objectives. Any such decision will be taken in consultation with the appropriate legal advisors for the Licensing Authority, and the reasons for any such departure will be fully recorded.
- 1.8. It should be noted that this Policy will not override the right of any person to make an application, make representation about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

## 2.0. **Consultation**

- 2.1. In accordance with the requirements of the Act, the Licensing Authority has consulted widely before publishing this Policy. A list of consultees is reproduced at Appendix 2. The consultation was carried out between September and November 2015.
- 2.2. The Policy was approved at a meeting of the full Council on **\*\* December 2018** and was published via our website on the **\*\* December 2018**. Copies have been placed in the public libraries of the area as well as being available in the Civic Centres at Neath and Port Talbot. Should you have any comments as regards this Gambling Policy, or wish to see the full list of comments and the consideration by the authority of those comments then please send them via e-mail or letter to:-

Licensing Manager  
Licensing Section  
Civic Centre  
Port Talbot  
SA13 1PJ  
[licensing@npt.gov.uk](mailto:licensing@npt.gov.uk)

### 3.0. Neath Port Talbot County Borough Council Local Area Profile

- 3.1. Neath Port Talbot has a geographical area of 442km<sup>2</sup> and is the eleventh largest council in Wales with a population of 139,880 (the 8<sup>th</sup> highest population density)
- 3.2. The Council has adopted a single integrated plan (2013 – 2023) which sets out the Council’s vision for Neath Port Talbot and the steps it will take together to protect and improve local services and support communities.
- 3.3. The plan highlights a number of challenges that the Council faces, and of particular relevance to this Policy is the challenge of deprivation.
- 17 areas within Neath Port Talbot are within the top 10% of the most deprived communities in Wales
  - 4 Communities First Cluster areas.
  - 25% of those of working age (16 – 64) claim employment benefits compared to the Wales average of 14.7%
  - The 9<sup>th</sup> lowest average household income of the 22 Welsh local authorities
  - The seventh highest rate of children living in workless households in Wales.
- 3.4. The Licensing Authority expects that operators of gambling premises have regard for the high levels of deprivation within Neath Port Talbot and to ensure that appropriate control measures are in place to protect vulnerable groups. ***A number of key measures that operators are expected to consider as part of their risk assessments are outlined at paragraph 39 of this policy.***

### 4.0. Licensing Objectives

- 4.1. In exercising most of their functions under the Gambling Act 2005 (the Act), the Licensing Authority must have regard to the licensing objectives as set out in Section 1 of the Act and reproduced below:-

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime.
  - Ensuring that gambling is being conducted in a fair and open way.
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 4.2. It should be noted that the Gambling Commission has stated “The requirements in relation to children is explicitly to protect them from being harmed or exploited by gambling”.
- 4.3. The Licensing Authority is aware that as per Section 153 of the Act, in making decisions about premises licences and temporary use notices, it should aim to permit the use of premises for gambling in so far as it thinks it:-
- In accordance with any relevant code of practice issued by the Gambling Commission;
  - In accordance with any relevant guidance issued by the Gambling Commission;
  - Reasonably consistent with the licensing objectives; and
  - In accordance with the authority’s statement of licensing policy

## 5.0. **Licensing Authority Functions**

- 5.1. Under the Act this Licensing Authority will be responsible for the following:
- Issuing Premises Licences – Where gambling activities are to take place.
  - Issue Provisional Statements - For premises which are to be constructed or adapted for gambling activities.
  - Regulate Club Gaming Permits and or Club Machine Permits for members clubs and miners welfare institutes who wish to undertake certain gaming activities.
  - Issue Club Machine Permits – for Commercial Clubs.

- Grant Permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres.
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines.
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required.
- Registration of lotteries which are small society lotteries below prescribed thresholds.
- Issue Prize Gaming Permits.
- Receive and Endorse Temporary Use Notices
- Receive Occasional Use Notices.
- Provide information to the Gambling Commission regarding details of licences issued (see section 7.0. on information exchange).
- Maintain registers of the permits and licences that are issued under these functions.

5.2. The licensing authority in order to deal efficiently with applications for premises licences, permits, temporary and occasional use notices, reviews, etc has prescribed a list of delegated functions. This is shown at appendix 3.

5.3. It should be noted that the Licensing Authority will not be involved in licensing remote gambling. This will fall to the Gambling Commission via Operating Licences.

5.4. The Licensing Authority recognises that the licensing function is only one means of promoting delivery of the three objectives and should not therefore be seen as a means for solving all problems within the community. The Licensing Authority will therefore continue to work in partnership with neighbouring authorities, South Wales Police, **Public Health** local businesses, local people and those involved in child protection to promote the licensing objectives as outlined. In addition, the Licensing Authority recognises its duty under Section 17 of the Crime and Disorder Act 1998, with regard to the prevention of crime and disorder.



## 6.0. **Responsible Authorities**

6.1. The Licensing Authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- The need for the body to be responsible for an area covering the whole of the Licensing Authority's area, and
- The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

In accordance with the suggestion in the Gambling Commission's Guidance for Local Authorities, this authority designates the Local Safeguarding Children Board for this purpose.

6.2. The contact details of all the Responsible Authorities under the Gambling Act 2005 are available on the Licensing Authority's website at: [www.npt.gov.uk/licensing](http://www.npt.gov.uk/licensing).

## 7.0. **Interested Parties**

7.1. Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act as follows:-

“For the purposes of this Part, a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person –

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraph (a) or (b)”.

7.2. The Licensing Authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party. The principles are:

Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making, but will consider the examples of considerations provided in the Gambling Commission's Guidance to Licensing Authorities.

It will also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices

Interested parties can be persons who are democratically elected such as Councillors and MP's. No specific evidence of being asked to represent an interested person will be required as long as the Councillor/MP represents the ward likely to be affected. Likewise parish/community councils likely to be affected will be considered to be interested parties. Other than these persons, this Authority will require written evidence that a person 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting that representation is sufficient.

If individuals wish to approach Councillors to ask them to represent their views then care should be taken that the Councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the Licensing Section on (01639) 763050 or e-mail [licensing@npt.gov.uk](mailto:licensing@npt.gov.uk)

## 8.0. **Exchange of Information**

- 8.1. Licensing authorities are required to include in their policy statement the principles to be applied by the Authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under Section 350 of the Act with the respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.
- 8.2. The principle that this Licensing Authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 2018 and the General Data Protection

Regulations 2016 will not be contravened. The Licensing Authority will also have regard to any guidance issued by the Gambling Commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

- 8.3. Should any protocols be established as regards information exchange with other bodies, then they will be made available.

## 9.0. **Enforcement**

- 9.1. Licensing Authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

- 9.2. The Licensing Authority's principles are that:

It will be guided by the Gambling Commission's Guidance to Local Authorities, the Regulators Code and the Licensing Authority's enforcement policy. It will endeavour to be:

- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open, and keep regulations simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects

- 9.3. The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

- 9.4. The Licensing Authority has implemented a risk-based inspection programme based on:-

- The Licensing Objectives
- Relevant Codes of Practice
- Guidance issued by the Gambling Commission in particular Part 36
- The principles set out in this statement of licensing policy
- The Licensing Authority's enforcement policy

9.5. The main enforcement and compliance role for the Licensing Authority in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which is authorises. The Gambling Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Licensing Authority, but should be notified to the Gambling Commission.

9.6. The Licensing Authority will take account of the Gambling Commissions guidance document issued in February 2015 (or any subsequent amendments) 'Approach to Test Purchasing' when considering making test purchases at gambling premises. The Licensing Authority will also follow its own policies and procedures regarding the use of underage test purchasers.

9.7. The Licensing Authority will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.

#### 10.0. **Fundamental Rights**

10.1. Under the terms of the Act any individual/company may apply for a variety of permissions and have their applications considered on their individual merits. Equally, any Interested Party or Responsible Authority has a right to make relevant representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the Act.

10.2. Applicants and those making relevant representations in respect of applications to the Licensing Authority have a right of appeal to

the Magistrates Court against the decisions of the Licensing Authority.

#### 11.0. **Integrating Strategies and Avoiding Duplication**

- 11.1. By consulting widely prior to this Policy Statement being published, the Licensing Authority will take full account of local policies covering crime prevention, culture, transport, planning and tourism as part of an integrated strategy for the Council, Police and other agencies. Many of these strategies may not be directly related to the promotion of the three licensing objectives, but may indirectly impact upon them.
- 11.2. When considering any application, the Licensing Authority will avoid duplication with other regulatory regimes so far as possible. Therefore, the Licensing Authority will not attach conditions to a licence unless they are considered necessary, reasonable and proportionate to the use of premises for gambling consistent with the licensing objectives.

#### 12.0. **Sustainable Development Community Strategy**

- 12.1. The Local Government Act 2000 requires all local authorities to produce a community strategy within the framework of the UK Sustainable Development Strategy – “A better Quality of Life” and relevant regional strategies.
- 12.2. ***The Wellbeing and Future Generations (Wales) Act 2015 requires Welsh local authorities to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such a poverty, health inequalities and climate change.***
- 12.3. Community strategies provide a focal point for the identification of local issues and aspirations on social inclusion, environmental protection, employment and economic development.
- 12.4. Local strategic partnerships, typically involving the police, local authorities, primary care trusts, and representatives from education, business and the voluntary sector organisations, are responsible for the achievement of locally set objectives.
- 12.5. Under the Crime and Disorder Act 1998 local authorities must have regard to the likely effect of the exercise of their functions

on, and do all they can to prevent crime and disorder in the area. The Licensing Authority will have particular regard to the likely impact of licensing on related crime and disorder in the area, particularly when considering the location, impact, operation and management of all proposed licence/permit applications, renewals and variations of conditions.

## **Part B – Premises Licences**

### **13.0. General Principles**

13.1. Premises licences will be subject to the requirements set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

13.2. The Licensing Authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it is:-

- In accordance with any relevant code of practice issued by the Gambling Commission;
- In accordance with any relevant guidance issued by the Gambling Commission;
- Reasonably consistent with the licensing objectives; and
- In accordance with the authority's statement of licensing policy

13.3. It is appreciated that moral objections to gambling are not a valid reason to reject applications for premises licences (except as regards any 'no casino resolution' – see section on Casinos below) and also that unmet demand is not a criterion for a Licensing Authority.

13.4. The Licence Conditions and Code of Practice (LCCP) issued by the Gambling Commission commencing in May 2015 places further onus on premises to complete a risk assessment based on code 8, the social responsibility code. The Licensing Authority will have regard to this code when considering applications.

13.5. This Licensing Authority also notes Gambling Commission guidance on ensuring that betting is the primary activity of a licensed premises. Gaming machines may be made available for use in licensed betting premises only at times when there are also sufficient facilities for betting available. Operators will need to demonstrate that betting will continue to be the primary activity of the premises when seeking variations to licenses.

13.6. ~~In making this determination, this Licensing Authority will have regard to the six indicators of betting as a primary gambling activity.~~

- ~~• The offer of established core products (including live event pictures and bet range)~~
- ~~• The provision of information on products and events~~
- ~~• The promotion of gambling opportunities and products~~
- ~~• The actual use made of betting facilities~~
- ~~• The size of premises~~
- ~~• The delivery of betting facilities~~

13.7. Premises are defined in the Act as including “any place”. Section 152 therefore prevents more than one premises licence applying to “any place”. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being separate premises. This makes provision for large multiple unit premises such as a pleasure park, shopping mall etc to obtain discrete premises licences where appropriate safeguards are in place. However, the Licensing Authority will pay particular attention if there are issues about sub-division of a single building and will ensure that mandatory conditions relating to access between premises are observed.

13.8. The Gambling Commission states in its Guidance to Licensing Authorities that “in most cases the expectation is that a single building will be the subject of an application for a licence e.g. 32 High Street. But that does not mean that 32 High Street cannot be the subject of separate premises licences for the basement and ground floor if they are configured acceptably. Whether different parts of a building can be properly regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration

and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the Commission does not consider that areas of a building that are artificially or temporarily separated for example by ropes or moveable partitions can properly be regarded as different premises”.

13.9. The Licensing Authority takes particular note of the Gambling Commission’s Guidance to Local Authorities which states that:

13.10. Licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not “drift” into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premise or premises with a permit.
- Customers should be able to participate in the activity named on the premises licence.

13.11. The Guidance also gives a list of factors which the Licensing Authority should be aware of, which may include:

- Do the premises have a separate registration for business rates
- Is the premises’ neighbouring premises owned by the same person or someone else?



- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

#### 14.0. **Appropriate Licence Environment**

14.1. The Guidance to Local Authorities and the Licence Conditions and Codes of Practice (LCCP) ~~commencing May 2015~~, set out additional matters that the Licensing Authority should take into account when considering licence applications for premises licences.

14.2. Guidance ~~section 19, LCCP condition 16 and code 9~~ prescribes restrictions on gambling activities on premises, previously known as primary gambling activity. The Licensing Authority will consider any application based on the provisions in these codes and guidance.

14.3. Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises; e.g. motorway service areas and shopping malls, the Licensing Authority will expect the gambling area to be clearly defined to ensure that customers are fully aware that they are making a choice to enter into the gambling premises, and that the premises is adequately supervised at all times.

14.4. The Licensing Authority will consider these and any other relevant factors in making its decision, depending on all the circumstances of the case

#### 15.0. **Premises “Ready for Gambling”**

15.1. The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

15.2. If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have right to occupy them, then an application for a provisional statement should be made instead.

15.3. In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process.

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

15.4. Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

15.5. More detailed examples of the circumstances in which such a licence may be granted can be found in the Guidance.

#### 16.0. **Other Considerations**

##### **Location:**

16.1. The Licensing Authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. This authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issue of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

##### **Planning:**

16.2. The Gambling Commissions Guidance to Licensing Authorities states:

~~7.60~~ In determining applications the Licensing Authority has a duty to take into consideration all relevant matters and not to take into consideration any irrelevant matters, i.e. those not related to

gambling and the licensing objectives. One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

- 16.3. This authority will not take into account irrelevant matters as per the above guidance. In addition the authority notes the following excerpt from the Guidance:

7.67— When dealing with a premises licence application for finished buildings, the Licensing Authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Those matters should be dealt with under relevant planning control and building regulation powers, and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

**Duplication with other regulatory regimes:**

- 16.4. This Licensing Authority seeks to avoid any duplication with other statutory/regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be planning permission or building regulations approval in its consideration of it. It will however, listen to and consider carefully any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.
- 16.5. When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or building consents. Fire or health & safety risks will not be taken into account, as these matters are dealt with under relevant planning, building and other regulations and must not form part of the consideration for the premises licence.

### **Licensing objectives:**

- 16.6. Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this Licensing Authority has considered the Gambling Commission's Guidance to Local Authorities and some comments are made below.

### **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime**

- 16.7. This Licensing Authority is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. It is however envisaged that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime, this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. The Licensing Authority is aware of the need to make a distinction between disorder and nuisance. It will consider factors such as whether police assistance was required, the nature of any incident so as to make that distinction.

### **Ensuring that gambling is conducted in a fair and open way:**

- 16.8. The Licensing Authority has noted that the Gambling Commission's advice that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.

### **Protecting children and other vulnerable persons from being harmed or exploited by gambling:**

- 16.9. The Licensing Authority notes the Gambling Commission's guidance that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at, or are particularly attractive to children). The Licensing Authority will therefore consider, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate

measures may include supervision of entrances/machines, segregation of areas etc.

- 16.10. This Licensing Authority is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises.
- 16.11. As regards the term “vulnerable persons” it is noted that the Gambling Commission is not seeking to offer a definition, but states that “it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who are gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs”. The Licensing Authority will consider this licensing objective on a case by case basis.
- 16.12. The Licence Conditions and Codes of Practice (LCCP) issued in 2015 prescribe how operators must prevent children from using age restricted gaming or gambling activities, particularly where gaming machines are licensed.
- 16.13. In particular operators must ensure that;
- all staff are trained,
  - that all customers are supervised when on gambling premises
  - must have procedures for identifying customers who are at risk of gambling related harm.
- 16.14. The Licensing Authority will expect all operators to have policies and procedures in place as required by the LCCP codes on social responsibility to cover all aspects of the code, in particular staff training records and self-exclusion records
- 16.15. Further provisions with regard to self-exclusion and marketing are included in the social responsibility code. The Licensing Authority will take all conditions and codes into account when considering applications or performing enforcement activities.
- 16.16. ***The Licensing Authority will have regard to the Chief Medical Officer for Wales report to support the licensing objective to protect children and other vulnerable persons from being harmed or exploited by gambling.***

16.17. ***The Licensing Authority would expect applicants and licence holders to carry out the necessary checks on all relevant members of staff to ensure their suitability for employment, particularly in respect of premises where children and vulnerable people have access.***

**Conditions:**

- 16.18. Any conditions attached to licences by this Licensing Authority will be proportionate and will be:
- relevant to the need to make the proposed building suitable as a gambling facility;
  - directly related to the premises and the type of licence applied for;
  - fairly and reasonably related to the scale and type of premises; and
  - reasonable in all other respects.
- 16.19. Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this Licensing Authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. ***Specific regard will be against the local risk assessment for each premises, when making such decisions.*** There are specific comments made in this regard under some of the licence types below. The Licensing Authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively, ***in conjunction with mandatory conditions specified in the Gambling Act 2005 (Mandatory and Default Conditions)(England and Wales) Regulations 2007.***
- 16.20. The Licensing Authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises, in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance and ***Codes of Practice.***

16.21. The Licensing Authority will also ensure that where category C or above machines are on offer in premises in which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

16.22. The Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. This Licensing Authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

16.23. It is noted that there are conditions which the Licensing Authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- conditions in relation to stakes, fees, winning of prizes.

**Door Supervisors:**

- 16.24. The Gambling Commission advises in its Guidance to Licensing Authorities that if a Licensing Authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons), then it may require that the entrances to the premises are controlled by a door supervisor, and is entitled to impose a conditions on the premises licence to this effect.
- 16.25. Where it is decided that supervision of entrances/machines is appropriate for particular cases it will need to be decided whether these need to be SIA licensed or not. It will not be automatically assumed that they need to be licensed as the statutory requirements for different types of premises vary

### 17.0. **Adult Gaming Centres**

17.1. The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

17.2. Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises; e.g. motorway service areas and shopping malls. The Licensing Authority will expect the gambling area to be clearly defined to ensure that customers are fully aware that they are making a choice to enter into the gambling premises and that the premises is adequately supervised at all times.

17.3. The Licensing Authority may consider measures such as:

- Proof of age schemes
- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare.



This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

#### 18.0. **(Licensed) Family Entertainment Centres**

- 18.1. The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.
- 18.2. ***The applicant will be expected to provide evidence that a suitable criminal record check with the Disclosure and Barring Service (DBS) has been conducted on all staff in his/her employment.***
- 18.3. ***Children and young persons are permitted entry to licensed FECs but are not permitted to play Category C gaming machines. The Licensing Authority expects the applicant to ensure that there will be sufficient measures in place to prevent under 18 year olds having access to the adult only gaming machine areas. The Licensing Authority will expect applicants to meet the licensing objectives and comply with all mandatory conditions and Codes of Practice issued by the Gambling Commission.***
- 18.4. ***There is a requirement that there must be clear segregation between the types of machine in order that children do not have access to Category C machines. All Category C machines must be located in an area of the premises which is separate from the remainder of the premises by a physical barrier, which will prevent access other than through a designated entrance. The Licensing Authority will seek to ensure that:***
- ***Only adults are admitted to the area where the gaming machines are located;***
  - ***Access to the area where the machines are located is supervised;***
  - ***The area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and***

- ***At the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.***

18.5. The Licensing Authority may consider measures to meet the licensing objectives such as:

- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare.
- Measures/training for staff or how to deal with suspected truant school children on the premises.

This list is neither mandatory, nor exhaustive and is merely indicative of example measures.

18.6. ~~The licensing authority will refer to the Commission's website to see any conditions that apply to operating licences, covering the way in which the area containing the category C machines should be delineated. The licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.~~

## 19.0. **Casinos**

19.1. The Licensing Authority has passed a 'no casino' resolution under Section 166 of the Gambling Act 2005. This resolution came into effect on **XXXX 2019**.

19.2. Potential licence applicants should note that as a 'no casino' resolution has been passed by this authority, no applications for casino premises will be considered. Any applications received will be returned with a notification that a 'no casinos' resolution is in place.

## 20.0. **Bingo Premises**

20.1. This Licensing Authority notes that the Gambling Commission's Guidance states;

Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.

20.2. The Licensing Authority is aware that a holder of bingo premises licences may make available for use of a number of category B gaming machines, not exceeding 20% of the total number of gaming machines, which are available for use on the premises.

20.3. Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

20.4. ***Where Category C or above machines are available in the bingo premises to which children are admitted, the Licensing Authority will seek to ensure that;***

- ***all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier to prevent access other than through a designated entrance;***
- ***only adults are admitted to the area where the machines are located;***
- ***access to the area where the machines are located is supervised;***
- ***the area where the machines are located is arranged so that it can be observed by staff or the licence holder; and***
- ***at the entrance to, and inside any such area, notices are prominently displayed indicating that access to the area is prohibited to persons under 18.***

## 21.0. Betting Premises

21.1. The Licensing Authority will as per Gambling Commission's Guidance take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

21.2. ***The Licensing Authority recognises that certain bookmakers have a number of premises within its area. In order to ensure that any compliance issues are recognised and resolved at the earliest stage, operators are requested to give the authority a single named point of contact who should be a senior individual and to whom the authority will contact first should any compliance queries or issues arise.***

## 22.0. Travelling Fairs

22.1. It will fall to the Licensing Authority to decide whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

22.2. The Licensing Authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

22.3. It is noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Licensing Authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

## 23.0. **Tracks**

- 23.1. The Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. The Licensing Authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.
- 23.2. The Licensing Authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.
- 23.3. The Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:
- Proof of age schemes
  - CCTV
  - Supervision of entrances/machine areas
  - Physical separation of areas
  - Location of entry
  - Notices/signage
  - Specific opening hours
  - Self-barring schemes
  - Provision of information leaflets/helpline numbers for organisations such as Gam Care.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 23.4. Gaming machines - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, these machines (other than category D machines) should be located in areas from which children are excluded.

- 23.5. Betting machines – This Licensing Authority will, as per Part 6 of the Gambling Commission’s Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator proposes to offer.
- 23.6. Applications and plans -The Gambling Act (s51) requires the applicants to submit plans of the premises with their application, in order to ensure the Licensing Authority has premises are fit for gambling. The plan will also be used for the Licensing Authority to plan future premises inspection activity.
- 23.7. Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.
- 23.8. Some tracks may be situated on agricultural land where the perimeter is not such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.
- 23.9. In rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary of the premises does not need to be defined.)
- 23.10. This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the “five times rule” (commonly known as betting rings) must be indicated on plan.

## 24.0. **Provisional Statements**

24.1. Developers may wish to apply to this authority for provisional statements before entering into a contact to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

24.2. S204 of the Gambling Act provides for a person to make an application to the Licensing Authority for a provisional statement in respect of premises that he or she:

- expects to be constructed;
- expects to be altered; or
- expects to acquire a right to occupy.

24.3. The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible Authorities and Interested Parties may make representations and there are rights of appeal

24.4. In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

24.5. The holder of a provisional statement may then apply for a premises licence once the premises are constructed altered or acquired.

24.6. The Licensing Authority will be constrained in the matters it can consider when determining the premises licence application. In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances.

24.7. In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional

statement) only by reference to matters:

- which could not have been raised by objectors at the provisional licence stage; or
- which is in the Authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this Licensing Authority notes that it can discuss any concerns it has with the applicant before making a decision

## 25.0. **Reviews**

25.1. Requests for a review of a premises licence can be made by interested parties or responsible authorities. However, it is for the Licensing Authority to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below:-

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

The authority will also give consideration as to whether the request is frivolous, vexatious; will not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

25.2. The purpose of the review will be to determine whether the Licensing Authority should take any action in relation to the licence. If action is justified, the options open to the Licensing Authority are:-

- add, remove or amend a licence condition imposed by the Licensing Authority;



- exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such an exclusion;
- suspend the premises licence for a period not exceeding three months; and
- revoke the premises licence.

25.3. In determining what action, if any, should be taken following a review, the Licensing Authority must have regard to the principles set out in Section 153 of the Act, as well as any relevant representations.

25.4. In particular, the Licensing Authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

**Part C –**  
**Permits, Temporary Event Use Notices & Occasional Use Notices**

**26.0. Unlicensed Family Entertainment Centre Permit**

- 26.1. Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the Licensing Authority for a permit.
- 26.2. The Licensing Authority will expect applicants to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policy and procedures will be considered on their merits. They may include training of staff regarding suspected truant school children, how to deal with unsupervised, very young children or children causing problems in and around the premises.
- 26.3. The Licensing Authority will expect applicants to demonstrate:
- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
  - that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
  - that staff are trained to have a full understanding of the maximum stakes and prizes.
- 26.4. *The applicant will be expected to provide evidence that a suitable criminal record check with the Disclosure and Barring Service (DBS) has been conducted on all staff in his/her employment.***
- 26.5. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use and would, therefore, exclude any premises primarily used for any other purposes, e.g. canteens, fast food takeaways, leisure centres, garages and petrol filling stations, taxi offices.
- 26.6. It should be noted that the Licensing Authority cannot attach conditions to this type of permit.

## 27.0. Alcohol Licensed Premises

27.1. There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the Licensing Authority and pay the prescribed fee.

The Licensing Authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Act, e.g. gaming machines have been made available in a way that does not comply with the requirements on the location and operation of the gaming machines;
- the premises are mainly used for gambling; or
- an offence under the Gambling Act has been committed on the premises.

27.2. If a premises wishes to have more than 2 machines, then it needs to apply for a permit, and the Licensing Authority will consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant*”. The Licensing Authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling.

27.3. The applicant will be expected to satisfy the Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines.

27.4. Measures which will satisfy the Authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be required. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

27.5. It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any

such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

27.6. It should be noted that the Licensing Authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

27.7. It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

#### 28.0. **Club Gaming and Club Machine Permits**

28.1. Members Clubs and Miner's Welfare Institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming Machines Permit.

28.2. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming, and games of chance as set out in regulations.

28.3. A Club Gaming Machine Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D) only. NB Commercial Clubs may not site category B3A gaming machines offering lottery games in their club

28.4. Gambling Commission Guidance states: "Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulations and these cover bridge and whist clubs, which replicates the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working mens' clubs, branches of the Royal British Legion and clubs with political affiliations".

28.5. The Licensing Authority may only refuse an application on the grounds that:

- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to received the type of permit for which is has applied;

- (b) the applicant's premises are used wholly or mainly by children and/or young persons;
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years; or
- (e) an objection has been lodged by the Commission or the police.

28.6. There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). Commercial clubs cannot hold a club premises certificate under the Licensing act 2003 and so cannot use the fast-track procedure. As the Gambling Commission's Guidance to Licensing Authorities states "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are:

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

28.7. There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

#### 29.0. **Prize Gaming Permits**

29.1. The Gambling Act 2005 states that a Licensing Authority may prepare a policy that they propose to apply in exercising their functions under this Schedule" which "may, in particular, specify matters that the Licensing Authority propose to consider in determining the suitability of the applicant for a permit.

29.2. The Licensing Authority has prepared a policy, which is that the applicant should set out the types of gaming that he or she is

intending to offer, and that the applicant should be able to demonstrate:-

- that they understand the limits to stakes and prizes that are set out in Regulations;
- that the gaming offered is within the law;
- clear policies that outline the steps to be taken to protect children from harm.

29.3. In making its decision on an application for this permit the Licensing Authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

29.4. It should be noted that the Gambling Act 2005 sets down conditions that the permit holder must comply with. These conditions are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

29.5. The Licensing Authority cannot however attach additional conditions to prize gaming permits.

### 30.0. **Temporary Use Notice**

30.1. Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

- 30.2. The Licensing Authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.
- 30.3. The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this Statement the relevant regulations (SI no. 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 30.4. There are a number of statutory limits as regards temporary use notices. Gambling Commission Guidance is noted that the meaning of “premises” in part 8 of the Act is discussed in Part 7 of the guidance. As with “premises”, the definition of “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In the Act “premises” is defined as including “any place”. In considering whether a place falls within the definition of “a set of premises”, licensing authorities will need to look at, amongst other things, the ownership/occupation and control of the premises.
- 30.5. The Licensing Authority is likely to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

#### 31.0. **Occasional Use Notices**

- 31.1. The Licensing Authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The Licensing Authority will, consider the definition of a ‘track’ and whether the applicant is permitted to avail him/herself of the notice

#### 32.0. **Small Society Lotteries**

- 32.1. The Licensing Authority will adopt a risk based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not exclusive, could affect the risk status of the operator:

- Submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held)
- Submission of incomplete or incorrect returns
- Breaches of the limits for small society lotteries

32.2. Non-commercial gaming is permitted if it takes place at non-commercial event, either as an incidental or principal activity at the event. Events are non-commercial if no part of the proceeds is for private profit or gain. The proceeds of such events may benefit one or more individuals if the activity is organised:

- By, or on behalf of, a charity or for charitable purposes.
- To enable participation in, or support of, sporting, athletic or cultural activities.

Charities and community groups should contact this Licensing Authority on 01639 763050 to see further advice.



## **Part D – Decision Making, Conditions and Codes of Practice**

### **33.0. Administration, Exercise and Delegation of Functions**

33.1. The powers and duties of the Licensing Authority under the Act may be carried out by the Licensing Committee, by a Sub-Committee or by one or more officers acting under delegated authority.

33.2. It is considered that many of the functions will be largely administrative in nature with no perceived areas of contention. In the interests of efficiency and cost effectiveness these will, for the most part, be carried out by officers.

33.3. The schedule of delegation of licensing functions is attached at Appendix 3

### **34.0. Appeals Procedure**

34.1. Entitlements to appeal for parties aggrieved by decisions of the Licensing Authority are set out in Sections 206 to 209 of the 2005 Act. Appeals must be made to the Magistrates Court for the area in which the Licensing Authority, which has considered the application, is situated.

34.2. An appeal has to be commenced by giving notice of the appeal by the appellant to; The Clerk to the Justices, Swansea Magistrates Court, Grove Place, Swansea, SA1 5DB within a period of 21 days, beginning with the day on which the appellant was notified by the Licensing Authority of the decision to be appealed against.

34.3. On determining an appeal, the Court may:

- Dismiss the appeal;
- Substitute the decision appealed against with any other decision that could have been made by the licensing authority;
- Remit the case to the Licensing Authority to dispose of the appeal in accordance with the direction of the Court.
- Make an order about costs.

34.4. In anticipation of such appeals, the Licensing Authority will give comprehensive reasons for its decisions. The Licensing Authority will address the extent to which decisions have been made with regard to any relevant codes of practice and guidance issued by the Gambling Commission, reasonably consistent with the licensing objectives and in accordance with this Policy Statement.

34.5. As soon as the decision of the Magistrates' Court has been notified to all parties, the Licensing Authority will not delay its implementation and necessary action will be taken forthwith unless ordered by a higher court to suspend such action (for example, as a result of an ongoing judicial review). The Act provides for no other appeal against the determination of the Magistrates' Court.

#### 35.0. **Complaints against licensed Premises**

35.1. The Licensing Authority will investigate complaints against licensed premises in relation to matters relating to the licensing objectives for which it has responsibility. In the first instance, complainants are encouraged to raise the complaint directly with the licence holder or business concerned to seek a local resolution.

35.2. Where an interested party has made either a valid representation about licensed premises or a valid application for a licence to be reviewed, the Licensing Authority may initially arrange a conciliation meeting to address and clarify the issues of concern.

35.3. This process will not override the right of any interested party to ask that the Licensing and Gambling Acts Sub-Committee consider their valid objections, or for any licence holder to decline to participate in a conciliation meeting.

#### 36.0. **Illegally sited Gaming Machines**

36.1. ***Gaming machines can only be made available for use where a premises licence, permit or an exemption e.g. travelling fairs, authorises its use. It is not possible to site gaming machines at premises such as off licences, newsagents, takeaways or other retail stores.***

- 36.2. ***When illegally sited gaming machines are discovered, the Licensing Authority will make every effort to seize the gaming machine at the first opportunity to ensure that the gaming machine is removed from circulation.***
- 36.3. ***The Licensing Authority working with the Gambling Commission will investigate offences committed under the Gambling Act 2005 by both the supplier of the machine and the proprietor of the business on which the machine was illegally sited.***
- 36.4. ***The Licensing Authority will usually take formal action against the proprietor of the business where illegal gaming machines have been made available for use on the premises. As part of the proceedings the Licensing Authority will seek to secure a forfeiture order under Section 345 of Act, in order that the machine can then be destroyed.***
- 36.5. ***The Licensing Authority anticipates that similar action will be taken by the Gambling Commission to ensure that formal action is also taken against the supplier of the gaming machine.***

**Part E –**  
**Codes of Practice and Risk Assessments**

- 36.6. ~~The code requires operators;~~
- ~~• To supervise customers effectively on gambling premises and identifies customers who are at risk of gambling related harm.~~
  - ~~• With effect from April 2016 to have in place schemes to allow customers to self-exclude themselves from all operators of a similar type in the area where they live and work.~~
  - ~~• To have a range of measures with regard to marketing to ensure social responsibility that is transparent and not misleading.~~
  - ~~• With effect from April 2016 to produce a risk assessment on individual premises, and have policies and procedures and control measures in place to mitigate local risks to the licensing objectives.~~

- 36.7. Risk assessments are required from new applicants, and from existing premises licensees seeking to vary a licence. The code requires all operators of; Casino's, AGC's, Bingo Premises, FEC's, Betting shops and remote betting intermediaries to assess local risks to the licensing objectives, and to have policies, procedures and control measures in place to mitigate those risks.
- 36.8. Operators are required by the SR code to make the risk assessment available to licensing authorities when an application is submitted either for new premises licence or variation of a premises licence, or otherwise on request, and this will form part of the Licensing Authority's inspection regime and may be requested when officers are investigating complaints.
- 36.9. The code requires the licensing authority to set out matters they expect the operator to take account of in the risk assessment in its statement of policy and this Licensing Authority expects the following matters to be considered by operators when making their risk assessment:-
- Information held by the licensee regarding self-exclusions and incidences of underage gambling;
  - Gaming trends that may reflect benefit payments
  - Arrangement for localised exchange of information regarding self-exclusions and gaming trends.
  - Urban setting such as proximity to schools, commercial environment, factors affecting footfall,
  - Range of facilities in proximity to the licensed premises such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities
  - Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activities, etc.
- 36.10. The Gambling Commission released an LCCP in February 2015 with a commencement date of May 2015. The code strengthened the social responsibility code (SR) requirements. Details regarding the LCCP and SR code can be accessed via the Gambling Commission website at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

### **37.0. Overview**

**37.1. The Gambling Act 2005 requires the Gambling Commission to issue one or more codes of practice about the manner in which facilities for gambling are provided. The codes may be directed at the holders of operating or personal licences, or any other person involved in providing facilities for gambling.**

**37.2. The Act also requires licensing authorities to take into account when exercising their functions, any relevant code of practice issued by the Commission under section 24, in this case:-**

- **The Commission's Licence conditions and codes of practice (LCCP), which apply to holders of Gambling Commission operating or personal licences;**
- **Other codes - these are the Commission's code of practice for equal chance gaming and its code of practice for gaming machines in clubs and premises with an alcohol licence**

### **38.0. Types of Code Provision**

**38.1. The LCCP contains two types of code provision, Social Responsibility Code Provisions and Ordinary Code Provisions:**

#### **Social Responsibility Code Provisions**

**38.2. These are provisions describing arrangements which should be made by persons providing facilities for gambling for the purpose of:-**

- **ensuring that gambling is conducted in a fair and open way;**
- **protecting children and other vulnerable persons from being harmed or exploited by gambling; and**
- **making assistance available to persons who are or may be affected by problems related to gambling.**

**38.3. Compliance with these is a condition of operator licences; therefore any breach of them by a licensed operator may**

**lead the Commission to review the operator's licence with a view to suspension, revocation or the imposition of a financial penalty and would also expose the operator to the risk of prosecution.**

### **Ordinary Code Provisions**

**38.4. These do not have the status of licence conditions in the case of licensed operators, but set out good practice. Codes of practice are admissible in evidence in criminal or civil proceedings and must be taken into account in any case in which the court or tribunal think them relevant, and by the Commission in the exercise of its functions; any departure from code provisions by an operator may be taken into account by the Commission, for example on a licence review (but could not lead to imposition of a financial penalty).**

### **39.0. Risk Assessments**

**39.1. The LCCP requires all existing licensees that provide gambling at their premises to assess the local risks to the licensing objectives and have policies, procedures and control measures to reduce those risks. Licensees must take into account any relevant matters identified in the licensing authorities (gambling) Statement of Policy when making their risk assessments.**

**39.2. A local risk assessment should also be undertaken or updated by a licensee, when applying for:-**

- A new premises licence;**
- When applying for a variation of an existing premises licence;**
- To take into account any local significant changes in the local area;**
- When there are significant changes within their premises that may affect the existing local risk assessment.**

**39.3. Operators are required to make the risk assessment available to licensing authorities when an application is submitted and a copy should be kept at the premises or**

***otherwise on request, and this will form part of the Licensing Authority's inspection regime or investigating complaints.***

**39.4. The Licensing Authority expects the following matters to be considered by operators when making their risk assessment:**

**39.5. Matters relating to children and young persons, including:**

- Institutions, places or areas where presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling allies, cinemas etc.;
- Any premises where children congregate including bus stops, café's, shops, and any other place where children are attracted;
- Areas that are prone to issues of youths participating in anti-social behaviour, including such activities as graffiti/tagging, underage drinking, etc.;
- Recorded incidents of attempted underage gambling.

**39.6. Matters relating to vulnerable adults, including;**

- Information held by the licensee regarding self-exclusions and incidences of underage gambling;
- Gaming trends that may mirror days for financial payments such as pay days or benefit payments;
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends;
- Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, council housing offices, addiction clinics or help centres, places where alcohol or drug dependant people may congregate, etc.

**39.7. Other issues that may be considered could include;**

- ~~Matters of faith, including all religious or faith denominations including proximity to churches, mosques, temples or any other place of worship~~ ***as these are often used by vulnerable people, for example: providing food banks, debt advice or mental health support;***

- *the economic make-up of an area;*
- *the surrounding night-time economy;*
- *children's homes and care facilities;*
- *the area footfall e.g. residential or commercial areas;*
- *banks and ATMs nearby;*
- *known anti-social behaviour issues;*
- *housing facilities;*
- *job centres;*
- *hostel and support services for the homeless;*
- *alcohol and drug support facilities;*
- *pawn brokers and payday loan businesses;*
- *other gambling premises;*
- *mental health facilities;*
- *community buildings;*
- *residential care establishments;*
- *transport and parking facilities e.g. bus stops, taxi ranks, train stations;*
- *presences of rough sleepers;*
- *unemployment rates for area;*
- *types and rates of crime in the area that could impact on the premises*
- *areas with significant areas of children, e.g. parks and playgrounds.*

39.8. This list is not exhaustive and other factors not in this list that are identified must be taken into consideration.

### ***Betting Track Premises***

39.9. ***Betting Track Premises are not required to seek an Operators' Licence with the Gambling Commission and as such are not required to conduct a risk assessment. However, in the interest of the objectives of the Gambling Act 2005, namely i) preventing gambling being a source of crime or disorder, being associated with crime or disorder or being used to support crime; ii) ensuring that gambling is conducted in a fair and open way; iii) protecting children and other vulnerable persons from being harmed or exploited by gambling, this Licensing Authority would expect a Betting Track Premises to conduct a risk assessment for their premises.***



## **Significant changes**

- 39.10. ***From time to time operators will undertake a refresh of the premises' layout and décor, which is unlikely to prompt a review of the risk assessment for that premises. However, where there is a significant change at the premises that may affect the mitigation of local risks, then an operator must review its risk assessment and if necessary update it, taking into account the change and how it may affect one or more of the licensing objectives.***
- 39.11. ***It is expected that gambling operators will undertake this risk assessment process as a matter of course for any premises refit, changes to layout or internal control measures. If any changes do require a review of the risk assessments for that premises gambling operators should ensure that they have a system in place to record and action any measures identified in that review.***
- 39.12. ***The gambling operator will be responsible for identifying when a significant change to the premises has occurred. In order to assist gambling operators the Licensing Authority has provided the following list of examples of what could be classified as a significant change to the premises (some of which may also require a variation to the existing premises licence).***
- ***Any building work or premises refit where gambling facilities are relocated within the premises.***
  - ***The premises licence is transferred to a new operator who will operate the premises with its own procedures and policies which are different to those of the previous licensee.***
  - ***Any change to the operator's internal policies which as a result requires additional or changes to existing control measures; and/or staff will require retraining on those policy changes.***
  - ***The entrance or entrances to the premises are changed, for example, the door materials are changed from metal with glazing to a full glass door or doors are reallocated from egress to ingress or vice versa.***

- **New gambling facilities are made available on the premises which were not provided previously, for example, bet in play, handheld gaming devices for customers, Self Service Betting Terminals, or a different category of gaming machine is provided.**
- **The premises operator makes an application for a licence at that premises to provide an activity under a different regulatory regime, for example, to permit the sale of alcohol.**

**39.13. *As with the examples of significant changes in local circumstances, the list above is not an exhaustive list of significant changes to premises.***

**39.14. *The Licensing Authority will not, as general practice, request a copy of the reviewed risk assessment if a significant change to the licensed premises has occurred, unless the change is one that will necessitate a variation application.***

#### **Variations**

**39.15. *Variations to premises licences are only those required to be made under section 187 of the Act and will not include changes of circumstances such as a change of premises' name or a change of licensee's address, etc.***

**39.16. *The Commissions LCCP social responsibility code provision requires that gambling operators must undertake a review of the local risk assessment and update it if necessary when preparing an application to vary the premises licence. Operators submitting a variation application to the Licensing Authority may consider submitting a copy of the reviewed local risk assessment when submitting the application. This will then negate the need for the Licensing Authority requesting to see a copy of this risk assessment and could potentially reduce the likelihood of a representation being made to the application.***

#### **Regular review of risk assessment**

**39.17. *As a matter of best practice the Licensing Authority recommends that operators establish a regular review regime in respect of their local risk assessments. This review programme can be carried out alongside other***

**reviews on Health and Safety risk assessments for the premises. This review programme would ensure that, regardless of whether or not any of the trigger events set out above have occurred, these risk assessments are considered at regular intervals and updated if necessary.**

**39.18. It will be up to the gambling operator as to the frequency of these reviews but it is recommended that no more than three years should pass before these assessments are reviewed. Operators may wish to synchronise their reviews of the local risk assessments with the publication of the Licensing Authority's Gambling Policy. This would enable gambling operators to consider the Local Area Profile outlined at paragraph 3.0.**

#### **Local risks and control measures**

**39.19. There are two specific parts to the risk assessment process:**

- the assessment of the local risks**
- the determination of appropriate mitigation to reduce those risks**

**39.20. The risks that operators must identify relate to the potential impact a gambling premises and its operation may have on the licensing objectives. Gambling operator should identify and list all of the local risks within the assessment that they have identified. The level of such risks can range from being low to very high depending on the potential impact that the gambling operator has assessed it to have on the licensing objectives. The level of any given risk will have a direct impact on the type and extent of the control measures that the gambling operators deems as being necessary to mitigate such risk.**

**39.21. Operators will already be assessing locations when looking for new sites or when reviewing the performance of their premises. The design of premises is also assessed to ensure that they will meet the needs of the gambling operation, will provide protection for staff and customers; and will have facilities for recording crime. Operators will also have implemented policies and procedures for the operation of premises in line with statutory and other regulatory requirements placed upon them by the Commission and other agencies.**

39.22. ***Operators will already be familiar with identifying risks in relation to health and safety and food hygiene legislation. Risk assessments are also used for security and crime purposes, for example for money laundering and as part of trade association best practice, such as the Safe Bet Alliance.***

39.23. ***This local risk assessment process, although similar requires a much broader range of considerations when identifying local risk. The requirement of the Commissions LCCP social responsibility code provision is that gambling operators consider the local area in which the premises are situated and the impact that the premises operation may have on the licensing objectives.***

#### 40.0. **Further Information**

Further information about the Gambling Act 2005, this Statement of Licensing Policy or the application process can be obtained from:

Licensing Section  
Civic Centre  
Port Talbot  
SA13 1PJ

Telephone: 01639 763050  
Email: licensing @npt.gov.uk

Information is also available from:

The Gambling Commission  
Victoria Square House  
Birmingham  
B2 4BP

Telephone: 0121 230 6666  
Website: [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

***The Department for Digital, Culture, Media and Sport  
100 Parliament Street  
London  
SW1A 2BQ***

Telephone: 020 7211 6200  
Website: [www.culture.gov.uk](http://www.culture.gov.uk)

# APPENDIX 1



Neath Port Talbot County Borough Council  
NPTCBC GIS V7.42N

© Crown copyright. All rights reserved Neath Port Talbot CBC LA090131 - 10/08/2009

Printed with TPMS Viewer NPTCBC GIS V7.44N



## APPENDIX 2

### Consultees – Gambling Policy

South Wales Police  
Gambling Commission  
ABMU Public Health Wales  
British Association of Leisure Parks,  
Piers & Attractions Ltd (BALPPA)  
British Greyhound Racing Board  
Bingo Association  
British Beer & Pub Association  
Association of British Bookmakers  
Business in Sport & Leisure  
Casino Operators Association of the UK  
Racecourse Association Ltd  
British Amusements + Catering Trades Association  
British Casino Association  
British Holiday & Home Parks Association  
Community Councils  
Neath Port Talbot Community Safety Partnership  
Neath Port Talbot Primary Care Trust  
Neath Port Talbot Council for Voluntary Services  
Existing Licence / Permit holders (S34's, bingo, betting shops)  
Neath Port Talbot CVS  
Neath Town Centre Partnership  
Neath Town Centre Manager  
Business Crime Reduction Partnership  
Pontardawe Chamber of Trade  
Port Talbot Chamber of Trade  
Neath Chamber of Trade  
Gamblers Anonymous  
Citizen's Advice Bureau  
Gamcare  
Mid and West Wales Fire and Rescue Services  
Western Bay Safeguarding Boards  
All Local Authority Directorates in particular:-  
Environmental Health Section  
Children and Young People Services

APPENDIX 3

SUMMARY OF LICENSING AUTHORITY DELEGATIONS UNDER THE  
GAMBLING ACT 2005

Matters to be dealt with	Full Council	Full Cttee	Sub Committee	Officers
Three year Gambling Policy	X			
Policy not to permit Casinos	X	X		
Fee Setting – when appropriate		X		
Application for premises licence			Where representations have been received and not withdrawn	Where no representations received / representations have been withdrawn
Application for a variation to a licence			Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of a licence			Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a provisional statement			Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application to review premises licence/club premises certificate			X	
Application for club gaming/club machine permits			Where objections have been made (and not withdrawn)	Where no objections have been made (or have been withdrawn)
Cancellation of club gaming/club machine permits			X	
Applications for other permits				X
Cancellation of licensed premises gaming machine permits				X
Consideration of temporary use notice				X
Decision to give a counter notice to a temporary use notice			X	
Decision on whether a complaint is irrelevant frivolous vexatious etc				X
Decision as Responsible Authority to call for a Review of a Premises Licence				X





2017 - 2018

# Director's Annual Report



## Social Services, Health & Housing

## Contents

Introduction .....	2
Director's Summary of Performance .....	3
How are People Shaping our Services? .....	4
Promoting and Improving the Well-being of Those We Help .....	7
Quality Standard 1 - Working with people to define and co-produce personal well-being outcomes that people wish to achieve .....	7
Quality Standard 2 - Working with people and partners to protect and promote people's physical and mental health and emotional well-being.....	12
Quality Standard 3 - Protecting and safeguarding people from abuse, neglect or harm .....	16
Quality Standard 4 - Encouraging and Supporting People to Learn, Develop and Participate in Society .....	18
Quality Standard 5 - Supporting people to develop safely and to maintain healthy domestic, family and personal relationships.....	20
Quality Standard 6 - Working with and supporting people to achieve greater economic well-being, have a social life and live in suitable accommodation that meets their needs.....	24
How We Do What We Do .....	27
Our Financial Resources and How We Plan For the Future.....	28
Our Partnership Working, Political and Corporate Leadership, Governance and Accountability .....	29
Accessing Further Information and Key Documents.....	31

## Introduction

I am pleased to present my first annual report as Director of Social Services. This report provides an overview of the work undertaken by Neath Port Talbot County Borough Council (NPTCBC) during 2017/18 to promote and improve the will-being of its citizens and sets out what we plan to do over the coming year. It is aimed at a wide audience, including those who use our services, their families and carers, the staff and organisations that provide those services, as well as the general public who have an interest in what their Council is doing.

We have all heard about the financial challenges that the public sector faces, and we continue to manage our resources as effectively as possible so that we can provide equitable care and support for our most vulnerable citizens. Everything we do is underpinned by the *Social Services and Wellbeing (Wales) Act (2014)*, and the *Wellbeing of Future Generations (Wales) Act 2015*. Combined, this legislation ensures people who use services have choice and control, and places the wellbeing of individuals and communities at the centre of health and social care.

We have achieved much but are not complacent and there is more that we want to accomplish over the coming year and beyond. We will be working more closely with those who use our services, their carers and the wider public, as well as the private and third sector organisations that provide those services. This way we will ensure that social care provision is the best it can be. In these times of austerity we have to make sure that we gain maximum value for the money that we spend on behalf of our taxpayers. If funding to Councils remains constrained then it is likely that we will have to make difficult decisions in the future about where our priorities lie.

Despite the very real financial challenges ahead I remain confident that together we can meet the Council's vision to create a Neath Port Talbot where everyone has an equal opportunity to be healthier, happier, safer and prosperous.

**Andrew Jarrett**  
**Director of Social Services, Health & Housing**  
**Neath Port Talbot County Borough Council**



## Director's Summary of Performance

Social Services continue to focus on promoting people's well-being and independence. We supported more than 2,900 adults and saw an overall reduction in the number of people aged 65+ supported in the community during the period. By better identifying at an early stage what they need, a greater number of people are receiving help and support from third sector and other community based organisations, without the need for managed care and support from Social Services.

We have reduced the rate of people delayed from leaving hospital because they were waiting for a social care package, and increased the number of Local Area Coordinators to help reduce social isolation.

We believe that children's needs are best met by their own families if this can be safely supported, and I am pleased to report that the percentage of children supported to remain living with their family reached more than 67% last year. Furthermore, the number of Looked After Children continues to fall, standing at 327 at the end of the year.

2017/18 was again a challenging year financially, and the Directorate was required to find efficiencies of £2.6m (and has achieved £28m of savings since 2011/12). Through careful planning and financial discipline we delivered the saving together with an underspend of £200k. This gives Social Services the flexibility to respond to unpredicted demands without overspending and to contribute to the Council's Forward Financial Plan. The support we receive from the Director of Finance and his teams is invaluable.

In January 2018 Elected Members endorsed our Strategic Business Plan, setting out our priorities for improving people's independence and well-being, as well as closer working arrangements to improve our effectiveness and efficiency. Those priorities are laid out throughout this document.

Meanwhile, under the banner of “*Building Safe and Resilient Communities*” we will be consulting with all stakeholders on the medium term future delivery of social care in Neath Port Talbot, focusing on early intervention and prevention.

## How are People Shaping our Services?

*This is about how we find out what people think about our services so we can build on good practice.*

The views of the children and adults who access our services, as well as their parents, families and carers, are important to us. Last year we used a number of ways of gaining feedback to see what people think about how effective our services are and what we can do to further improve.

In May 2017 Children & Young People Services (CYPS) established the Looked After Children’s Youth Council, known as **YOVO – YOur VOice Matters**, which was formed to empower young people aged 11-18 years to influence and inform the decisions that affect their lives. CYPS support young people to get involved in their communities, making a difference as volunteers, campaigners, decision-makers and leaders. There are currently 15 members who meet monthly.

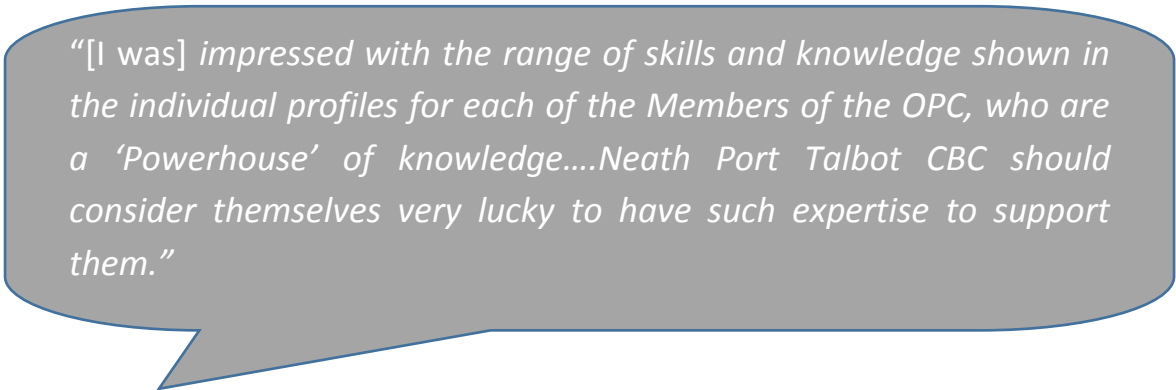
The NPTCBC **Young Carers Strategy** aims to improve the lives of young carers and their families in NPT. Consultation with young carers was undertaken so that they could give their opinions and share their experiences to help shape the strategy.

The **Public Service Board’s Citizens Engagement Scheme** allows all partners to collaborate more effectively, focus resources and avoid duplication. The CYPS Engagement & Participation Officer ensured the voice of the child was a key part of the scheme, and consulted the public on the Welsh Government’s well-being objectives, producing a children and young people friendly questionnaire to gather their views on ‘The Well-being of Future Generations Act’.

Young people in secondary schools across NPT were approached to support the development of a **Child Sex Exploitation website**. Young people and parent/carers were consulted on the design and content of the website. In addition, a Community Resource Group was formed and vulnerable young

people attended a half day workshop for 5 weeks to educate them on a range of safeguarding issues.

The **Older Persons' Council (OPC)** consists of up to 12 people aged over 50 years, with existing networks of contacts in their own community, who carry out two-way engagement bringing matters that are relevant to older people to their attention, and gather opinions about changes or innovations to services which support older people. In the last year the OPC has been involved with around 30 engagement opportunities for organisations including NPTCBC, Abertawe Bro Morgannwg University (ABMU) Health Board and Welsh Government. As such, they support the Council in the implementation of the Strategy for Older People, along with monitoring and scrutinising the Ageing Well in Wales Programme.



*"[I was] impressed with the range of skills and knowledge shown in the individual profiles for each of the Members of the OPC, who are a 'Powerhouse' of knowledge....Neath Port Talbot CBC should consider themselves very lucky to have such expertise to support them."*

A '**Citizen Survey**' was completed at the end of February 2018, where we asked those children over the age of 7, adults, parents and carers who we help, to provide us with feedback on the service they receive and whether it makes a positive difference to them.

#### Children's Responses – Children and Young People Services

In respect of Children's Services, 415 questionnaires were sent out to children with 123 returned, making a response rate of 30%.

#### Parents Responses – Children and Young People Services

385 questionnaires were sent out to parents to ask their views on their involvement in decisions about how their child's care and support was provided. There was a low response rate with only 41 respondents returning their questionnaire, giving a response rate of 11%.

#### Adult Responses – Adult Services



In respect of Adult Services, 1,331 surveys were sent out to adults aged 18 and over with 523 received, equating to a response rate of 39%.

#### Carers Responses – Adult Services

Questionnaires were sent to 672 carers with a total of 227 returned, giving a 34% response rate.

Results and feedback obtained through that survey are contained throughout this report.

#### Priorities for 2017-18 - What we said we would do and what we achieved

- **Strategic intention of Adult Services – Building Communities**
  - ✓ The Community Connecting Team (CCT) is a pan-disability service that works with vulnerable people aged 16+ to build increased confidence and independence by ensuring all people are given the best possible chances and opportunities to achieve their personal goals. CCT currently supports 50 individuals, the majority of whom have a learning disability – the youngest is 19 and the oldest is 98 – through a mix of community groups throughout the borough.
  - ✓ Our Local Area Coordinators have helped more than 300 people in the last year to feel less isolated and more a part of their local communities
- **Improvements to performance management to ensure data and feedback from service users helps shape CRT service developments**
  - ✓ The quality of the service provided by the Reablement Team is monitored by means of a questionnaire given to all individuals on discharge from the service. The survey is designed to seek opinions on the service and offer opportunities for improvement suggestions. 85% of respondents agreed that Reablement improved their independence/confidence/quality of life, whilst following feedback alterations to staff schedules were implemented immediately in the case of four individuals to improve the service they received.

#### **Priorities for 2018/19 – What we want to achieve this year**

- To put in place a Participation & Engagement Strategy for Children, and an Engagement & Consultation Strategy for Adults
- All teams within CRT to utilise 'friends & family' survey for service feedback/improvement when patient case is closed

## Promoting and Improving the Well-being of Those We Help

This section of the report measures both the quantitative and qualitative performance of Neath Port Talbot Social Services against each of the six quality standards, as laid out within the Social Services & Well-being Act.

Performance against these quality standards is shown below, outlining:

- What we achieved in 2017/18 and what difference did we make; and
- What are our priorities for 2018/19

Key Performance Indicators (KPIs) relating to the quality standards can be found within **Accessing Further Information and Key Documents** at the back of this report.

## Quality Standard 1 - Working with people to define and co-produce personal well-being outcomes that people wish to achieve

*This is about how we work in partnership to help people achieve positive outcomes.*

### Information, Advice and Assistance (IAA)

Nearly 2,600 adults received advice or assistance from our IAA service in 2017/18, up 11% on the previous year. Our **Community Directory**, which lists various care and support services in and around NPT, is available across many venues including libraries and GP surgeries. In addition, a dedicated mobile phone app allows social workers the ability to access information online while visiting clients in their own homes.

*"I have had good advice while I have been in care"*

*"It is good to have someone that can support you with any issues"*

*"My School Engagement Officer has really had a positive influence on me"*

*"[My] Social Worker has been supportive with giving"*



### Assistive Technology

The Assistive Technology Service has supported over 2,500 residents and their carers during 2017/18 and has continued to grow and improve the service we provide, helping clients to remain as safe and as independent as possible in their own homes whilst giving peace of mind to families and carers.

During 2017/18 a programme of training, '*Understanding Assistive Technology*', has been provided to Social Services and Health staff in order to raise awareness of the service. This has seen an increase in the number of new referrals the team has received. In addition to this, a new front-end referral system has been incorporated into the Social Services Oracle database system, which has simplified the process for professionals wanting to make a request for the service.

The team has been able to continue the assessment and monitoring of clients' needs across Adult Social Services to support care planning and placement decisions with the use of the ***Just Checking*** systems. We saw a significant increase in the number of requests for the service in 2017/2018, giving us useful information to enhance assessments and reviews. This has helped us to better understand people's needs to make sure they get the right support at the right time.

### Acute Clinical Team (ACT)

The Acute Clinical Team is an Advanced Nurse Practitioner led service with a specific remit for provision of nursing and medical interventions in people's homes including care homes. Supported by Consultant Physicians, the team successfully manage conditions that traditionally would have been viewed as hospital based treatments. This enables better care in the community, thereby preventing unnecessary hospital admission.

In 2017/2018 ACT received an Innovation in Practice Award, a Patients Choice Award and in July 2018 was shortlisted for ABMUHB Chairman's Awards. The

team present locally, nationally and internationally and is held as a Bevan Exemplar for the work it has achieved with the Welsh Ambulance Service.

### Supporting Carers

NPT Carers Service continues to work in partnership as an integrated service with health and social care. Based at Cimla Health & Social Care Centre, it provides information, advice and assistance for carers on a wide range of issues including benefits advice. A support worker is co-located with the Community Mental Health Teams (CMHTs) to ensure carers of someone with mental ill health have appropriate support. In addition, a Carers Health Liaison Worker is based in the multi-disciplinary ***Transfer of Care Liaison Service***, where they are able to share knowledge and experience with both health and social care workers, to ensure the best support and advice is provided to carers whilst the person they care for is in hospital and when they return home. All carers identified through this project are offered a Carers Assessment.

Last year, NPT Carers Service conducted 225 Carers Assessments on behalf of the Council, while a quarterly newsletter was sent to 3,224 carers known to the service across NPT.

*“Any changes in my wife’s condition were assessed right away”*

### Priorities for 2017-18 - What we said we would do and what we achieved

Greater integration of working between Children and Young People’s Services (CYPS) and Adult Services, which will include:

- **A shared “front-door” provision to screen Contacts into the directorate (to include the development of IAA processes and Young Carer provision)**
  - ✓ Over the past several months considerable work has been undertaken in aligning processes between Adults and Children’s front-door services, such as a standardised Referral Form across services. To further build on our work we are progressing co-location of the teams.

- **The development of a pilot ‘Transition Team’ to jointly work complex cases and facilitate their smooth transfer between CYPS and Adult Services**
  - ✓ We have successfully recruited staff to develop a dedicated team and it is intended that the pilot will commence in 2018/19.
- **Developing co-produced and integrated CRT service improvements and design**
  - ✓ Stronger links have been made between the Assistive Technology (AT) Service and Reablement Team. “GSM” units are now offered as standard as part of a free trial for individuals receiving reablement care and support. This gives people the opportunity to try lifeline equipment, and for the AT Service to converse with potentially vulnerable people about other technological solutions to problems they may be experiencing.
- **Further roll out of Local Area Coordinators across NPT and a continued focus on co-production and empowerment of local citizens/communities (CRT)**
  - ✓ We have increased the number of Local Area Coordinators (LACs) from three to five and they worked with 316 people in 2017/18. The team also continue to work closely with GPs to facilitate community engagement and reduce GP visits. Our LACs work closely with social work teams to share best practice in relation to asset based and outcome focused working. By connecting people and initially supporting relationships to develop, people now feel more confident and in control of their lives, whilst knowing that they can call on the help and support of each other.

### Supportive performance data for this quality standard

#### Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I have had the right information or advice when I needed it (adults)	78%	15%	4%	3%
I have had the right information or advice when I needed it (children)	85%	11%	3%	2%

I have had the right information or advice when I needed it (carers)	65%	26%	6%	4%
I was treated with dignity and respect (adults)	93%	4%	1%	1%
I was treated with respect (children)	87%	10%	2%	2%
I was treated with dignity and respect (carers)	89%	9%	1%	1%
I know who to contact about my care and support (adults)	84%	8%	6%	2%
I know who to speak to about my care and support (children)	89%	6%	3%	2%
I know who to contact about my support (carers)	68%	20%	10%	3%
I have been actively involved in decisions about how my care and support was provided (adults)	77%	16%	4%	3%
My views about my care and support have been listened to (children)	84%	13%	3%	0%
I have been actively involved in decisions about how my support was provided (carers)	63%	26%	6%	5%
I have been involved in all decisions about how the care and support was provided for the person I care for	70%	21%	5%	3%
I am happy with the care and support I have had (adults)	88%	10%	2%	0%
I am happy with the care and support I have had (children)	79%	13%	5%	3%
I am happy with the support I have had (carers)	70%	22%	5%	2%

## Quantitative

Performance Measure / Indicator	2017/18	2016/17
The percentage of adults who have received support from the information, advice and assistance service and have not contacted the service for 6 months	Systems being developed to capture this data	
The percentage of assessments completed for children within 42 days from point of referral	97.9%	97.6%

### **Priorities for 2018/19 – What we want to achieve this year**

- Continue to progress the development of a shared “front door”
- Review the way carers assessments are promoted and undertaken to ensure those carers with an assessed need receive the support they need
- In conjunction with stakeholders, review our short breaks ‘respite’ policy and provision to ensure it continues to meet the needs of clients and carers

- Complete a review of advocacy services setting out clear recommendations to respond to demand for advocacy support
- Further increase the number of Local Area Coordinators
- Lay out our medium term plans Children & Young People Services and Adult Social Care

## Quality Standard 2 - Working with people and partners to protect and promote people's physical and mental health and emotional well-being

*This is about how we help people to look after their physical, mental and emotional health.*

### Direct Payments

Over the last 12 months, the **Direct Payments Support Service** has worked hard to develop a holistic approach that supports both the recipients of direct payments and Personal Assistants (PA). The focus of this work has been to support recipients to be confident in how they use their direct payments, whether as employers or 'micro-commissioners' of services. The number of people in receipt of direct payments increased to 415, up from 354 the previous year.

We extended our PA pastoral support service, training programme, and introduced a PA forum enabling networking and information sharing opportunities. The development of the PA register has resulted in a more efficient system for matching employers to potential PAs, helping to reduce the time to set up packages of support.

In addition, the introduction of the specific role of the Direct Payments Social Worker has enabled our health and social care colleagues to access 1:1 guidance to develop their practice. This has resulted in a growth of confidence in staff when providing information to potential direct payment recipients.

### Mental Health

During 2017 a supportive review was undertaken of the Community Mental Health Team (CMHT) services within NPT. Improvements in efficiency and working practice have already been made, for example staff working in an

outcomes focused approach and improved patient flow. Working in partnership with the NPT Carers Service the Council has provided funding to employ a mental health carer support worker, with activities provided to help carers with their emotional well-being. All CMHT health and social care staff have undertaken outcome focused training to help clients set goals and outcomes that supports their recovery and rehabilitation. The Council successfully bid for funding to appoint an Outcome Focused Assessor for individuals who might benefit from a period of intensive re-enablement. In addition, there are client peer support groups in both CMHTs, while multi-agency Local Planning Board (LPB) meetings enable clients and carers to share their views and experiences.

### Supporting Carers

In early 2017 we conducted a 90 day consultation on a new **Young Carers Strategy**, the purpose of which is to improve the lives of young carers and their families in Neath Port Talbot. The Council aims to identify and reduce the numbers of children and young people who are undertaking inappropriate caring roles and the numbers of families who rely on the care of a young person for their unmet care needs because this impacts negatively on a young person's emotional and physical well-being. The Council and key partners are using the strategy to ensure every young carer in NPT has the resources, services and support necessary to achieve their full potential and lead a life away from their caring role.

### Domiciliary Care

During the year our Common Commissioning Unit went live with a '**Dynamic Purchasing System**' – an online tool that helps match people with domiciliary care providers. It has reduced the average time people wait before their care packages start and improved efficiency, for example by aiding safe and timely hospital discharges.

### Learning Disability Services

In March 2018 Members approved our Learning Disability Services Strategic Delivery Plan, which focuses on working with all stakeholders to help improve the independence of people with learning disabilities, including by embedding the **progression model** of care.

### Priorities for 2017-18 - What we said we would do and what we achieved

Greater integration of working between Children & Young People’s Services (CYPS) and Adult Services, which will include:

- **Developing a consistent approach to measuring the quality of social work practice throughout the directorate**
  - ✓ A quality assurance process is fully embedded within CYPS and is being embedded within Adult Services. A feedback mechanism has been developed for disseminating and acting on lessons learned across the workforce
- **Safely reduce the numbers of Looked After Children**
  - ✓ This figure has again shown a year-on-year fall, standing at 327 on 31<sup>st</sup> March 2018 compared with 347 the year before, a near 6% reduction
- **Roll out fully the collection and use of personal outcomes across CYPS, utilising acquired information to support individuals achieve what matters to them**
  - ✓ We have made good progress with approximately 70% of cases within CYPS having one or more personal outcome present but we are not complacent and there is more work to do. This will continue to be a priority in the current year

### Supportive performance data for this quality standard

#### Qualitative

No specified data requirements under this quality standard.

#### Quantitative

Performance Measure / Indicator	2017/18	2016/17
PAM/025 - The rate of people kept in hospital while waiting for social care per 1,000 population aged 75+	3.08	3.88
Measure 20a - The percentage of adults who completed a period of Reablement and have a reduced package of care and support 6 months later	14.6%	Systems were being developed to capture this data
Measure 20b - The percentage of adults who completed a period of Reablement and have a no package of support 6 months later	24.4%	
Measure 21 – The average length of time in calendar days, adults (aged 65+) are supported in residential care homes	766	819
Measure 22 – Average age of adults entering residential care homes	83	83
PI 30 – The percentage of children seen by a dentist within 3	43.1%	New

months of becoming looked after		definition
PI 31 – The percentage of looked after children registered with a GP within 10 working days of the start of their placement	98.3%	99.5%

**Priorities for 2018/19 – What we want to achieve this year**

- Complete the roll out of the collection and use of personal outcomes across CYPS, and roll out across Adults Services
- Develop a commissioning framework for Learning Disability Services
- Produce a Mental Health Service Delivery Plan
- Develop commissioning plans for Adults and Children’s Services
- Develop crisis accommodation

**Quality Standard 3 - Protecting and safeguarding people from abuse, neglect or harm**

*This is about helping to protect people who might be at risk of abuse, neglect, harm or exploitation.*

**Safeguarding**

We have aligned safeguarding so that Adults and Children’s teams take a common approach, including standardised documentation and procedures across the directorate. A review of safeguarding training was undertaken to develop a consistent approach, and a Principal Officer appointed to oversee the work of all teams concerned. Furthermore, Neath Port Talbot is the lead partner responsible for establishing effective regional safeguarding boards for the Western Bay area.

**Advocacy Arrangements**



During 2017/18 in conjunction with the Welsh Government’s **Golden Thread Advocacy Project** we undertook a review of local advocacy provision for older people and other groups. This involved mapping existing services and identifying gaps. The findings will be used to develop a business case for procuring services across the county.

The Council commission advocacy services for individuals to support and represent the views of adults with learning disabilities, mental health needs, physical/sensory impairments and/or older people living in Neath Port Talbot with the intention of giving them a voice.

We also procured independent advocacy services for children and young people in response to the Welsh Government’s standardised approach for advocacy. This service is important for those times when children have a problem, concern or want to make a complaint, but is not limited to these situations and referrals can be made whenever it will assist the child to take part or express their views, wishes or feelings on decisions about their lives. As a result of this service we have seen a twelvefold increase in advocacy referrals.

**Priorities for 2017-18 - What we said we would do and what we achieved**

- **Greater integration of working between CYPS and Adult Services which will include a shared safeguarding provision**
  - ✓ A Principal Officer has been appointed to oversee Safeguarding across Adult and Children’s Services, and a review of Safeguarding training undertaken to develop and ensure a consistent approach across the directorate.

**Supportive performance data for this quality standard**

Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don’t know
I feel safe (adults)	84%	10%	5%	1%
I feel safe (children)	94%	5%	2%	0%
I feel safe (carers)	82%	13%	4%	1%

## Quantitative

Performance Measure / Indicator	2017/18	2016/17
Measure 18 - The percentage of adult protection enquiries completed within statutory timescales (7 days)	86.3%	Systems were being developed
PI 27 - The percentage of re-registrations of children on the local authority Child Protection Register	5.6%	7.8%
PI 28 – The average length of time (in days) for all children who were on the Child Protection Register during the year	276.6	233.1

### **Priorities for 2018/19 – What we want to achieve this year**

- To achieve consistent and quality safeguarding practice across Adult and Children's
- Develop local quality frameworks across all commissioned service areas
- Strengthen the provision of advocacy services across the county borough

## **Quality Standard 4 - Encouraging and Supporting People to Learn, Develop and Participate in Society**

*This looks at how we help people to learn and interact with other people so they can be part of their communities.*

### **Community Independence Service (CIS)**

The Community Independence Service (CIS) is a pan-disability service that delivers high quality 'tenancy related support' to vulnerable people aged 16+ living in NPT. CIS strives to build confidence and independence in all the people it supports, through giving people the skillsets they need to live as independently as possible, including budgeting, shopping and basic cookery. It supported 145 people in 2017/18.

## Case Study

“Doug” was referred to the CIS by the Housing Options Team. He was previously homeless which had an impact on his mental health and well-being. CIS supported “Doug” to maintain his tenancy and his well-being by helping him set up utilities, register with a GP, attend medical appointments and create a cleaning rota and healthy eating plan. With support from CIS, “Doug’s” life is now what he wants. He lives in an area he likes, is taking his medication as prescribed and attends appointments.

## Local Area Coordination

We have increased the number of **Local Area Coordinators** who provide a local, accessible single point of contact for people of all ages who may be vulnerable due to age, disability, mental illness or social isolation, so that they can build a good life as members of their communities.

*“Local Area Coordination is absolutely vital in helping people get together who would otherwise be isolated. I was unable to get out and about, feeling very depressed and lonely, until Emma my Local Area Coordinator came to see me and persuaded me with her encouraging spirit to come out and meet other people in the community. I haven’t looked back since. I now have a great bunch of friends who I see regularly through the week and look forward to*

## Employment & Training

This service, which provides support for people to engage in productive and meaningful work related activity, operates from two bases – **Bspoked Enterprises** in Neath Abbey and **Fresh Start** in Cymmer. Bspoked is a local authority funded project which has evolved from a conventional social services day centre for people with learning disabilities. It is now a thriving hub of work and training opportunities for people with disabilities, mental health problems or those who are socially disadvantaged. The work and training comes from engagement and manufacturing of high quality products by recycling and repurposing waste materials, including wood, glass, textiles and bicycles. Fresh Start is a small outreach service. Its main activity is personalised soft furnishings and all things craft related. It supports the running of the Croeserw

Community Centre with some people involved in the kitchens and at reception. All monies raised by the sale of goods across these projects are reinvested into the service, which supported 112 people last year.

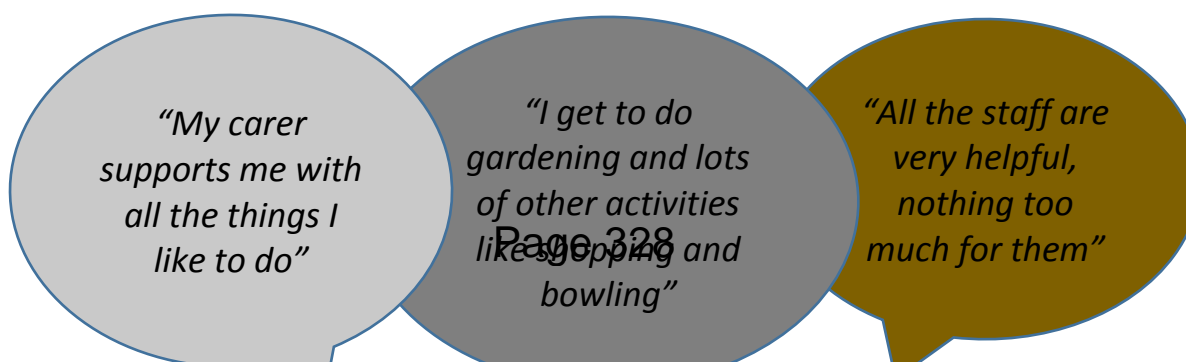
### Supportive performance data for this quality standard

#### Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I can do the things that are important to me (adults)	54%	29%	17%	1%
I can do the things I like to do (children)	79%	18%	2%	2%
I can do the things that are important to me (carers)	51%	38%	11%	0%
I am happy with the support from my family, friends and neighbours (adults)	86%	10%	3%	0%
I am happy with my family, friends and neighbours (children)	91%	6%	2%	2%
I am happy with the support from my family, friends and neighbours (carers)	88%	10%	2%	0%

#### Quantitative

Performance Measure / Indicator	2017/18	2016/17
PI 29a - The percentage of children achieving the core subject indicators at Key Stage 2	59.2%	59.2%
PI 29b - The percentage of children achieving the core subject indicators at Key Stage 4	11.1%	17.5%
PI 32 – The percentage of looked after children who, during the year to 31 <sup>st</sup> March, have experienced one or more changes in school during periods of being looked after that were not due to transitional arrangements	9.8%	9.4%



## Quality Standard 5 - Supporting people to develop safely and to maintain healthy domestic, family and personal relationships

*This is about helping people to achieve healthy relationships at home and with the people they are close to.*

The **Llamau Family Mediation Service** supports young people who have or likely to become homeless because they are experiencing violence, abuse or threatening behaviour at home. Many of the young people supported by the service became homeless because they could no longer stay in the family home – sometimes because of difficulties with relationships and sometimes because it isn't safe for them to stay at home anymore. The Family Mediation Service is very successful at helping to resolve issues between young people and their families, and can support them to continue living at home.

During the year 79 young people were referred to the service. This included 68 aged 14 - 17 years, of whom 51 were able to remain/return home or stay with a family member. A further 15 stayed with friends, including 6 receiving ongoing family support. Of the 11 people aged 18+, five were able to remain at home, return home or stay with a family member, while the remaining 6 stayed with friends including 3 who were receiving ongoing support from family members.

The **Positive Steps Service** was set up to support women who have had one or more children removed from their care and who are at risk of having further children removed to take positive control of their lives and assist them in resolving their difficulties to build a more positive future. The Positive Steps Worker, in partnership with other agencies, is able to offer a variety of different support networks according to individual need, helping increase their resilience and enabling them to make informed life choices in the future. Last

year the programme provided 13 women with the tools to help them break the cycle of having repeat removals of children from their care; improving their self-confidence, self-esteem and control over their lives.

*“Sian has helped me lots after my son got taken for adoption. I feel as though I am ready to move on and get myself sorted now. I am doing my GCSEs and want to better myself. I know I can call on Sian for anything I need.”*

The **Family Action Support Team (FAST)** is a unique project combining a full range of preventative and intensive community-based family support services for children and families on behalf of the local authority. The aim is to promote the well-being, safety and development of children as they grow up, and to develop the positive self-esteem of their parents by providing a range of outreach family support services and coordinated interventions for children, young people and their families. In addition it seeks to reduce the Looked After Children population and maintain children within their families where possible by working with parents and young people to resolve issues.

During 2017-18 the FAST team helped support 381 families, 308 of which were new to the service from the previous year. In total, FAST worked with 937 individual children and family members last year.

### **Medicines Management Team for Domiciliary Care**

In partnership with health and social care professionals, the Medicines Management Team for Domiciliary Care (MMTDC) continues to improve medicines safety, promoting safe practices and high quality medicines management for residents of NPT who have care worker support, and/or are housebound and struggling to manage their medicines.

There are currently around 300 service users in NPT who have their medicines administered by care workers or Health Care Support Workers (HCSW) using a Community Pharmacy Medicines Administration Record (MAR) Chart.

Benefits of the Service include: promotes independence and improved health literacy; reduces medicines risks for patients and care staff; can reduce the level of support required to remain living at home; prevents hospital admission and facilitates timely, safer discharges; and offers peace of mind to the patient, carers and family/friends.

### Priorities for 2017-18 - What we said we would do and what we achieved

- **Further develop our commissioning and delivery of Family Support Services**
  - ✓ We fully integrated the Family Action Support Team (FAST), the Intensive Family Support Service (IFSS) and the Hidden Harm Service into a continuum of support to families who are at risk of breakdown. These three services have been brought together under the management of the Principal Officer for Family Support Services. During the year the support services have improved communication through regular joint team meetings, a referral process has been created and monitoring reports are produced on a regular basis to show outcomes of the services involved. The number of families receiving edge of care family support services has been consistently maintained with over 30 referrals per month to the three services.

### Supportive performance data for this quality standard

#### Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I feel I am part of my community (adults)	85%	7%	5%	3%
I feel I belong in the area where I live (children)	84%	10%	6%	0%
I feel I am part of my community (carers)	83%	11%	4%	3%
I have been actively involved in all decisions about how my child's/children's care and support was provided (parents)	70%	14%	14%	2%

I feel supported to continue in my caring role (carers)	69%	19%	9%	3%
I have been involved in all decisions about how the care and support was provided for the person I care for (carers)	70%	21%	5%	3%

## Quantitative

Performance Measure / Indicator	2017/18	2016/17
PI 25 – The percentage of children supported to remain living with their family	67.2%	60.9%
PI 26 – The percentage of Looked After Children returned home from care during the year	Reported annually by Welsh Govt.	14.8%
PI 33 – The percentage of children looked after on 31 <sup>st</sup> March who have had three or more placements during the year		4.4%

### **Priorities for 2018/19 – What we want to achieve this year**

- Residents will have access to information and advice about community based support provided by voluntary and statutory services
- Further integrate Edge of Care Services to meet increasing demand

## **Quality Standard 6 - Working with and supporting people to achieve greater economic well-being, have a social life and live in suitable accommodation that meets their needs**

*This is about helping people to improve their income, benefit from a social life and have a suitable place to live.*

### **Welfare Rights**

The **Welfare Rights Unit** helps residents of NPT by giving them advice on their benefits entitlements via the Welfare Benefits system. That system is complex and changing so having access to expert advice and assistance is vital in helping maintain people's income. This ranges from advice, including via a public advice helpline, to form filling, complex casework and appeal representation at both first tier and upper tier appeals tribunals. Funding from Communities for



Work and Macmillan means we have **Macmillan benefit advisors** based mainly in hospital clinics throughout the ABMU area. Clients either self-refer or can be referred by a social worker/support worker. During the year, we helped almost 2,600 people and increased the benefit incomes of residents by £8.3 million.

### Homelessness

Following a tender process in early 2017, the Supporting People (SP) Team commissioned The Wallich, a homelessness charity, to deliver an all-inclusive, multi-specialist support service to assist vulnerable people aged 16 years and over, regardless of their age or housing situation. The new peripatetic service, known as the **Prevention and Wellbeing Service (PAWS)** covers the county borough from four bases as well as accessible locations including libraries, providing a minimum of 340 units of floating support at any one time. A total of 317 vulnerable people received support in 2017/18 to maintain independence within their home, including help with complying with the terms of their tenancy/mortgage, budgeting, and managing the safety and security of the home. As a result NPT was nominated for the 'Excellent Commissioning' Award at Cymorth Cymru's 'Promoting Independence Awards 2017'.

### Housing Renewal and Adaptation Service

The Disabled Facilities Grants (DFG) team work very closely with Health partners in reducing delayed transfers from hospital by providing adaptation work to patients' homes to allow them to be discharged more quickly. Last year the team helped 258 people, including grants for 11 children. The Rapid Adaptation Grants (RAG) Scheme continues to be very successful in delivering minor adaptation works to clients very quickly. Split between RAG (93 grants) and hospital discharge grants (32), it delivered support through access works, shower conversions, stair lifts, and hoists. This activity contributes to prevention of slips, trips and falls, as well as potential admissions to hospitals and care homes.

### Welsh Language

Social Services has consolidated its position since last year. Officers from the Directorate have worked with Corporate colleagues to promote and support the implementation of the Welsh Language Standards, along with the development of a Welsh Language Promotion Strategy and Action Plan which will strengthen Welsh language arrangements across the services.

In addition, a new Welsh in Education Strategic Plan has been signed off by the Council and will provide for increased opportunities for children and young people to access Welsh and bi-lingual pre-school and education services.

### Priorities for 2017-18 - What we said we would do and what we achieved

- **Through further development in participation and engagement, we will enable the full involvement of children and young people in the decisions and processes that affect them; for example, by better facilitating them to play a more active part in the creation and review of their care and support plans**
  - ✓ We established the Looked After Children’s Youth Council, known as YOVO (YOur VOice Matters) to empower young people aged 11-18 to influence and inform decisions that affect their lives

### Supportive performance data for this quality standard

#### Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I live in a home that best supports my well-being (adults)	84%	13%	2%	1%
I live in a home where I am happy (children)	87%	8%	5%	2%
I live in a home that best supports my well-being (carers)	77%	17%	5%	1%
I am happy with the people that I live with (children)	91%	6%	2%	2%
It was my choice to live in a residential care home (adults)	57%	32%	10%	1%
I was able to communicate in my preferred language (adults)	95%	3%	2%	0%

I have been able to use my everyday language (children)	94%	3%	3%	0%
I was able to communicate in my preferred language (carers)	97%	2%	1%	0%

## Quantitative

Performance Measure / Indicator	2017/18	2016/17
PI 34a – The percentage of all care leavers who are in education, training or employment continuously for 12 months after leaving care	38.5%	63.0%
PI 34b – The percentage of all care leavers who are in education, training or employment continuously for 24 months after leaving care	56.5%	44.8%
PI 35 – The percentage of care leavers who have experienced homelessness during the year	0%	1.1%

### **Priorities for 2018/19 – What we want to achieve this year**

- Publish a Homelessness Strategy that maximises multi-agency effort to prevent and relieve homelessness
- Make optimal use of Welsh Government Housing Capital Grant to increase the supply of affordable housing whilst contributing to wider social care and community regeneration agendas.
- Commission Young People accommodation services

## How We Do What We Do

### Our Workforce and How We Support Their Professional Roles

We have continued to support social care staff engaged in duties delivered under the Social Services and Well-being (Wales) Act 2014 to have the knowledge, skills and competencies to operate in the legal and cultural expectations of the Act. Systematic ‘outcome focused conversations’ training and development has been rolled out to the whole of Children’s Services. This

has focused on co-production and goal setting with families and young people. Staff have been developed to meet the duties on us in relation to providing Information, Advice and Assistance (IAA), as set out in the Code of Practice for Part 2 of the Act. A Workforce Training Plan is in place which addresses the workforce implications and staff have received training in the key areas of Deafblind; Advocacy; Safeguarding and Assessment. In addition, staff qualifications have been mapped against the assessment requirements within the Code of Practice for Part 3 of the Act, and additional provision put in place for those who do not currently meet the requirements.

### Priorities for 2017-18 - What we said we would do and what we achieved

- **Ensuring staff development and wellbeing remains at the forefront of our CRT service model**
  - ✓ We recognise that promoting and improving staff psychological health and well-being benefits individuals, resulting in higher quality delivery of care to the service user, reduces sickness absence and increases productivity. To that end, a well-being committee was formed – run by the staff for the staff – holding team events, and recognising and sharing positive experiences and compliments. Staff have signed up to the “No bystanders” pledge to not tolerate bullying, participated in positive psychology in the workplace learning and a laughter therapy session.

### Priorities for 2018/19 – What we want to achieve this year

- Supporting the social care workforce to achieve the qualification, training and development requirements for registration, ensuring the sustainability, service quality and improvement of care and support across NPTCBC
- Social care workforce to complete outcome focused training

## **Our Financial Resources and How We Plan For the Future**

Continued public sector funding pressures mean that financial planning remains a challenge for the Council set against increased demand from a growing population.

Monthly reports are produced for senior officers and quarterly reports for Elected Members. These reports monitor expenditure forecasts against the Social Services budget. Regular monitoring and reporting helps to identify trends and highlight cost pressures and savings opportunities.

The monitoring process supports the budget setting for the following year and the Council's Forward Financial Plan (FFP).

The FFP sets out the Council's approach to managing the overall financial position over the following three financial years, and includes strategic financial projections, an assessment of key risks and our medium term approach to achieving the Council's key financial and service priorities.

The focus and direction of the FFP remains heavily influenced by the financial climate and public sector funding cuts, set against a background of increasing demand for more complex services. This has necessitated emphasis on increasing income, as well as delivering further savings and reviewing the Council's service priorities, to help fund and sustain the services we know people value.

## **Our Partnership Working, Political and Corporate Leadership, Governance and Accountability**

Following the introduction of the new administration in May 2017, a number of priorities were laid out from the Political Leadership. The Governance structure changed via a realignment of Scrutiny Committees and the introduction of the Social Care, Health and Wellbeing Scrutiny Committee and Cabinet Board that now sees all Social Services issues reported to one committee.

The Council continues to work closely with partners including the third sector as joint working is seen as a potential solution due to the increasing demographic and funding pressures.

### Governance

A Corporate Governance Group, whose membership is comprised of senior officers, keeps the Council's governance arrangements under review. The systems of governance comply with the Chartered Institute of Public Finance and Accounts (CIPFA) framework. The Group prepares the Annual Governance Statement, identifying any areas that require improvement. This work is then reviewed by corporate directors, the Audit Committee and is finally signed off as part of the Council's final accounts. The Governance Group reviews progress in delivering any identified improvement activities and these are formally reported during the year to the Council's Cabinet.

### Complaints

The complaints procedure provides people with the opportunity to voice concerns or dissatisfaction over the care or support they or their family has received.

We continue to improve on service delivery and resolve any issues at an early stage. A total of 44 complaints were received last year, a 26% reduction on the 60 made in the previous year. We also received 79 compliments across the Directorate, up 65% from the 48 recorded in the previous year.

### Priorities for 2017-18 - What we said we would do and what we achieved

- **Complete the joint health and social services review that is looking at the following themes:**
  - Patient flow & capacity management
  - Staff management & clinical supervision arrangements
  - Integrated working between health and social services
  - Multi-disciplinary working
  - Making best use of admin resources
  - Safeguarding and quality assurance

- Quality assure the above
- ✓ The Community Mental Health Teams (CMHT) underwent a supportive review conducted jointly between the Council and ABMU Health Board. An action plan identifying areas for further improving practice and efficiency was developed and implemented during the year. Improvements in efficiency and working practice have already been made, for example the full integration of administrative support functions and a new operational policy to ensure clear acceptance, allocation and discharge planning processes.

**Priorities for 2018/19 – What we want to achieve this year**

- We will ensure we are compliant with the General Data Protection Regulations (GDPR) in our use and handling of personal data

**Supportive performance data for this quality standard**

Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I have had advice, help and support that will prepare me for adulthood (children aged 16 or 17 only)	60%	20%	13%	7%
I have had advice, help and support that will prepare me for adulthood (only answered by carers respondents aged 18-24 years old)	80%	10%	10%	0%

**Accessing Further Information and Key Documents**

Housing (Wales) Act 2014

<http://gov.wales/topics/housing-and-regeneration/legislation/housing-act/?lang=en>

Learning Disability Services Strategic Delivery Plan 2018 – 2019

<https://democracy.npt.gov.uk/documents/s35665/Learning%20Disability%20Service%20Delivery%20Plan%202018-19%20v1.5%2027%20Feb%202018.pdf>

Mental Health Services Strategic Delivery Plan 2018 – 2019

<https://democracy.npt.gov.uk/documents/s36084/Mental%20Health%20Service%20Delivery%20Plan%202018-19%20v1.2.pdf>

National Dementia Action Plan for Wales 2018 - 2022

<https://gov.wales/topics/health/nhswales/mental-health-services/policy/dementia/?lang=en>

Neath Port Talbot CBC Corporate Plan 2017-2022

<https://www.npt.gov.uk/15847>

NPT Key Performance Indicators (KPIs)

<http://moderngov.neath-porttalbot.gov.uk/documents/s40290/V4%20Quarter%204%202017-18.pdf>

Neath Port Talbot CBC Strategic Business Plan for Adult and Children's Services

<https://democracy.npt.gov.uk/documents/s34372/People%20Directorate%20Strategic%20Business%20Plan%202018-2019%203.pdf>

Regulation and Inspection of Social Care (Wales) Act 2016

<http://gov.wales/topics/health/socialcare/regulation/?lang=en>

The Strategy for Older People in Wales 2013-2023

<https://gov.wales/docs/dhss/publications/130521olderpeoplestrategyen.pdf>

Sustainable Social Services for Wales: A Framework for Action 2011

<http://gov.wales/topics/health/publications/socialcare/guidance1/services/?lang=en>

The Social Services and Wellbeing (Wales) Act 2014

<http://gov.wales/topics/health/socialcare/act/?lang=en>

Together for Mental Health (2012)

<http://gov.wales/topics/health/nhswales/plans/mental-health/?lang=en>

Wellbeing of Future Generations (Wales) Act 2015

<http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en>

Western Bay Population Needs Assessment 2016 - 2017

<http://www.westernbaypopulationassessment.org/en/home/>



## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL SOCIAL CARE HEALTH & WELL-BEING CABINET BOARD

13<sup>th</sup> September 2018

Report of the Director of Social Services, Health & Housing –  
Andrew Jarrett

### SECTION A – FOR DECISION

WARD(S) AFFECTED: ALL

### Western Bay Youth Justice and Early Intervention Annual Plan 2018-2019

#### 1. Purpose of the Report

- 1.1 The report presents the background and summary of the content of the Western Bay Youth Justice and Early Intervention Service (WBYJ and EIS) draft Annual Youth Justice Plan 2018-2019 (Appendix 1).
- 1.2 The report is seeking Member approval for the Western Bay Youth Justice and Early Intervention draft annual Youth Justice Plan 2018-2019 to be commended to Council. After approval the Western Bay Youth Justice & Early Intervention Service Management Board will submit the final version to the Youth Justice Board.

#### 2. Executive Summary

##### Background

- 2.1 Youth offending services/teams (YOS/Ts) are statutory multi-agency partnerships that have a legal duty to co-operate in order to secure youth justice services appropriate to their area funded from a variety of sources including UK Government, Welsh Government (WG) and the statutory partners. (ie the local authority, police, probation and health).

2.2 The production of a Youth Justice Plan is a statutory duty of the Local Authority under Part 3, Section 40 of the Crime and Disorder Act 1998.

The plan sets out:

- a) how youth justice services are to be provided and funded, and
- b) how the youth offending service established by the local authority is to be composed and funded, how it will operate and what function it is to carry out.

2.3 The Crime and Disorder Act 1998, Section 39(1) placed a duty on each local authority, acting with its statutory partners (police, probation and health) to establish youth offending teams in their local area to deliver youth justice services. Section 38(3) of the Act placed a duty on the local authority and its statutory partners to make payment towards the expenditure incurred in providing youth justice services. The purpose of the WBYJ and EIS is to ensure that youth justice services are available across the Western Bay area (Bridgend, Swansea and Neath Port Talbot).

2.4 Bridgend, Neath Port Talbot and Swansea youth offending teams have been merged service since 29 May 2014 when the first WBYJ and EIS Management Board was held and all local management boards ceased to exist. The Management Board is chaired by Neath Port Talbot County Borough Council's Director of Social Services, Health and Housing and has a membership in line with the requirements of the Crime and Disorder Act including cabinet members from all three local authorities.

2.5 The Youth Justice Plan contains information relating to: a summary of achievements; structure and governance; resources and value for money; partnership arrangements and; risks to future delivery against the youth justice outcome measures.

### **3. Summary of the content of the plan**

The summary of achievements includes:

3.1 Efforts have been concentrated on bringing consistent good practice across the region from early intervention, prevention work and diversion through bureau to resettlement and reintegration. This has not been without difficulty; it has taken staff

time to move from one established way of working to another especially during a time of local and national uncertainty. However, Youth Justice Board (YJB) key performance indicators continue to show a reduction in first time entrants and a reduction in the use of custody. Re-offending rates remain high but the actual number of young people re-offending continues to fall.

- 3.2 Focusing on the three England and Wales key performance indicators (KPI) during 2016-2017, the service saw 72 children and young people enter the youth justice system for the first time (recorded as first-time entrants by the YJB). In the Western Bay region there are 45,817 children aged 10-17 years. Of those, only 67 children and young people entered the youth justice system during the financial year 2017-2018 (this number does not include those already within the system from previous years). In addition to this, over 400 children and young people were diverted away from having any criminal record through early intervention by the service and diversion through the bureau.
- 3.3 The use of custody has reduced from 15 young people receiving custodial sentences in 2014-2015 to 13 custodial sentences in 2015-2016 and 12 custodial sentences being given in 2016-2017 and 9 in 2017-2018.
- 3.4 The re-offending cohort being reported for 2017-2018 is taken from 2015-2016 to allow the potential offending behaviour to be tracked. Western Bay has 245 children and young people in the cohort compared to 295 the year before. 119 children and young people (48.6%) re-offended during the tracked period compared to 153 (51.9%) the year before.
- 3.5 If the bureau (pre-court diversion scheme) young people are included in the calculation of reoffending, the figure is reduced to a rate of approximately 27%.
- 3.6 There have been a variety of developments over the past year which evidences the benefits of regional working such as an increasing number of staff working across the region. There are 19 shared posts in 2018-2019 compared to 11 in 2017-2018. This is allowing effective vacancy management as well as the sharing of skills. There has been no 'big bang' effect of the regional working; progress continues to be a pragmatic approach to adapting to change. This approach is fortunate as it allows for any

disaggregation of the service to be more manageable than had the service been taken through a whole region wide restructure.

### **Structure and governance**

- 3.7 The primary purpose of the Western Bay Youth Justice and Early Intervention Service is to ensure that youth justice services are available across the Western Bay area. A YOS is the main vehicle through which youth justice services are coordinated and delivered working to reduce anti-social behavior, offending and reoffending amongst children and young people.
- 3.8 The activity of the YOS across the Western Bay region is overseen and monitored by a management board. As indicated this is chaired by the Director from Neath and Port Talbot and is made up of senior representatives from each of the statutory partners who closely monitor and challenge the operation of the service including the functions it undertakes and the funding arrangements. There is a cabinet member from each local authority on this governance board.

### **Resources and value for money**

- 3.9 The development of regional working came at a time of significant financial challenge for all partners. As the service joined in 2014-2015 each local authority realised a 20% saving against core funding as a result of the amalgamated approach to the delivery of services. The Western Bay service is continuously undergoing redesign across the three local authority areas responding to opportunities and changes in demand. The following years have shown year on year reduction in staffing levels from 107 full time equivalent in 2015-2016 to 84.5 in 2017-2018. The service income has reduced from £4,230,124.00 in 2015-2016 to £3,686,411.00 in 2017-2018. There has been no negative impact on performance and no compulsory redundancies to date.

### **Risks to future delivery against the youth justice outcome measures**

- 3.10 The desired outcomes contained in the plan contribute directly to meeting local authority priorities held within corporate plans across the three local authorities. The priorities and outcomes mirror those of the YJB and WG joint strategy "Children and Young People First" July 2014. These are:

- Reduction in first time entrants through early intervention, prevention and diversion;
- Reduction in youth reoffending through appropriate interventions of the right level at the right time;
- Reduction in the use of youth custody confident that custody is a last resort and for crimes so serious no community sentence is an appropriate response;
- Access to devolved services for children and young people at risk of entering or having entered the youth justice system;
- Effective safeguarding through recognising vulnerability and improving the safety and wellbeing needs of children and young people;
- Effective public protection through risk recognition, assessment and management;
- Ensuring the voice of the victim is heard;
- Successful reintegration and resettlement at the end of an intervention;
- A well supported professional workforce;
- True participation by all involved.

3.11 Improving the key performance indicator (KPI) regarding increasing access to education, training and employment for children and young people known to the service continues to be a challenge. The service has an intervention centre where the staff are able to deliver, e.g. trade tasters and additional tutoring for those young people who have missed significant periods of school. The future development of the intervention centre is central to improving this KPI. The hours offered by education providers increased last year but attendance did not improve at the same rate, this will be a focus for staff along with evidencing outcomes more effectively.

3.12 The approach is informed by the WBYJ and EIS service young people's group who felt strongly that more vocational training should be available through schools. There was a range of experiences within the group but one-to-one learning support in particular was viewed positively. This can be provided through the intervention centre working in partnership with schools and training providers.

- 3.13 While the plan contains realistic and achievable actions and targets for service delivery over the next twelve months, the risks that come with grant-funded posts are always present. The pre-court work relies heavily on WG grant funding which in Bridgend has been included in the flexible funding pathway pilot. It is unclear how this may impact on youth justice services in the years to come.
- 3.14 The decision for Bridgend to leave the Abertawe Bro Morgannwg (ABMU) health region to join the Cwm Taf health region brings with it challenges for WBYJ and EIS as there are joint funded posts and one Western Bay database. Any disaggregation of the service brings risks to delivery as there will be gaps in service for Bridgend as a result of the efficiencies made over the last 4 years from the sharing of posts when managing vacancies and the single database.

#### **4. Financial Impact**

- 4.1 There is no financial impact on the local authority resulting from this year's plan. However, there may be some efficiencies that can be realised through the year. It was recognised that the remand costs to NPT were high last financial year and as a result of this peak the remand strategy is being reviewed to guard against any possibility of unnecessary remands to the secure estate from the courts.
- 4.2 The levels of grant funding available to YOT's, like many other grant funded services are uncertain for the coming years.

#### **5. Equality Impact Assessment**

- 5.1 The youth justice plan should have a positive impact on wider services provided by the Council by bringing down the number of children and young people in trouble with the police. This will in turn reduce the need for other services involvement as a result of their behaviors escalating. Whilst the plan contains areas of service development it can be viewed as business as usual. The equality impact screening has been completed with the conclusion that a full assessment is not required.
- 5.2 Acknowledging children and young people as a priority group in their own right, the service focuses on diverting children and young

people away from the youth justice system as much as possible. In line with the YJB and WG Youth Offending Strategy, the children and young people we engage with are seen as children and young people first and offenders second. Service delivery prioritises helping children and young people avoid criminal records that can hinder them reaching their potential in future years.

## **6. Workforce Impacts**

6.1 There are no workforce impacts associated with this report.

## **7. Legal Impacts**

7.1 There are no legal impacts associated with this report.

7.2 The production of a youth justice plan is a statutory duty of the local authority under Part 3, Section 40 of the Crime and Disorder Act 1998.

## **8. Risk Management**

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

8.2 The risk to delivery repeatedly referenced through the plan is that of the uncertainty regarding Bridgend leaving ABMU Health Board and reducing resources.

8.3 The Council has a legal duty under Section 17 of the Crime and Disorder Act 1998 to carry out all its various functions with “due regard to the need to prevent Crime and Disorder in its area”. The planned actions contained in the Youth Justice Plan aim to have a positive impact on preventing and reducing crime.

8.4 Section 26 of the Counter Terrorism and Security Act 2015 places a duty on specified authorities in the exercise of their functions to have “due regard to the need to prevent people from being drawn into terrorism”. The multi-agency youth justice team through the intensive work undertaken with highly vulnerable young people within the youth justice system and at risk of offending aims to have a positive impact to prevent them being drawn into terrorism.

## **9. Consultation**

- 9.1 There is no requirement for public consultation on the youth justice plan, however the plan has been circulated to partners through the management board and the community safety partnerships in all three local authorities for comment. In January 2018 a young person's sub group of the management board was formed. It is only made up of four young people at present but between them they represent the whole area of delivery i.e. each local authority, pre-court, post court and exit planning. They meet two weeks before each management board and go through the intended agenda and raise any issues or observations they may have. They receive the minutes and actions taken following on from any suggestions they make for change are fed back. The group is new and still developing but they were actively involved in the development of the plan.
- 9.2 Feedback is routinely sought from victims and parents and this feedback has also been used to influence planned service delivery.

## **10. Recommendations**

- 10.1 Members are asked to support the Western Bay Youth Justice and Early Intervention Youth Justice Plan 2018-2019 for commending to Council for approval.

## **11. Reasons for Proposed Decision**

- 11.1 To enable the Western Bay Youth Justice and Early Intervention Service on behalf of Neath Port Talbot County Borough Council to undertake its duties to deliver youth justice services in line with the Crime and Disorder Act 1998. Services include preventing children and young people from entering the youth justice system, supervising young people in the community, the secure estate, supporting families and victims in partnership with other agencies.

## **Implementation of Decision**

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

## **Appendices**

Draft Youth Justice and Early Intervention Plan 2018-2019



## **List of Background Papers**

None.

## **Officer Contact**

Caroline Dyer

Western Bay Youth Justice and Early Intervention Service Manager

01656 815655

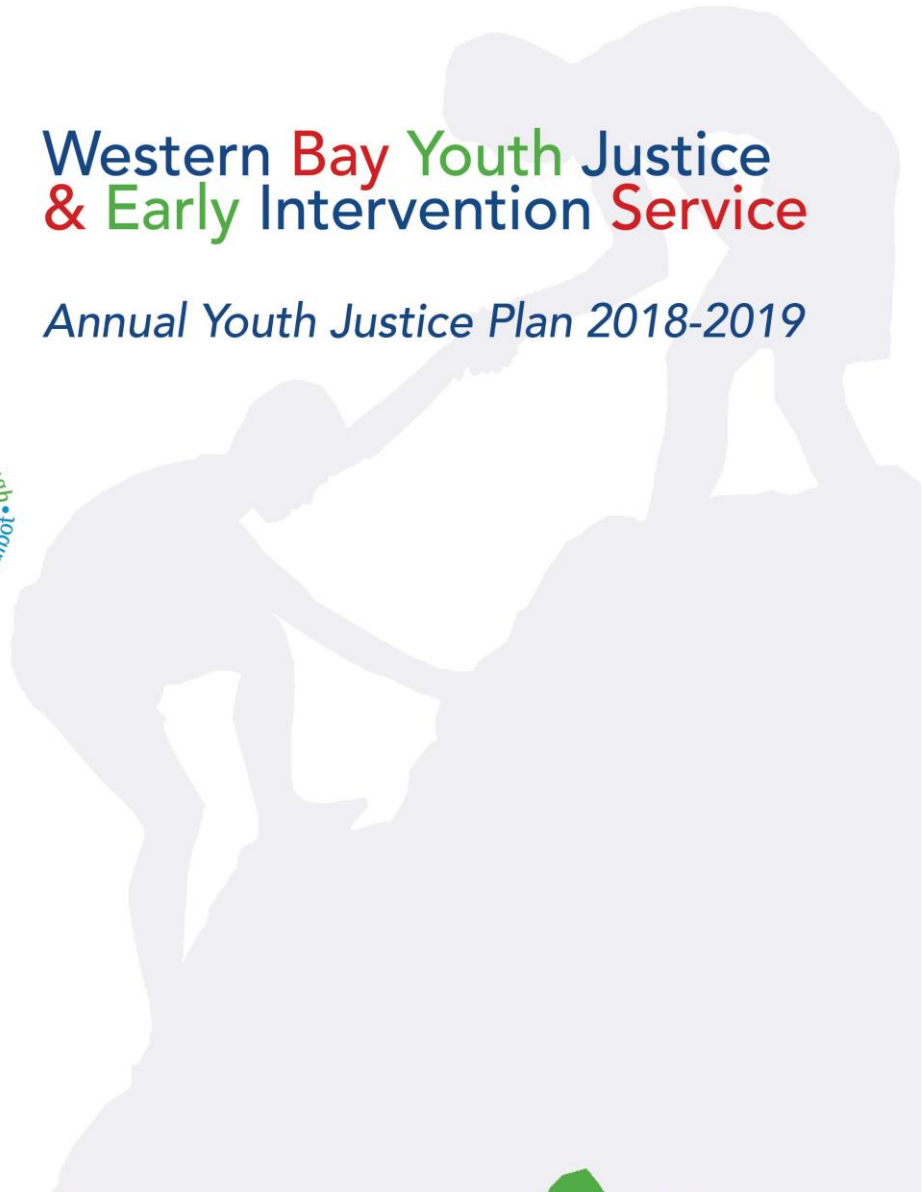
[Caroline.dyer@bridgend.gov.uk/c.dyer@npt.gov.uk](mailto:Caroline.dyer@bridgend.gov.uk/c.dyer@npt.gov.uk)

This page is intentionally left blank



# Western Bay Youth Justice & Early Intervention Service

Annual Youth Justice Plan 2018-2019



## INTRODUCTION

Youth Offending Services/Teams (YOTs) are statutory multi-agency partnerships who have a legal duty to co-operate in order to secure youth justice services appropriate to their area funded from a variety of sources including UK Government, Welsh Government (WG) and the statutory partners. (ie local authorities, Police, HM Prison and Probation and Health).

Bridgend, Neath Port Talbot and Swansea Youth Offending Teams have been a merged service since 29 May 2014 when the first Western Bay Youth Justice and Early Intervention Service (the Western Bay Service) Management Board was held and all local management boards ceased. The management board is chaired by the Neath Port Talbot Director of Social Services, Health and Housing and has a membership in line with the requirements of the Crime and Disorder Act 1998 including Cabinet Members from all three local authorities and the Police and Crime Commissioner.

The amalgamation came at a time of financial challenge. The service has managed to continue to deliver services sustaining performance whilst making savings year on year. The service has been flexible and able to work differently with less staff to achieve these savings. No compulsory redundancies have been made to date.

Efforts have been concentrated on bringing consistent good practice across the region from early intervention and prevention work through to resettlement and reintegration. The plan contains the detail of how the service has monitored performance and the planned actions for improving outcomes.

In order to drive forward the quality of work as well as the volume of work the service has developed a management sub group, the 'performance and audit' group. This group ensures that any action plans are monitored, lessons from inspections are transferred into our own approaches, relevant audits are completed and overall performance is internally monitored. This group has been a positive development and is continuing to develop its own programme of work. The work plan is attached for information.

The variety of developments over the past year cannot all be covered but the service is seeing the benefits of the amalgamation as an increasing number of staff work right across the region. This is allowing vacancy management as well as the sharing of skills. However, over the last twelve months the staff group have felt the strain of covering vacancies and sickness as the service has been preparing for reduced budgets. This is one of the difficulties when working in such uncertain times. There has been no 'big bang' effect of the amalgamation, progress continues to be a pragmatic approach to adapting to change. This approach has been largely due to an uncertain political and financial environment and this continues to be the case.

Delivering effective services during a time of change is challenging. The financial pressures and uncertainty felt by youth justice services can on the one hand result in creative solutions but on the other hand it can hinder the development of innovative practice, staff development and partnership working. The Western Bay service has experienced continued difficulties relating to health partner contribution and the Welsh Government grant that contributes significantly to the reduction in first time entrants into the youth justice system by funding diversion and prevention activity is now part of a flexible funding approach which can impact on its current level and it coming to YOTs at all in future years. There are ongoing reviews of youth justice delivery and specifically in Wales, WG are developing a new “blue print” for the delivery of youth justice services. The first draft of this is due for completion by July 2018 but will not be available to inform this plan.

The development of the use of the reoffending toolkit live tracker, developing performance information that meets the needs of the three local authorities and that captures outcomes for funders has been a focus for the information officers and continues to be a challenge as the information system does not necessarily have the reporting functions needed. General Data Protection Regulations (GDPR) has brought with it the need to be sure that our processes are in line with requirements. This and the active offer to provide a service in Welsh has been one of the main focus’ of the business support section of the service.

Despite the uncertainty and pressures on the service the strengths, weaknesses, opportunities and threats (SWOT) analysis completed by the young people’s management group and staff groups have remained relatively positive. The first table below was completed by young people and the second is the version completed by staff.

## Young person's sub group SWOT analysis on the Western Bay Service

Page 354

<p><b><u>Strengths</u></b></p> <ul style="list-style-type: none"> <li>- Worker stays with you throughout</li> <li>- YOT worker wants what's best for you</li> <li>- YOT worker is in regular contact with you – doesn't give up on you</li> <li>- Education support</li> <li>- Enjoy it</li> </ul>	<p><b><u>Weaknesses</u></b></p> <ul style="list-style-type: none"> <li>- Intensive Supervision &amp; Surveillance (ISS) is too early in the morning</li> <li>- Pre Sentence Report (PSR) author is not always involved at bail point</li> <li>- Better planning meetings (role responsibility needs explaining better) can be confusion</li> <li>- Staff to raise issue if there is confusion</li> <li>- ISS need more things to do</li> <li>- Time restraints (going through reports before court)</li> </ul>
<p><b><u>Opportunities</u></b></p> <ul style="list-style-type: none"> <li>- Moving Forward Programme</li> <li>- Agored Cymru Qualifications</li> <li>- GCSE resits the chance to sit them</li> <li>- Opportunity to keep in touch if you want to</li> </ul>	<p><b><u>Threats</u></b></p> <ul style="list-style-type: none"> <li>- May not achieve the change we need to in the time allowed</li> <li>- Being out of school for too long due to e.g. bail conditions</li> <li>- Expectations of national standards /Youth Justice Board (YJB) vs maturity (being a child/yp)</li> <li>- Finances/money</li> </ul>

## Staff

### Strengths

- Regional business support/ Information Officers – one system
- Good at engaging with young people
- Team professionalism
- Advocating for young people – access to services/rights
- Number of interventions available
- Staff 'want and desire' to make a difference
- Families see us as a source of support and not a threat
- Diversity and experience within the team
- One system
- Multi-agency retained approach
- Adaptable / open to change
- Tailor interventions
- Boost timetable / qualifications /re-engagement

### Weaknesses

- Evidencing and recording – know where to find it
- Demands on service – loss of staff
- Capturing softer outcomes
- The recording system itself
- Some are still “trying to get our heads around Western Bay” – why? – political environment
- Maintaining consistency for any length of time with uncertainty
- Still some lack of consistency across localities
- Planning process – need to prioritise the young person's planning meeting
- Enhanced Case Management (ECM) can be in conflict with management of high risk – National Standards (NS)
- Recording mental health referrals – hiding unmet needs
- Communication– many layers need to have the same message

**Opportunities**

- Plan to move the Intervention Centre to a more central location (Neath Port Talbot)
- Release On Temporary Licence (ROTL)/mobility developments
- Build on prevention base
- Opportunities for joint approaches e.g. schools
- Meet Education Training & Employment (ETE) Key Performance Indicator (KPI) – work effectively with school to meet 25 hours
- Accessibility and outreach
- Accreditations
- Creative use of interventions/ orders
- Participation – young person’s board sub group
- Music project growth
- Building skills growth
- Staff development – progress/ grow
- Change

**Threats**

- Political environment – impact on team/morale/staffing
- Budget
- Difficult to get volunteers
- Other services saturating our services
- Type of young person – complexity/time/ scratching the surface, not dealing with root cause
- Accessing services – Mental Health/Housing
- Reluctance to apply for temporary contracts
- Victims of own success – statutory caseloads reducing/prevention demand could exceed supply
- Quality impacted on by staff vacancies
- Change

**The young people’s version is far more to the point!**



## Structure and governance

The production of a Youth Justice Plan is a statutory duty of the local authority under Part 3, section 40 of the Crime and Disorder Act 1998.

The plan sets out:

- how youth justice services are to be provided and funded; and
- how the Youth Offending Service established by the local authority is to be composed and funded;
- how it will operate; and
- what function it is to carry out.

The Crime and Disorder Act 1998, section 39(1) places a duty on each local authority, acting with its statutory partners to establish youth offending teams in their local area to deliver youth justice services. Section 38(3) of the Act places a duty on the local authority and its statutory partners to make payment towards the expenditure incurred in providing youth justice services. The plan incorporates all elements required and adheres to the terms and conditions of Youth Justice Grant for financial year 2018 - 2019

Membership of a YOT is prescribed by the legislation. It must include a probation officer, social worker, police officer, health representative and education representative. Health representation has been a challenge and escalated to the YJB Wales team. The inspection of Cwm Taf Youth Offending Service published in July 2017 is of particular interest for the development of our management board as Cwm Taf amalgamated at a similar time to Western Bay. There are specific lessons to be learnt from the inspection findings relating to governance but specific reference is also made in the report to lack of health provision.

The purpose of the Western Bay Service is to ensure that youth justice services are available across the Western Bay area. A YOT is the main vehicle through which youth justice services are coordinated and delivered working to reduce anti-social behaviour (ASB), offending and reoffending amongst children and young people.

The Western Bay Service management board, made up of senior representatives from each of the statutory partners as outlined above, oversees the operation of the service including the functions it undertakes and the funding arrangements. Regular reports are provided to all three local authority Cabinets and appropriate scrutiny committees as required. The strategic priorities are reflected in the planning and delivery of youth justice services.

Bridgend's vision is "one council working together to improve lives" with three strategic priorities being supporting a successful economy, helping people to become more self-reliant and smarter use of resources.

Neath Port Talbot's vision is to help the borough become a better place for people to live learn and work, bring up families and enjoy their leisure activities. A place where everyone has an equal chance to get on in life.

Swansea has five priorities in the corporate plan to deliver a "successful and sustainable Swansea" which are Safeguarding people from harm, Improving Education and Skills, Transforming our Economy and Infrastructure, Tackling Poverty, Transformation and Future Council.

The staff group across Western Bay have been through a challenging journey but have been committed to being the best service they can be. They produced the following vision;

Page 35  
*Youth Offending Teams aim to prevent and reduce offending, reoffending and anti-social behaviour amongst children and young people.*

Page 36  
*We strive to achieve this aim through the delivery of the right high-quality services provided at the right time for and informed by children, young people, parents and carers, victims and the wider community and partners. These services will be provided cost effectively by a diverse, competent and well supported staff group.'*

Last year a small group of children and young people came up with their version of what a successful YOS looks like from a mechanic point of view ie if they were cars.

*'If they get a good service the car won't break down and they won't be back in the garage!'*

This year as part of consulting them on the plan we asked them about the management board and they summarised their view as "the board need to be on it". What they meant by this was the board need to be well-informed and actively assisting the service. When asked to come up with a short vision statement they thought it was a unnecessary, that conversation ended there.

The Management Board is pro-active. Accessing quality education training and employment (ETE) has been a focus with reports being produced on the use of reduced timetables. The management board has recently had a new chairperson. The first board being chaired by him in May 2018 included a review of the board terms of reference and membership. The quality and performance sub group were

tasked with adding dates for the reporting of audits into the board and there was a drive from members to have evidence of what difference audits are making to quality.

The service is represented on all three Community Safety Partnership Boards, the Western Bay Safeguarding Children Board and the Western Bay Area Planning Board, and Supporting People Boards. The service manager has strategic links with the South Wales Criminal Justice and Integrated Offender Management Board, Multi Agency Public Protection Arrangements (MAPPA) , the Youth Justice Advisory Panel and having recently stepped down as chair of YOT Managers Cymru remains involved in areas of practice development across Wales. In each locality it has been important to ensure local relationships are retained which is achieved by linking key members of senior staff to local meetings, the strategic manager maintains links through the Family Support Continuum Steering Group in Swansea, Think Family Executive Group in Neath Port Talbot and the Senior Management Group of Education and Family Support in Bridgend. These meetings are prioritised and provide additional communication links with Public Service Boards.

Now that the Community Safeguarding & Public Protection Incidents (CSPPi) reporting requirements and the learning process that follows have changed, these incidents are now reported to the Western Bay service management board in addition to any other relevant forum, Safeguarding Childrens Board (SCB), MAPPA, Community Safety Partnerships (CSP) as appropriate.

Page 359  
The region has two secure establishments situated within it with clear links in place with the service through shared posts, specific meetings attended and through the Safeguarding Board. Both establishments report into the Quality and Performance sub group of the board chaired by the service manager.

The service itself has a small internal management team made up of the two operational managers, who have taken on pre and post court themed areas of work across the region, the seniors from each locality and the service manager, thus breaking down silos of activity. Having the management team has added considerable value and strength. In addition there is an extended management team which involves any member of staff who has responsibility for others. These meetings along with quarterly staff meetings are the main form of communication across such a wide regional service. The line management of staff is attached.

## RESOURCES AND VALUE FOR MONEY

The service works out of three locality team bases, one in each local authority and has an intervention centre currently based in Swansea. Due to the nature of centre and the need to improve accessibility the centre is moving

	<b>Financial Year 2018-2019 Actual members of Staff – Hours can vary. The staffing structure is constantly under review and subject to change.</b>
Service manager	1
Operational managers	
Pre-court	1
Post- court	1
Senior practitioners Covering themed delivery in prevention and diversion, quality and staff development, high risk, custody,	5
Social workers	10
Probation officers seconded	2 part time
Police officers seconded	4
Education workers	4
Substance misuse workers commissioned	3
Parenting officer	1
Intensive Supervision and Support (ISS) project workers now taking on additional areas of work reflecting reduction in ISS cases Bail and remand,	4

Resettlement/transition High risk pre-court cases Weekend cover	
Referral order coordinators – including court duties and volunteers	3
Business support	7
Development worker	1
Youth worker	1
'CAIS' seconded	2
Information officers	2
Victim workers	3
Reparation coordinator	1
Prevention coordinators	2
Prevention and early intervention workers (not social work case managers)	4
Intervention centre manager	
Emotional health and wellbeing	1
Music project	1
Part time tutors	2
Agored Cymru project worker	1
Volunteer co-ordinator	1
Referral order support workers (flexible duties including reparation)	3
Child & Adolescent Mental Health Service (CAMHS) tier 3	Access to 1 day per week
HMPYOI Parc Prison workers jointly supervised	2
Hillside Secure Childrens Home Resettlement worker jointly supervised	1

Two posts that were previously in the service have now been deleted. The manager post of the junior attendance centre (JAC) and the restorative approaches (RA) coordinator posts are currently being absorbed into an existing posts. There is agreement for two days per week dedicated CAMHS band 7 time in the Western Bay service and negotiation for a half day dedicated sexual health nurse time per week.

Whilst posts are in many cases reliant on grant funding the post holders have been employed for such periods that they are entitled to the same employment rights as those posts funded by eg the local authorities. The Western Bay service is continuously undergoing a

redesign across the three local authority areas responding to opportunities and changes in demand. The staffing levels have reduced from 106.9 full time equivalent in 2015/2016 to 84.5 in 2017/18. All performance and financial reporting is provided on a financial year basis.

The service income has reduced from £4,230,124.00 in 2015/2016 to £3,686,411.00 in 2017/2018.

The service runs from four bases. There are three locality bases and a resource centre utilised by all three locality teams. Staff whilst still employed by their respective local authorities work regionally cutting down duplication and making best use of the teams skills.

## FINANCE

	BCBC	SCBC	NPTCBC	TOTAL
	£	£	£	£
Youth Justice Grant	(193,357)	(383,200)	(217,000)	-793,557
Welsh Government Promoting Positive Engagement(PPE)	(263,911)	(326,800)	(127,500)	-718,211
Other Income *	(254,882)	(139,924)	(122,110)	-516,916
<b>Total Income</b>	<b>(712,150)</b>	<b>(849,924)</b>	<b>(466,610)</b>	<b>(2,028,684)</b>
<b>Net Budget (LA Contributions)</b>	<b>384,060</b>	<b>695,644</b>	<b>431,250</b>	<b>1,510,954</b>
<b>Budget as % total</b>	<b>25.42%</b>	<b>46.04%</b>	<b>28.54%</b>	<b>100.00%</b>

<b>* Other income made up:</b>	<b>BCBC</b>	<b>SCBC</b>	<b>NPT</b>	<b>WB TOTAL</b>	
Police & Crime Commissioner (PCC)	31,500	63,000	35,800	130,300	*confirmed for 2018/2019
Remands (included in YOS budget)	17,478	21,000	12,530	51,008	tbc
Junior Attendance Centres	-	18,700		18,700	*confirmed for 2018/2019
Parc Prison	91,152			91,152	tbc
Other - contributions health police etc	16,520	20,000	9,970	46,490	tbc
Contributions from partners due to shared posts	98,232	17,224	63,810	179,266	*subject to review
	254,882	139,924	122,110	516,916	

### Delivery specific to grant allocation

Grant	Service delivery	WB Allocation
Police and crime commissioner	Substance misuse services, diversionary activities and increasing access to education training and employment with specific reference to achievements in Duke of Edinburgh and Adventure Service Challenge	130,800
Welsh Government (Promoting Positive Engagement of children and young people at risk of offending)	Pre-court and early intervention covering prevention and diversion activity including bureau. Working in partnership responding to adverse childhood experiences (ACEs) restorative practises within the school setting, residential settings and the wider community. Contribution to transition, resettlement and reintegration services.	718,211
Youth Justice Good Practise Grant	Delivery of the YJB and WG priorities. This involves the ongoing redesign of the service, sharing good practice and developing new ways of working. Development of the regional Intervention Centre to improve partnership working and access to service. Continue to embed Asset Plus, youth to adult transition, develop the use of data including the use of the reoffending toolkit and listening to the views of service users more effectively, improve the quality and range of alternatives to custody and remand, increase release on temporary licence (ROTL) linked to HMPYOI Parc and Hillside Local Authority Secure Childrens Home (LASCH), concentrate staff practice on desistance, resilience and trauma informed practice eg the enhanced case management model and early recognition of ACEs. Through the senior management team deliver robust management oversight and quality assurance (QA).	793,597

Page 364

**The desired outcomes** contribute directly to meeting local authority priorities held within corporate plans across the three local authorities. The priorities and outcomes contribute to the priorities under the police and crime commissioners plan and mirror those of the YJB and WG joint strategy 'Children and Young People First' (July 2014) and in line with the YJB strategic and delivery plans.

1. A well-designed partnership approach giving value for money achieving the following:
2. Reduction in first time entrants through early intervention, prevention and diversion.



3. Reduction in youth reoffending through appropriate interventions of the right level at the right time.
4. Reduction in the use of youth custody confident that custody is a last resort and for crimes so serious no community sentence is an appropriate response.
5. Access to devolved services for children and young people at risk of entering or having entered the youth justice system.
6. Effective safeguarding through recognising vulnerability and improving the safety and wellbeing needs of children and young people.
7. Effective public protection through risk recognition, assessment and management.
8. The voice of the victim is heard.
9. Successful reintegration and resettlement at the end of an intervention.
10. A well supported professional workforce.
11. True participation by all involved.

### Partnership arrangements and risks to future delivery against the youth justice outcome measures

<p><b>Who is better off and what does success look like?</b></p>	<p>Reduction in first time entrants</p> <p>By reducing first time entrants into the youth justice system we:</p> <ul style="list-style-type: none"> <li>– Increase opportunities for young people to reach their potential</li> <li>– Reduce the number of victims of crime in the longer term</li> <li>– We achieve a safer community for all</li> <li>– There will be reduced pressure on higher tier services</li> </ul> <p>The measurement of success will be:</p> <ul style="list-style-type: none"> <li>– Fewer children and young people entering the youth justice system with increased diversion and increased prevention numbers.</li> <li>– Reduced levels of youth crime.</li> <li>– Early access to services based on early identification of need</li> <li>– Increased parental responsibilities</li> <li>– Increased restorative practises</li> <li>– Increased community reassurance</li> </ul>
<p><b>What are the Funding/</b></p>	<p>A significant amount of this work is funded by Welsh Government grant money across the region for the last six years. However this work is not delivered in isolation of the wider service provision including that funded by the</p>

<b>Financial Implications?</b>	Police and Crime Commissioner (PCC), local authority and cross-cutting posts funded through all key partner contributions and YJB. Young people screened/assessed by the pre-court staff in the service access the same multi-agency team as those young people subject to statutory orders. Early intervention and diversion needs to be seen in the context of the impact it has on reducing the court cohort and escalation of need. This has a positive financial impact.
<b>Who are our partners?</b>	<p>The bureau is a pre-court disposal process developed and implemented in collaboration between Police and the Western Bay Service. The wider early intervention and prevention work relies heavily on partnership working. Whilst partners may vary according to local arrangements the desire to provide an integrated approach to meeting the needs of children and young people is the same. Partners include EVOLVE (Targeted intervention in Swansea), Youth Engagement Progression Framework (YEPF), Team around the Family (TAF) and early help services and wider youth services and third sector providers.</p> <p>Through the increased focus on ACEs by the Police and Crime Commissioner and YJB there is the opportunity to further develop effective partnership arrangements eg through the ‘Early Action Together’ national programme of work. The systems review in Swansea focusing on the “what matters” conversations has highlighted areas of joint approaches that can be tested and rolled out regionally to meet local need.</p>
<b>What risks are there to delivery?</b>	<p>The risks that come with grant funded posts are always present. As stated above the pre-court work relies heavily on WG grant funding amongst others. The local authorities are not in a position to absorb the costs of services should grant funding be stopped or transferred elsewhere under the flexible funding pilot scheme and within the five year planning process required of the local authorities in relation to the use of the grant funding across several areas of front line delivery. The risk that comes with this is that First Time Entrants (FTE's) will slowly increase.</p> <p>Bridgend moving away from collaborating on the Western Bay footprint as they move to the Cwm Taf health board region from the ABMU region.</p> <p>There is an additional risk in relation to maintaining a reduction in FTE's for the Bureau in that to keep bringing down numbers is difficult when such a successful reduction has already been achieved.</p>

What will we do?	by when	Performance Measures	2015-2016	2016-2017	2017-2018	Target for 2018-2019
<p>The service will continue to develop working practices with our partners on the Western Bay footprint under the flexible funding business case submitted to Welsh government. Bridgend is the host authority for the service and the PPE came to the Western Bay service for this test year as NPT and Swansea were not within the flexible funding pathfinders.</p> <p>The bureau will continue to be delivered in partnership with the police. A screening tool has been piloted in line with the Social Services and Wellbeing Act so that children and young people are not over assessed bringing proportionality. Asset Plus is used for those children and young people identified as needing a full assessment or not suitable for a non-criminal disposal (youth restorative disposal).</p> <p>The introduction of screening for ACEs when a child or young person comes to the service attention for a second behaviour/offence. This will be monitored through the use of the YJB</p>	<p>Swansea University evaluation of the service prevention and diversion services to be presented to the management board and Las by the end of the 2018</p> <p>The live tracker will be populated from</p>	<p><b>First-time entrants to the youth justice system aged 10-17</b></p> <p>The number of first-time entrants to the youth justice system, defined as young people aged 10-17 who receive their first substantive outcome, per 100,000 young people aged 10-17.</p> <p>The YJB KPI based on percentage reduction. The key performance indicator (KPI) captures numbers entering the system but not the number actually diverted away. This is captured locally.</p> <p>2015-2016 – the service engaged</p>	108	72	<p>65</p> <p>This is our local measure calculation as the YJB figure from PNC will not be published until July 18</p>	

Page 17 of 36

<p>live tracker to track children and young people for the first month of our involvement – this will include pre-court cases as well as statutory caseloads.</p> <p>Restorative approaches continues to be delivered through the Western Bay service through the offer of staff and peer training. The joint protocol for reducing offending and the criminalisation of children in the looked after system has been agreed across Western Bay having been tested in Hillside SCH. Training has been delivered however early indications are that the number of incidents are not reducing. The way they are responded to is but the problem remains and is being possibly negatively impacted upon as the profile of the children changes eg a number of the children being arrested in the Swansea area are not from Swansea but placed by other authorities in privately run establishments.</p> <p>The young persons group supported focus on schools by identifying those young people most at risk of entering the youth justice system through pro-actively identifying those carrying knives into school and those involved in fighting after school. This will be done by awareness raising sessions with schools and other partners to promote early intervention.</p>	<p>October 2017 but will be effectively used as a tool by September 2018</p> <p>Further analysis and evaluation of the protocol to be reported to the Management board by the end of the year.</p> <p>Awareness raising to be complete by October 2018</p>	<p>with 520 young people pre-court. 2016-2017 – the service engaged again with 520 young people pre-court. There is a reduction in the number of children going through the bureau, but an increase in those children and young people worked with pre bureau.</p>				
---	--	--	--	--	--	--

Page 36

<p>Girls within the youth justice system are not reducing at the same rate as boys and this will be further explored.</p> <p>The young people identified the role of social media as a key factor for girls entering the youth justice system. They felt strongly that people get attention for the wrong things and that eg facebook escalates the behaviours. This is a difficult task and the young peoples group have been challenged to find some solutions. This key area is already on the agenda with partners due to links with eg sexual exploitation.</p>						
--	--	--	--	--	--	--

<p><b>Who is better off and what does success look like?</b></p>	<p><b>Reduction in reoffending</b></p> <p>By reducing reoffending there will be</p> <ul style="list-style-type: none"> <li>-Increased opportunities for young people to meet their potential</li> <li>-Safer communities</li> <li>-Reduced pressure on partner agencies and services</li> <li>-Victim satisfaction and increased confidence in justice services.</li> </ul> <p>The measurement of success will be</p> <ul style="list-style-type: none"> <li>-Young people within the youth justice system have aspirations and achieve</li> <li>-Transition and exit strategies are in place for all young people leaving YOS involvement identified as needing ongoing support.</li> <li>-Reduction in repeat offences and seriousness of offending</li> <li>-Continued reduced numbers before the court</li> <li>-Increased successful completion of orders</li> <li>-Reduced looked after children (LAC) population</li> </ul>
--	--

		-Reduction in young adult offending (18-25)
<b>What are the Funding/ Financial Implications?</b>		The Youth Justice Good Practice Grant in particular is used for this area of delivery but all other areas of funding are drawn upon taking into account the nature and complexity of the interventions that need to be in place for these children and young. These interventions can be resource heavy and additional funds are available for the pilot of the trauma informed approach which includes the enhanced case management (ECM) approach. This started in October 2017 and will continue through this year. Reducing reoffending can have an impact on the use of remand and custody a costly course of action. The service has invested money in training as we try to find effective ways to address certain offences such as sexualised offending and violence. trauma, Aim 2, Structured Assessment of Violence Risk in Youth (SAVRY), desistance, resilience, working with gang cultures and County Lines are priorities.
<b>Who are our partners?</b>		The Police and Crime Commissioner, YJB, community safety partnerships, probation, police, local authority colleagues, education, housing, Integrated Offender Management, all partners are key when working to reduce reoffending of the complex group of young people we have within the court cohort. Families and victims are central partners if reoffending is to be addressed.
<b>What are the risks to delivery?</b>		The ECM pilot has limited capacity, a recent psychologist post vacancy resulted in a delay in referrals. Some young people that the process would suit are unable to access this as they do not meet the criteria of the pilot or do not have staff capacity to extend the pilot. The KPI measure has recently been changed and seems to be having negative impact on achieving the measure. The risk on the horizon whilst writing this is the ongoing review of youth justice services which is aimed at allowing local authorities more flexibility in how they deliver youth justice services may have a negative impact on YOT resources as efficiencies need to be found and resources can be redirected. Alongside this is the financial situation where all services are having to make savings and the knock on effect to access to services. Added to this is the possible impact of the collaboration of Western Bay losing a partner/splitting three ways.

What will we do to achieve this?	by when	Performance Measures	2015-2016	2016-2017	2017-2018	Target for 2018 - 2019
<p>The service is trying to use the live tracker to predict offending and reoffending. This is at the beginning of the developments. Using the previously completed "deep dive" case analysis of those who reoffended completed in partnership with the YJB key indicators being monitored are Age, LAC, ACEs and level of assessed risk. Monthly meetings are in place to identify those children and young people to be tracked and targeted.</p> <p>All staff employed across the Western Bay service are now trained in trauma informed practice. The Enhanced Case Management pilot introduced in October 2017 has been utilised but the outcomes of this are yet to be realised. The South Wales pilot cohort has a high percentage of LAC which was not the case during the original test cohort. Work will continue under the pilot. Case formulation meetings have been positively received so far however there have been differences in assessment of level of risk between the service, FACTS and ECM.</p>	<p>To be reviewed in September 2018</p> <p>In place referrals to continue</p>	<p><b>Rate of proven reoffending by young people in the youth justice system</b></p> <p>The number of further proven offences committed by young people within 12 months of the initial substantive outcome.</p> <p>The Ministry of Justice has recently changed the counting rule from a 12 month cohort to a 3 month cohort. The 12 month tracking period however remains. For the purpose of the plan we have changed the previous year's figures to reflect this change and enable the reader to measure like with like.</p> <p>Whilst the figures may be slightly higher the same trend is found following the changes.</p>	<p>45.4% of 328 children and young people (April 2013/March 2014)</p>	<p>51.9% of 295 children and young people (April 2014-March 2015)</p>	<p>48.6% of 245 children and young people (April 2015 - March 2016)</p> <p>The average for wales is 49.0%</p>	<p>Better than the Wales average</p>

Page 37

<p>Through Hwb Doeth (group established by the YJB to promote the development and dissemination of effective practice in youth justice in Wales) YOT's who have managed to bring down the reoffending rates may have effective practice to share. The WB service is grouped with other similar YOTs one of which has reduced the reoffending rate. Wigan has been seen as an innovative LA in relation to its integrated approach to service delivery and there may be lessons to be learnt. Contact will be made by the management team and if appropriate a visit arranged.</p>	<p>TBC</p>					
<p>Successful transition of young people into adulthood continues to be a key area if young adults are to not be over represented in crime statistics. Through the live tracker those in need of transition support will also be identified and with their agreement monitored regarding progress</p>	<p>Review in September 2018</p>					
<p>The young peoples group felt that it was important to have something to aim for clearly within the young persons plan to keep them focused on achieving. This fits with desistence as to keep on about their offending is not the most appropriate way to achieve change.</p>	<p>To be introduced at the next team day – September 2018</p>					
<p>The debate about should we scare children out of offending was discussed eg taking them into a prison. The young people's group</p>						



<p>agreed on an exercise that challenges a young person to stay within the confines of a cell. Nothing to do and only what they would have in prison for two hours – how many would cope? They felt this would provide a reality check without scare tactics.</p>						
---	--	--	--	--	--	--

<p><b>Who is better off and what does success look like?</b></p>	<p><b>Reduction in the use of custody</b></p> <p>By reducing the use of custody</p> <ul style="list-style-type: none"> <li>-Children and young people will not lose their liberty.</li> <li>-Families will remain together.</li> <li>-Young people will reach their potential in their communities.</li> <li>-Costs of incarceration will be reduced.</li> </ul> <p>The measure of success using an outcome based approach (OBA) would be:</p> <ul style="list-style-type: none"> <li>-No young people are sentenced to custody.</li> <li>-No offences are committed by young people are so serious that they warrant custody.</li> <li>-Alternative approaches to the use of custody are viewed positively by all reducing reoffending, protecting the public and reintegrating children and young people into their communities.</li> </ul>
<p><b>What are the Funding/ Financial Implications?</b></p>	<p>Custody, be it remand or sentence carries with it huge cost implications.</p> <p>Local authorities are now responsible for the costs incurred for secure remands. While there is a contribution from the YJB, this is limited and can incur possible financial implications for local authorities should there be a lengthy or multiple remands. Legal Aid, Sentencing and Punishment of Offenders Act 2012 (LASPO) brings looked after status to any remanded child or young person and the associated costs to the LA. The Social Services and Wellbeing (Wales) Act brings responsibilities to local authorities with secure establishments in their area. The Western Bay has both Hillside Secure Childrens Home and HMPYOI Parc within its delivery area. Costs of remands have been</p>

		Swansea	Bridgend	NPT
	2015/2016	nil	31,860	3,975
	2016/2017	27,331	9,903	56,826
	2017/2018	64,018	nil	98,602
<b>Who are our partners?</b>	Police and courts services, magistrates, local authority, secure estate, YJB, resettlement partners. Community Safety Partnerships, MAPPA, Safeguarding Childrens Board.			
	Changes are underway. YJB Wales are no longer responsible for the secure estate contracts with HMPYOI Parc and Hillside Secure Childrens Home. This has moved centrally and there is understandably a period of transtition.			
	There is a specific custody work stream. The Western Bay service manager represents YOT Managers Cymru on this group where the arrangements for admission, planning and transition to the adult estate are being reviewed			
<b>What are the risks to delivery</b>	The service is working within two court areas and consistency for delivery can be challenging.			
	There are developments underway to develop secure school provision in England, with custody being managed centrally this may at some point be problematic in Wales as education is devolved to WG.			
	County Lines, knife crime and increased violent offending presents a risk of remands and custodial sentences increasing. Costs aside, the increase in remands last year reflects the change in seriousness of children's offending. Being sentenced whilst on remand to custody can increase the likelihood of a custodial remand.			

What will we do to achieve this?	by when	Performance Measures	2015-2016	2016-2017	2017-2018	Target for 2018-2019
<p>Continued pro-active involvement with the courts. There are regular engagement meetings with both Cardiff and Swansea Courts where the Western Bay service often provides presentations of areas of delivery/development. The Swansea Court is also interested in developing problem solving courts with Justice Innovation, the pilot sites for this project have not yet been agreed.</p> <p>The cases subject to remand last year will be reviewed by the Performance &amp; Audit Group (PAG) and reported to the management board. The Resettlement and Reintegration panels with its focus on accessing services reviewed its terms of reference to respond to the falling numbers needing to be discussed. It maintained a focus on those at risk of custody/leaving custody but needs to look at how remand cases feed into this process.</p> <p>The Social Services and Wellbeing Act (Wales) is a vehicle for ensuring that young people in custody have their care and support needs met. This is particularly relevant to the Western Bay Service as we have Hillside Secure Unit and HMPYOI Parc in our region. The use of ROTL and mobility is a priority for the WB service this year as the Intervention Centre</p>	<p>TBC by Justice Innovation</p> <p>September 2018</p> <p>Review progress December 2018</p>	<p><b>Young people receiving a conviction in court who are sentenced to custody</b></p> <p>The number of custodial sentences issued to young people per 1000 of the 10-17 population. This rate per head of population is so small that we have given the numbers actual number of custodial sentences as we have in excess of 46,000 10-17 population.</p>	13	12	9	8

<p>moves forward. The plans to extend the services available from the centre may allow the service to raise revenue by providing services to other YOTs on an agency basis.</p> <p>The young peoples group thought that to address the risk of custody the service and partners need get it right at the beginning. The bureau process needs to be official in its approach. This repeated what young people said in the Bridgend locality in 2011. The young people need to take it seriously. There is a push for increased reparation from bureau which fits this approach.</p> <p>The young peoples group felt that responses to non-compliance need to be reviewed. There was a mix of views from punitive to a more creative approach to enforcement with the recognition that trauma informed practice can sometimes be at odds with national standards etc. The group will look at this area with staff during the year.</p>	<p>Staff team day September 2018</p>					
--	--	--	--	--	--	--

Page 376

	<b>Access to education, training and employment, substance misuse services, emotional and mental health services and suitable accommodation.</b>
<b>Who is better off and what does success look like?</b>	<p>WG has adopted “due regard” to the United Nations convention on the rights of the child (UNCRC). The right to access education to a full 25 hours for those of compulsory school age is inherent in the UNCRC . The Western Bay service will act as an advocate for young people to access education entitlements, safe accommodation and health provision including substance misuse and CAMHS treatment.</p> <p>By accessing the right level of services at the right time</p> <ul style="list-style-type: none"> <li>– Children, young people and families in need will receive services appropriate services to meet need without duplication.</li> <li>– Partner providers will have appropriate well informed referrals/brokerage arrangements.</li> <li>– Communities will benefit from a reduction in crime and ASB caused by children and young people who have not received services in the past and eg experienced ACEs</li> </ul> <p>The measure of success will be</p> <ul style="list-style-type: none"> <li>– All children and young people known to the service are in receipt of education training and employment ETE</li> <li>– Live in suitable accommodation</li> <li>– Have their health needs assessed and receive interventions appropriate to need without delay or stigma</li> </ul>
<b>What are the Funding/ Financial Implications?</b>	Funding through, WG grant, mainstream provision, partner contribution, Police and Crime Commissioner and the Youth Justice Good Practise Grant. Wider partnership funding provided to Communities First, TAF, YEPF has a positive impact upon access to services. Not all funding comes through the service but relies on how we engage and work with partners to avoid duplication and waste of resources.
<b>Who are our partners?</b>	Schools, colleges, secure estate, training providers, Third sector providers including, WCADA Llamau, Gwalia, local authorities, Abertawe Bro Morgannwg University Health Board (ABMU), Supporting People, youth support services, Area Planning Board.
<b>What risk does this link to, if any?</b>	Bridgend is moving from ABMU health board to Cwm Taff Health Board. This changes the health footprint for collaboration but more immediately service provision. It is unknown how this will impact on Substance misuse service delivery as the Area Planning Board is currently WB, as is Supporting People in relation to accommodation and access to wider health provision including speech and language as ABMU is currently providing the services across the Western Bay region (even though some are actually commissioned from Cwm Taff).

What will we do to achieve this?	by when	Performance Measures	2015-2016	2016-2017	2017-2018	Targets for 2018-2019
<p><b>Education</b> The development of a partnership approach responding to schools with high exclusion/ASB etc has been successfully introduced in the Bridgend locality areas. NPT and Swansea are developing their own localised approaches.</p> <p>Children and young people subject to reduced timetables have been the focus of education training and employment ETE workers reporting to the Management Board. The problem having been highlighted through the board has resulted in steps being taken in the three locality areas to support the Western Bay service to meet the KPI and improve outcomes for children and young people. Concentration to date has been on reduced timetables but there needs to more emphasis for the board now on what is the “offer” and what is “attended” to ensure we are addressing the right barrier on an individual and thematic basis.</p> <p>It is important to note that despite the concentration of the board on this very important area, the KPI has not improved. However, the information officers have looked at this and there is a gap between what is</p>		<p><b>Engagement in education, training and employment for young people in the youth justice system</b> The percentage change in the average number of hours of suitable education, training or employment received while within the youth justice system by young people of statutory school age, and those above statutory school age.</p>	<p>Average hours ETE.</p> <p>For school age the average hours were 20.4 at the start and 21.4 at the end. (43 young people with closed statutory orders)</p> <p>For above school age the service reported a total of 9.5 hours at the start, and 16.1 at the end. (87 young people with</p>	<p>Positive % change.</p> <p>For school age the average hours accessed were 18 at the start and 20 at the end of the order (27 closed statutory orders)</p> <p>Post school age the average number of hours accessed was 9.9 and at the end 15.3</p>	<p>For school age the average hours offered were 19.9 at the start and 19.4 at the end. The hours accessed at the start were 12.9 at the start and 15.1 at the end of the order (29 closed statutory orders)</p> <p>Post school age the average number of hours offered at</p>	

<p>being offered and being attended, the number of hours offered is always higher than the number of hours attended. This is true at the start, review and end of the interventions, and has consistently been so for the last three years. Figures also show that Western Bay are offering above what the South Wales average every year at every stage. The Childview system has not allowed any hours above 25 to be recorded and this can skew results compared to those services using an alternative system provider. This is now changing and may impact positively on the measure.</p> <p>The development of the intervention centre needs to more focused on the improvement of we capture the outcomes.</p> <p>The Terms of Reference and membership of the Board was reviewed in May 2018 resulting in Careers Wales now being a member to improve outcomes for those of school leaving age.</p> <p>Young peoples group felt strongly that more vocational training should be available through schools. A more flexible approach to education as within the group there was a range of experience from seeing the positive of one-to-one learning support to explaining the need for gradual reintegration into school following exclusion due to eg bail conditions.</p>			closed statutory orders)	(55 closed statutory orders)	the start were 11.2 and 13.6 at the end. The hours accessed at the start were was 10.6 and at the end 12.2 (54 closed statutory orders)	
---	--	--	--------------------------	------------------------------	---	--

The young people felt it was important to help to take responsibility for their own life. Do things for themselves

**Accommodation**

The main area of concern arising from last year was the increased use of remand. In light of this the remand strategy is being reviewed (see reduction in the use of custody). Relationships with our LA partners being central.

**Access to suitable accommodation for young people in the youth justice system**

The percentage change in the proportion of young people with suitable accommodation at the end of their court order compared with before the start of their court order, and upon their release from custody compared with before the start of their custodial sentence.

93.2% were in suitable accommodation at the start and 93.9% at the end.

95% of children and young people were in suitable accommodation at the beginning of their statutory order and 95 % were in suitable

91% of children and young people were in suitable accommodation at the beginning of their statutory order and 93 % were in suitable accommodation at the end –



<p><b>Substance misuse and emotional and mental health services</b></p> <p>Meetings have been taking place with partner agencies to develop a holistic health package for children and young people within or at risk of entering the youth justice system.</p> <p>The following actions have been agreed as priorities to take forward this year</p> <ul style="list-style-type: none"> <li>-Dedicated CAMHS Nurse – Cwm Taf have agreed that a band 7 nurse will be advertised shortly, and that two days per week will be dedicated to the Western Bay Service.</li> <li>-Dedicated sexual health clinics to be provided at the intervention centre. Further work is to be completed to scope need and resource</li> <li>-The Western Bay Service have already</li> </ul>		<p><b>Access to substance misuse services for young people in the youth justice system</b></p> <p>The percentage of young people identified as requiring a substance misuse assessment that commence the assessment within five working days of the referral date, and if the young person has been identified as requiring substance misuse treatment, this is received within 10 working days of assessment.</p> <p><b>Access to mental health services for young people in the youth justice system</b></p> <p>The percentage of young people identified as requiring a mental health assessment that received a mental health assessment within 28 days of referral date, and if the young person has been identified as requiring mental health treatment, this is received within 28 days of</p>	<p>100% of those needing a substance misuse service received one within 10 days assessment.</p>	<p>accommodation at the end – the individuals changed status but not the figure.</p> <p>100% of those assessed as needing a substance misuse service received this within 10 days of referral.</p>	<p>100% of those needing a substance misuse service received one within 10 days assessment</p>	
--	--	--	---	--	--	--

<p>commissioned Speech &amp; Language therapy time which has worked well however this falls down once service users leave the Western Bay service as the pathways are not in place to continue with therapy. A mapping exercise is to be completed to inform next steps by Health.</p> <p>-The availability of professional advice and support at times of crisis to Western Bay Service case managers needs to be considered as part of the wider review of access to CAMHS.</p>		<p>assessment.</p>				
---	--	--------------------	--	--	--	--

## RISK MANAGEMENT

Whilst there are three key agencies forming the “responsible authority” for MAPPA (ie police, prisons and probation), the Western Bay Service has a duty to cooperate. Over the past 12 months this has been an area where efforts have been concentrated through the pilot of the ECM approach. However, there is still a need to concentrate on this area and the recognition that some of our high risk cases are not subject to statutory orders but within the cohort subject to out of court disposals. The thematic inspection on out of court disposals (2017) is within the internal PAG group work plan to ensure that learning has been cascaded and relevant audits completed.

County Lines, violence and knife crime are becoming more prevalent and this needs to be responded to appropriately on a multi-agency basis. Through the Police and Crime Commissioners office there is a proposed strategic review focusing on the threat of violence this aimed to develop a consistent approach to how eg county lines are understood and tackled. Through CSP and IOM approaches there is a growing understanding and keenness to work together. The most common re-offence amongst those open to our service is that of violence and in response the senior practitioners have accessed specific SAVRY training.

As already highlighted we need to address reoffending. The reoffending toolkit has been developed from the findings of the deep dive audit completed in 2016. The approach lends itself to the implementation of trauma informed practice and all staff have been trained

during 2017 in this approach. This will continue to be a focus amongst the staff group. The service hold regular whole service days these are used for communication of key developments and the sharing of practice. The last team event in May 2018 cascaded training attended by staff members (desistance and SAVRY) and further development of regional delivery for Referral Orders and Intensive Supervision and Surveillance.

Staff development this year will focus on how we use the SAVRY assessment tool, address knife crime prevention, utilise AIM 2 and how it complements the Taith service level agreement. There may be lessons to be learnt over the next 12 months from a colleague in North Wales following their work around resilience.

In response to potential violent offending and the risks of knife crime the service has developed an awareness raising package for schools.

## **VULNERABILITY MANAGEMENT SAFETY AND WELLBEING**

As with risk management safeguarding relies on robust and accurate assessment and listening to what the child or young person is saying. This is an area that we as with the section above we cannot allow to come off the agenda. The service needs to address the gap in evidencing wellbeing outcomes. The work currently being completed with health colleagues will hopefully assist this.

The systems review being completed in Swansea will not only highlight areas of duplication etc but inform the service if there are gaps in relation to practice relating to the safeguarding of our children and young people. This is not complete at the time of preparing this plan.

The chairperson of the Western Bay Service Management Board is the chairperson of the Western Bay Safeguarding Children Board (WBSCB) giving a robust strategic link to the safeguarding needs of children and young people known to the service. There are lessons to be learnt from child practice reviews and serious incidents within the community where the service has been supervising the child or young person who has become a victim or harmed themselves. A member of the management team is on the child practice review sub group of the safeguarding children board as well as the quality and performance sub group. The relationship between the service and safeguarding teams is good across the region and the “step up, step down” approach to meeting the needs of children and young people has improved over the last year as services are increasingly joining up to provide seamless services avoiding duplication. The current political environment regarding Western Bay collaborations brings with it the risks of de-stabilising the current youth justice working practices with the Safeguarding Board as Bridgend prepares to leave ABMU health partners.

Safety and wellbeing cannot be seen in isolation of the services we provide to victims and their need to feel safe

## **VICTIM ENGAGEMENT AND RESTORATIVE INTERVENTIONS**

Positive victim involvement is always a priority for the service and with the opportunity to redesign the service on a regional footprint came the opportunity to review the role of the victim workers improving links with reparation and a more visible outcomes for victims. An overarching Western Bay coordinator for reparation is now in post bringing consistency to this area of work. Whilst we have lost the RA coordinator this function has been absorbed into an existing senior role, our prevention working group and direct links to the reparation coordinator, it is hoped that this will increase the number of victims accepting direct reparation.

Our restorative approaches training course developed with Agored Cymru continues to be available especially for schools, early intervention services and residential settings.

Page 384  
The service has expressed an interest in enhancing problem-solving practice in youth courts with Centre for Justice Innovation, however whilst we have been kept informed of progress being made, the courts to be involved have not yet been identified.

## **WORKFORCE DEVELOPMENT**

In addition to areas of training and management oversight already covered the drive this year is to ensure everyone has a clear role, good supervision and quality appraisals. Following an audit of supervision arrangements this was found to be lacking. This can have an impact on staff well-being and a knock-on effect on direct delivery. Taking into account the amount of change and uncertainty experienced by staff we need to concentrate on the health and well-being of our staff so a small practitioner group has been formed to ensure that this area is kept a priority and feeds into the management team.

## **PARTICIPATION**

Engaging young people in decision making and accepting responsibilities for their actions and future is critical to developing skills as constructive members of their community; Article 12 of the UNCRC establishes the right of young people to participate where decisions are being made that affect their future.

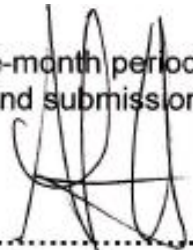
In January 2018 a young persons sub group of the management board was formed. It is only made up of four young people at present but between them they represent the whole area of delivery ie each local authority, pre-court, post court and exit planning. They meet two weeks before each management board and go through the intended agenda and raise any issues or observations they may have. They receive the minutes and actions taken following on from any suggestions they make for change are fed back. The group is new and still developing. They have no specific title or written terms of reference at this point.

As with last year victim feedback gathered by volunteers over the phone evidenced an overall satisfaction with the service and a growing positive view of restorative approaches however the numbers giving feedback has not increased to the level we had anticipated. Those who were not unhappy with our service felt disappointed in the wider justice system.

As there are two parenting groups currently running a SWOT analysis was carried out with the parents in the groups. There was hugely positive feedback about the Non Violence Resistance (NVR) parenting course. The key messages other than that were around the need for consistency of messages given by the parenting worker, case manager, childcare social workers and schools. A fair comment. There will always be some inconsistency because of individual views however with improved planning and communication between workers and agencies we can reduce the mixed messages parents receive.

This plan covers a twelve-month period only and is written to meet the needs of many audiences in addition to the official bodies requiring its completion and submission.

Signed:

  
.....  
**Chair YOS Management Board**

Date:

28.7.18

*Plan prepared by Caroline Dyer*

Embedded Documents

Staffing Chart



WBYJEIS staff  
proposed reorganis

PAG Work Plan



PAG Work Plan July  
2018.docx

Glossary of Terms



Glossary of  
Terms.docx

## COUNCIL

### REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES – MR HYWEL JENKINS

26<sup>th</sup> SEPTEMBER 2018

#### SECTION A – MATTERS FOR INFORMATION

WARDS AFFECTED: ALL

#### ANNUAL TREASURY MANAGEMENT OUTTURN REPORT 2017/18

##### 1. Purpose of Report

- 1.1 This Council is required through regulations issued under the Local Government Act 2003 to produce an annual treasury report reviewing treasury management activities and the actual prudential and treasury indicators for 2017/18 (this report).
- 1.2 This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code). Some information incorporated within this report has been provided by the Council's Treasury Advisors Link Asset Services.
- 1.3 Recent changes in the regulatory environment place a much greater onus on members for the review and scrutiny of treasury management policy and activities. This report is important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.
- 1.4 This Council also confirms that it has complied with the requirement under the Code to give prior scrutiny to the annual strategy report, which was submitted to Cabinet in February 2017 before being reported to full Council.

## 2.0 Executive Summary

2.1 During 2017/18, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

<b>Prudential and Treasury Indicators</b>	<b>2016/17 Actual £000</b>	<b>2017/18 Mid-Year Estimate £000</b>	<b>2017/18 Actual £000</b>
Capital Expenditure	53,758	76,366	68,963
Capital Financing Requirement	292,824	321,819	325,241
External debt(gross)	250,140	255,654	265,655
Less Investments	(70,820)	(60,000)	(61,000)
<b>Net Borrowing</b>	<b>179,320</b>	<b>195,654</b>	<b>204,655</b>

2.2 The full list of prudential and treasury indicators are to be found in Appendix 1. During the financial year the Council operated within its treasury limits and Prudential Indicators.

The financial year 2017/18 was once again a challenging environment as in previous years with low investment returns and continuing counterparty risk.

## 3.0 Introduction and Background

3.1 This report summarises:

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
- Reporting of the required prudential and treasury indicators;
- Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed debt activity; and



- Detailed investment activity

#### 4.0 The Council's Capital Expenditure and Financing 2017/18

4.1 The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc), which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

4.2 Actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

	<b>2016/17 Actual £'000</b>	<b>2017/18 Mid-Year Estimate £'000</b>	<b>2017/18 Actual £'000</b>
Total capital expenditure	53,758	76,366	68,963
Resourced by:			
• Capital receipts *	1,412	1,300	0
• Capital grants & contributions	19,870	37,827	30,345
• Direct Revenue Financing	2,441	67	605
<b>Unfinanced capital expenditure (to be funded from Borrowing)</b>	<b>30,035</b>	<b>37,172</b>	<b>38,013</b>

\* Capital receipts are currently being retained to fund potential future City Deal revenue expenditure.

#### 5.0 The Council's Overall Borrowing Need

5.1 The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a

gauge of the Council's debt position. The CFR results from the capital activity of the Council and what resources have been used to pay for the capital spend. It represents the 2017/18 unfinanced capital expenditure (see Table 2) and prior years' net of unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

- 5.2 Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as the Government, through the Public Works Loan Board [PWLB] or the money markets), or utilising temporary cash resources within the Council.
- 5.3 Reducing the CFR – Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a repayment of the borrowing need. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.
- 5.4 The total CFR can also be reduced by:
- The application of additional capital financing resources (such as unapplied capital receipts); or
  - Charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).
- 5.5 The Council's CFR for the year is shown below, and represents a key prudential indicator.

<b>CFR</b>	<b>2016/17 Actual £'000</b>	<b>2017/18 Mid-Year Estimate £'000</b>	<b>2017/18 Actual £'000</b>
Opening balance	270,244	292,826	292,824
Add unfinanced capital expenditure (as above)	30,035	37,172	38,013
Less MRP	(7,455)	(8,179)	(8,433)
Adjustment re: finance lease #			2,837
<b>Closing balance</b>	<b>292,824</b>	<b>321,819</b>	<b>325,241</b>

# Adjustment required as a result of the requirement to account for future finance lease payments in respect of the Gwalia residential care contract.

- 5.6 The borrowing activity is constrained by prudential indicators for net borrowing and the CFR, and by the authorised limit.
- 5.7 Net borrowing and the CFR – in order to ensure that borrowing levels are prudent over the medium term the Council's external borrowing, net of investments, must only be used for a capital purpose. This essentially means that the Council is not borrowing to support revenue expenditure. Net borrowing should not therefore, except in the short term, have exceeded the CFR for 2017/18 plus the expected changes to the CFR over 2018/19 and 2019/20. This indicator allows the Council some flexibility to borrow in advance of its immediate capital needs in 2017/18. The table below highlights the Council's net borrowing position against the CFR. The Council has complied with this prudential indicator.

	<b>31/3/17 Actual £'000</b>	<b>31/3/18 Mid-Year Estimate £'000</b>	<b>31/3/18 Actual £'000</b>
Net borrowing position	179,320	195,654	204,655
CFR	292,824	321,819	325,241

- 5.8 The authorised limit – the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. The Council does not have the power to borrow above this level.
- 5.9 The operational boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached.

	<b>Actual 2017/18 £000</b>
Operational boundary	327,607
Authorised limit	347,607
Total Maximum Borrowing compared to Operational Boundary at any point during the year	267,696

The Council has maintained gross borrowing below the Authorised limit.

## 6.0 Treasury Position as at 31<sup>st</sup> March 2018

- 6.1 The Council’s debt and investment position is managed by Finance Treasury Staff in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through Member reporting detailed in the executive summary, and through officer activity detailed in the Council’s Treasury Management Practices. At the beginning and the end of 2017/18 the Council’s treasury position was as follows:

	<b>31 March 2017 Principal</b>	<b>Rate / Return</b>	<b>31 March 2018 Principal</b>	<b>Rate / Return</b>
Fixed rate funding:	<b>£m</b>	<b>%</b>	<b>£m</b>	<b>%</b>
-PWLB	174.712	4.34	203.155	3.96
-Market (Rifw & LOBO)	75.428	3.69	62.500	3.92
<b>Total debt</b>	<b>250.140</b>	<b>4.00</b>	<b>265.655</b>	<b>3.83%</b>

Investments:				
- in house	70.820	0.70	61.000	0.67%
<b>Total investments</b>	<b>70.820</b>	<b>0.70</b>	<b>61.000</b>	<b>0.67%</b>

PWLB = Public Works Loans Board which is a body the Government has established to lend money to Local Government.

Market LOBO's = Lender Option Borrower Option – this is borrowing from the market when the lender has offered a long term loan but with options to continue or foreclose on the loan at various specific intervals.

## 7.0 The Strategy for 2017/18

7.1 The strategy for 2017/18 was approved by Council in February 2017 and included the following:

### 7.2 New Borrowing:

The cheapest borrowing will be internal borrowing by running down cash balances and foregoing interest earned at historically low rates. However this strategy can only be used as a short term measure therefore consideration will be given to entering into external borrowing.

The following types of loan arrangement will be considered (in no particular order):

- Temporary borrowing from the money markets or other local authorities.
- Short dated borrowing from the market or PWLB.
- Long term fixed rate market or PWLB loans

### 7.3 Investments

The Council continued with its main investment priorities:

- (a) security of capital
- (b) liquidity of capital

with the aim of achieving the optimum return commensurate with proper levels of security and liquidity. With investments being

dominated by low counterparty risk considerations, relatively low returns were expected when compared to borrowing rates.

7.4 For balances generated through normal cashflow the strategy looked to utilise the business reserve (call account) and short dated deposits.

#### 7.5 Debt Rescheduling

The strategy did allow for the use of investment balances to repay debt prematurely providing it was economically worthwhile and it enhanced the maturity profile of the debt portfolio.

No debt rescheduling was anticipated (or took place) in 2017/18 particularly as the PWLB rate structures have made it more expensive in recent years to do so.

### 8. **Borrowing Outturn for 2017/18**

8.1 The following long term loans were entered into during 2017/18 due to the fact that PWLB loan rates were at historic low rates. These loans are used to finance capital expenditure on projects such as the 21<sup>st</sup> Century Schools Programme, Street Lighting Replacement Programme and Regeneration.

<b>Lender</b>	<b>Date</b>	<b>Amount £'000</b>	<b>Rate %</b>	<b>Period</b>	<b>Details</b>
PWLB	15/8/17	10,000	2.33	48.5yrs	Maturity
PWLB	23/11/17	10,000	2.43	41.5yrs	Maturity
PWLB	23/11/17	10,000	2.42	42.5yrs	Maturity

8.2 Treasury Borrowing – The following short term temporary loans were undertaken during the year:-

<b>Start Date</b>	<b>End Date</b>	<b>Lender</b>	<b>Value £'000</b>	<b>Rate %</b>
27/9/17	6/10/17	Leeds City Council	5,000	0.20
27/10/17	2/11/17	Middlesborough Borough Council	2,000	0.18
3/11/17	10/11/17	Northern Ireland Housing Executive	3,000	0.26



8.3 Rescheduling – No loans were rescheduled during 2017/18

## 9. Investment Outturn for 2017/18

9.1 Investment Policy – the Council’s investment policy is governed by Welsh Government guidance, which has been implemented in the annual investment strategy approved by Council in February 2017. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc).

9.2 The investment activity during the year conformed to the approved strategy.

9.3 Resources – the Council’s longer term cash balances comprise, primarily, revenue and capital resources, although these will be influenced by cash flow considerations. The Council’s core cash resources comprised the following:

<b>Balance Sheet Resources</b>	<b>31 March 2017 £'000</b>	<b>31 March 2018 £'000</b>
Balances and Earmarked Reserves	51,277	59,469
Provisions	7,154	6,345
Usable capital receipts	5,641	6,800
<b>Total</b>	<b>64,072</b>	<b>72,614</b>

9.4 Investments held by the Council – The Council received the following return on its investments:

<b>Average Investment £'000</b>	<b>External Interest Earned £'000</b>	<b>Rate of Return %</b>	<b>Benchmark Return %</b>
79,112	527	0.67	0.39

The benchmark for funds managed in house is the 3 month LIBID uncompounded. The rate reflects a more realistic neutral position



for core investments with a medium term horizon and a rate which is more stable with fewer fluctuations caused by market liquidity.

## **10. Performance Measurement**

- 10.1 One of the key requirements in the Code is the formal introduction of performance measurement relating to investments, debt and capital financing activities. Whilst investment performance criteria have been well developed and universally accepted, debt performance indicators continue to be a more problematic area with the traditional average portfolio rate of interest acting as the main guide (as incorporated in the table in section 6). The Council's original performance indicators for 2017/18 were set out in the Annual Treasury Strategy approved by Council in February 2017.

## **11. Financial Impact**

All financial impacts are detailed within the body of the report.

## **12. Integrated Impact Assessment**

There is no requirement for an integrated impact assessment for this report.

## **13. Workforce impacts**

There are no workforce impacts resulting from this report.

## **14. Legal impacts**

The report deals with the Council's legal requirements as set out in Local Government Act 2003.

## **15. Risk management**

Compliance with the strategies outlined in this report should be sufficient in terms of managing risks in this area.

## **16. Recommendations**

It is recommended that Members note the 2017/18 treasury management function performance as set out in this report including the actual 2017/18 prudential and treasury indicators.

## 17. Appendices

### Appendix 1 – Prudential Indicators

#### **List of Background Papers**

Treasury Management Closing Files 2017/18

Link Asset Services - Treasury Management Templates

#### **Officer Contact**

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

Mr. Hywel Jenkins, Director of Finance and Corporate Services

Tel. No. 01639 763252

E-mail: [h.jenkins@npt.gov.uk](mailto:h.jenkins@npt.gov.uk)

Mr. Huw Jones, Head of Finance

Tel. No. 01639 763575

E-mail: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

<b>PRUDENTIAL INDICATORS</b>	<b>2016/17 Actual</b>	<b>2017/18 Mid-Year Estimate</b>	<b>2017/18 Actual</b>
Capital Expenditure	<b>£'000</b> 53,758	<b>£'000</b> 76,366	<b>£'000</b> 68,963
Capital Financing Requirement as at 31 <sup>st</sup> March	292,824	321,819	325,241
Ratio of financing costs to net revenue stream	% 6.20	% 6.36	% 6.84
<b>Authorised Limit for External Debt:</b> Borrowing and other long term liabilities	343,791	347,607	347,607
<b>Operational Boundary for External Debt:</b> Borrowing and other long term liabilities	323,791	327,607	327,607
<b>External Debt (Gross)</b>	250,140	255,654	265,655
Less Investments	(70,820)	(60,000)	(61,000)
<b>Net Borrowing Position</b>	<b>179,320</b>	<b>195,654</b>	<b>204,655</b>

<b>Maturity Structure of Fixed Rate Borrowing During 2017/18</b>	<b>2016/17 Actual</b>	<b>2017/18 Original Estimate</b>		<b>2017/18 Actual</b>
		<b>Upper Limit</b>	<b>Lower Limit</b>	
	%	%	%	%
Under 12 months	6	15	0	3
12 months to 2 years	2	15	0	2
2 to 5 years	7	40	0	6
5 to 10 years	7	60	0	5
10 years and above	78	100	15	84

This page is intentionally left blank

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Council

26th September 2018

### Report of the Assistant Chief Executive and Chief Digital Officer

#### Matter for Decision

#### Wards Affected:

All Wards

### Neath Port Talbot Welsh Language Promotion Strategy

#### Purpose of the Report

1. To present the Neath Port Talbot Welsh Language Promotion Strategy 2018- 2023 to Council for adoption.

#### Executive Summary

2. Welsh language standard 145 requires:
3. 'every Local Authority to produce and publish 'a 5 year strategy that sets out how they propose to promote the Welsh Language and to facilitate the use of Welsh Language more widely in their area.'
4. A Policy and Resources Task and Finish group was established to develop a Welsh Language Promotion Strategy to meet the requirement of the standard.

5. The draft Welsh Language Promotion Strategy and Action Plan were developed by the Policy and Resources Task and Finish Group which was subject to a four week period of consultation. The Strategy and action plan were amended in light of responses, where considered appropriate, following consultation and was approved by Cabinet on 1 August to be recommended to Council for adoption.

## **Background**

6. Since July 2016, the Policy and Resources Scrutiny Committee have considered reports on the implementation of the Welsh Language Commissioner's Welsh Language Standards.
7. The Committee, following the agreement on the application of Standard 145, resolved in December 2017 to undertake a Task and Finish Group to develop a Welsh Language Promotion Strategy for the county borough.
8. The draft Welsh Language Promotion Strategy and Action Plan went to Cabinet on 16th May 2018, to seek approval to consult for a 4 week period. The Strategy and Action Plan were amended in light of responses, where considered appropriate, following the consultation and was approved by Cabinet on 1 August to be recommended to Council for adoption.

## **Development of the Strategy**

9. The Task and Finish Group, with support from Menter Iaith Castell nedd Port Talbot and council officers, considered what should be included in the Strategy to help increase or maintain the number of Welsh speakers in the County Borough.
10. As a result of in depth discussions and consideration of current circumstances the following aims were deemed appropriate:
  - Put steps in place to slow down the percentage decrease in the number of Welsh speakers in the County Borough

- Increase the number of Welsh speakers in the County Borough
  - Increase the usage of the Welsh language in all aspects of life
  - Raise awareness of the language as a component of Neath Port Talbot's heritage, culture, tourism and business sectors
  - To drive and support Welsh medium education and the creation of new Welsh medium schools in particular, primary schools through an effective Welsh Education Strategic Plan (WESP)
11. The Group was keen for the Strategy to be aligned with the Corporate Plan 2018-2022 in order to provide a sense of cohesiveness and the following priorities were selected to reflect and support those in the Corporate Plan:
- Priority 1 Children and Young People - aligned to Well-being Objective 1 - To improve the well-being of children and young people
  - Priority 2 Families - aligned to Well-being Objective 2 - To improve the well-being of all adults who live in the county borough
  - Priority 3 Communities - aligned to Well-being Objective 3 - To develop the local economy and environment so that the well-being of people can be improved
12. A target of a minimum increase of 1% in the number of Welsh speakers in the county borough was considered, in light of current circumstances, a realistic target by the Group.
13. The associated action plan included interventions and actions that were the direct responsibility of the Council as well as work that was/would be being undertaken by partner organisations.

### **Consultation**

14. The draft Strategy and action plan were subject to a four week public consultation, between 25 May and 22 June 2018. Following this changes were made, where considered appropriate, to both the Strategy and Action Plan to reflect responses received.

## **Financial Impact**

15. There are no additional financial impacts attached to the Strategy as all actions have been developed within budgetary constraints.

## **Integrated Impact Assessment**

16. An Integrated Impact Assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016). The full Impact Assessment was considered at Cabinet at the meeting on 1 August 2018.
17. An overview of the Integrated Impact Assessment has been included in this report in summary form only and it is essential that Members read the Integrated Impact Assessment, which is attached to the report at Appendix 2, for the purposes of the meeting.
18. Strategy has been developed in accordance with the legislative requirements of the Welsh language Standards (No1) Regulations and reflects the sustainable development principle of the Wellbeing of future Generations (Wales) Act 2015.
19. While the anticipated outcome of the Strategy will be positive, some potential negative impacts have been identified during the consultation exercise and mitigating actions have been developed to address these. In addition, it is acknowledged that potential negative impacts are likely if implementation of the Strategy is not fully achieved and/or publicity is not undertaken sensitively.
20. Amendments which aim to address issues/comments raised during the consultation/assessment process have been made to the Strategy and Action Plan as appropriate

## **Workforce Impacts**

21. There are no direct workforce impacts associated with the Strategy as all actions have been developed taking into account our current workforce and resources.



## **Legal Impacts**

22. This report sets out how the Council meets its legal duty under the Welsh Language Standards which has been referenced in the body of this report.

## **Risk Management**

23. There are no direct risk management impacts associated with the report however; there may be a financial risk to the Council for failure to comply with the Welsh Language Standards.

## **Consultation**

24. This item has been subject to a four week public consultation period which included an online survey and consultation events held in Port Talbot, Neath and Pontardawe. The consultation report is available as a background paper.

## **Recommendation**

25. That Council adopt the Welsh Language Promotion Strategy and Action Plan.

## **Reasons for Proposed Decision**

26. To ensure that Neath Port Talbot complies with the requirements of the Welsh Language Standards Regulations 2015.

## **Implementation of Decision**

27. The decisions are proposed for implementation after the three day call in period.

## **Appendices**

Appendix 1 - Welsh Language Promotion Strategy and Action Plan

Appendix 2 - Integrated Impact Assessment

## **Background papers**

- Neath Port Talbot County Borough Council Compliance Notice
- Report of the Welsh Language Promotion Strategy Task and Finish Group
- Consultation Report

## **Officer Contact**

Karen Jones, Assistant Chief Executive and Chief Digital Officer, Tel:  
01639 763284 e-mail: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)

# Neath Port Talbot Welsh Language Promotion Strategy



This document is also available in Welsh

## Contents

Introduction.....	1
Strategic Context .....	2
Local Context.....	4
Welsh-medium Education in Neath Port Talbot.....	12
Developing the Strategy .....	13
Strategic Priorities.....	14
Welsh Language Promotion Strategy Action Plan.....	18
SECTION 1 – Internal and 3 <sup>rd</sup> party interventions under control of Neath Port Talbot CBC .....	21
SECTION 2 – Interventions by partner organisations (not under control of Neath Port Talbot CBC).....	40
Monitoring.....	46

## Introduction

The Welsh Language (Wales) Measure 2011, passed by the National Assembly for Wales, modernised the existing legal framework regarding the use of the Welsh language in the delivery of public services.

The 2011 Measure also included:

- giving the Welsh Language official status in Wales meaning that Welsh should be treated no less favourably than the English language;
- establishing the role of the Welsh Language Commissioner who has responsibility for promoting the Welsh language and improving the opportunities people have to use it;
- creating a procedure for introducing duties in the form of language standards that explain how organizations are expected to use the Welsh language and create rights for Welsh speakers;
- making provision regarding promoting and facilitating the use of the Welsh language and increasing its use in everyday life;
- making provision regarding investigating an interference with the freedom to use the Welsh language.

The Measure gives the Welsh Language Commissioner authority to impose duties on a wide range of organisations to provide services in Welsh, to mainstream the language into policy development, and to develop strategies with regard to increasing the use of Welsh at work.

The Welsh Language Commissioner issued Neath Port Talbot County Borough Council, along with all other local authorities in Wales, with a Compliance Notice under Section 44 of the Welsh Language (Wales) Measure 2011. The Compliance Notice contained 171 Welsh Language Standards the Council had to comply with in respect of the delivery of Welsh language services.

A range of standards relating to service delivery, policy making, operational, promotion and record keeping, were applied to the Council. Under the promotion standard 145 the Council is required to develop a Welsh language Promotion Strategy to help promote the Welsh language with the aim of increasing the number of Welsh speakers in the county borough.

While it is not in the Council's gift alone to increase the numbers of Welsh speakers it can utilise its responsibilities to help influence this, both directly and indirectly, the across the county borough.

The Strategy has been developed taking into account the Council's own areas of responsibility, its limited resources, the support and activities of the Strategic Language Forum and other partners. The Strategy aims to be as ambitious as possible given the Council's limitations in influence, resources and the linguistic profile of the county borough. The action plan has been developed within current budgetary constraints. A number of actions have been included which are already being delivered; through the auspices of the Welsh in Education Strategic Plan , external grants/funding and work already being undertaken by external organisations which contribute to the aims of the Strategy.

## **Strategic Context**

### Welsh Language Measure 2011

The Measure:

- gave the Welsh Language official status in Wales meaning that Welsh should be treated no less favourably than the English language;
- established the role of the Welsh Language Commissioner who has responsibility for promoting the Welsh language and improving the opportunities people have to use it;
- created a procedure for introducing duties in the form of language standards that explain how organizations are expected to use the Welsh language and create rights for Welsh speakers;
- made provision regarding promoting and facilitating the use of the Welsh language and increasing its use in everyday life;
- made provision regarding investigating an interference with the freedom to use the Welsh language.

### Welsh Language Standards (No1) Regulations 2015

The Welsh Language (Wales) Measure 2011 made provision for the specification of standards of conduct in relation to the Welsh language.

The Regulations specified Welsh language standards in relation to Welsh Ministers, county and county borough councils and National Park authorities and authorised the Welsh Language Commissioner to issue a compliance notice to these bodies.

The compliance notice as applied to the Council includes service delivery, policy making, operational, promotion and record keeping standards. As a

result of the requirements of the promotion standards the Council has developed its Welsh Language Promotion Strategy.

The Welsh language promotion standards impose duties on local authorities across Wales to promote the use of Welsh more widely and to support and encourage its use within the communities they serve

Standard 145 (Promotion) states that every local authority must produce, and publish on their website, a 5-year strategy that sets out how they propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in their area; and the strategy must include (amongst other matters):

- a target (in terms of the percentage of speakers in the area) for increasing or maintaining the number of Welsh speakers in the area by the end of the 5 year period concerned;
- a statement setting out how they intend to reach that target; and conduct a review of the strategy and publish a revised version on their website within 5 years of publishing a strategy (or of publishing a revised strategy).

### Cymraeg 2050 Strategy

This is the Welsh Ministers' strategy for the promotion and facilitation of the use of the Welsh language. The strategy supersedes A living language: a language for living – Welsh Language Strategy 2012-17, and its associated policy statement, A living language: a language for living – Moving forward. The Cymraeg 2050 Strategy sets out the Welsh Government's long-term approach to achieving the target of a million Welsh speakers by 2050

Education is central to the Welsh Government's vision with young people coming out of the education system ready and proud to use the language in all contexts. The aim of the Strategy is to reach a position where the Welsh language is an integral element of all aspects of everyday life.

Even though this is a five-year plan it should set the foundation for a long-term language strategy which will contribute to the aim of creating a million Welsh speakers by 2050.

### More than just Words

The 'More than just Words' Strategic Framework was drawn up in 2012 with the aim of strengthening Welsh language services in health, social services and social care. Central to the strategy is the challenge of developing the 'Active Offer', namely that staff members will offer Welsh language services to patients, rather than waiting for patients to request them.

The strategy was updated in 2016 with 'More than just words.... follow-on strategic framework for Welsh Language Services in Health, Social Services and Social Care 2016- 2019 ', and resources were provided to enable staff to implement it.

### Well-being of Future Generations (Wales) Act 2015

This Act is a means of helping the public bodies that are listed in the Act to think in the long term, work better with people and communities and each other, to try to prevent problems and follow a consistent approach in order to improve the well-being of social, economic, environmental and cultural well-being of Wales.

One of the seven Wellbeing goals contained in the Act is a 'Wales of vibrant culture and thriving Welsh language - a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.'

### **Local Context**

#### Work we have already done

Although the Welsh Language Promotion Standards are a new regulatory element, work has been conducted within the county borough for some time. The Council has supported and promoted the Welsh language through the commitments made in its Welsh Language Schemes since 1996; welcoming correspondence in Welsh, providing bilingual documentation and publications, designating posts, ensuring the website is bilingual, incorporating language requirements in the third sector grant application process, provided language and cultural awareness training for staff and social work degree students; ensured simultaneous translation facilities have been available at scheduled Council meetings since June 2013 and supported and delivered various Welsh language/cultural events and activities through the Youth Service and partners organisations.

Recent legislation, including the Welsh Language Standards (No1) Regulations and the Wellbeing of Future Generations (Wales) Act 2015, has increased the prominence of Welsh language, heritage and culture and has provided a timely opportunity to reassess the Council's approach in the continuation of the work already started.

This strategy builds on the Council's previous work in supporting and promoting the language and looks to a future where the Welsh language is promoted across all sectors, where the numbers accessing Welsh medium



education are increasing and Welsh is an inherent part of daily life. The Council, the local language initiative Menter Iaith Castell-nedd Port Talbot, Cymraeg Byd Busnes, Cymraeg i Blant, Mudiad Meithrin, the Urdd (Welsh language youth movement) and schools all providing services and working together to promote the language in the county borough. As a result Menter Iaith Castell-nedd Port Talbot along with Menter Abertawe have created a joint Strategic Language Forum, made up of organisations who are responsible for language planning within Neath Port Talbot and Swansea, and which will serve as a mechanism to develop elements of the strategy.

### Welsh language profile

#### Council

Over recent years the financial constraints faced by the Council has resulted in a large number of staff leaving the Council through the voluntary redundancy/early retirement processes and a recruitment moratorium. As a result staff numbers have been reduced and consequently this has affected the numbers of Welsh speakers

<b>Directorate and Division</b>	<b>Total employees</b>	<b>Total speak Welsh</b>	<b>%</b>
Chief Executive ( Senior Management Team)	6	2	33.33
<b>Chief Executive's Office</b>			
Corporate Strategy and Democratic Services	84	10	11.90
Human Resources	82	12	14.63
<b>Education Leisure and Lifelong Learning</b>			
Participation	388	35	9.02
Transformation	360	48	13.33

<b>Directorate and Division</b>	<b>Total employees</b>	<b>Total speak Welsh</b>	<b>%</b>
<b>Environment</b>			
Engineering and Transport	147	14	9.52
Planning & Public Protection	102	13	12.75
Property and Regeneration	185	20	10.81
South Wales Trunk Road Agency	168	12	7.14
Streetcare Services	521	47	9.02
<b>Finance and Corporate Services</b>			
Financial Services	172	7	4.07
ICT	95	4	4.21
Legal Services	94	10	10.64
<b>Social Services Health and Housing Directorate</b>			
Commissioning, Support & Direct Services	562	62	11.03
Social Work Services	631	65	10.30
Western Bay	29	2	6.90
<b>Total</b>	<b>3626</b>	<b>363</b>	<b>10.01</b>

### Neath Port Talbot

It is important to understand the current demographic as interventions will be different depending on the linguistic make up of each area. A look at the 2011 census will allow us to understand where we sit with the language before looking at interventions.

According to the 2011 Census, around 15.3% of the county borough's population could speak Welsh, which equates to 20,698 individuals. The vast majority of these speakers lived in the top of the Swansea and Amman Valleys with some communities such as Gwaun Cae Gurwen, Cwmllynfell and Lower Brynamman amongst the highest percentage of Welsh speaking areas in Wales. However, these are the areas that saw the greatest decline in terms of percentage and numbers of Welsh speakers between 2001 and 2011.

As noted in the tables below, some communities such as Godre'r Graig and Ystalyfera had seen a decline of over 10% within a decade. It could be argued that the area that stretches from Trebanos to Cwmllynfell and Rhos to Gwaun Cae Gurwen is the most important in the county borough in terms of its linguistic significance as it contains the highest numbers and percentages of Welsh speakers. This area is the county borough's linguistic axis and Menter Iaith's 'Partneriaith Aman Tawe' project does pay specific attention to this area, in terms of creating interventions to slow down the decline in numbers and percentages of Welsh speakers. Losing this natural endowment would have a huge psychological impact on the rest of the county borough and any significant growth in the number of children attending the Welsh-medium schools of that area and those adults who are learning the language voluntarily.

This is one of the reasons why the Welsh Language Board decided to establish a specific language promotion scheme in 2011 for the Aman Tawe area and appoint full time officers to promote the Welsh language in these significant areas. The table below shows the percentage change in terms of Welsh speakers in these communities between 2001 and 2011: -

<b>Community</b>	<b>% of Welsh speakers (2001)</b>	<b>% of Welsh speakers (2011)</b>	<b>Change</b>
Cwmllynfell	68.2	58.2	-9.4
Lower Brynamman	68.1	60.8	-7.3
Gwaun Cae Gurwen	67.9	55.8	-12.1
Ystalyfera	54.6	46	-8.6
Trebanos	43.4	33.6	-8.8
Godre'r Graig	41.5	30.1	-11.4
Pontardawe	37.4	31	-6.4
Alltwen	35.9	29.5	-6.4
Rhos	28.6	24.7	-3.9
Crynant	46.53	25.1	-21.43

Source: 2001 and 2011 Census

Although percentages are a good reflection of the density of Welsh speakers, they can largely be misleading as a measure of language viability. Numbers on the other hand give a more detailed picture of demographic changes, and with Welsh Government's aim it seems that the shift will be towards creating greater numbers rather than increasing percentages.

The table below shows a significant drop in the number of speakers of the language over a decade within traditional Welsh communities such as Cwmllynfell, Lower Brynamman, Gwaun Cae Gurwen and Ystalyfera. Crynant would also be considered an area of significant decline and any future developments should take into account areas such as Crynant.

<b>Community</b>	<b>Number of Welsh speakers (2001)</b>	<b>Number of Welsh speakers (2011)</b>	<b>Change</b>	<b>% Comparable change</b>
Cwmllynfell	741	669	-72	-9.72
Lower Brynamman	861	776	-85	-9.87
Gwaun Cae Gurwen	1,860	1,572	-288	-15.48
Ystalyfera	1,614	1,339	-275	-17.04
Trebanos	580	459	-121	-20.86
Godre'r Graig	580	473	-107	-18.45
Pontardawe	1,826	1,624	-202	-11.06
Alltwen	800	664	-136	-17.0
Rhos	692	588	-104	-15.03
Crynant	699	465	-234	-33.47

Source: 2001 and 2011 Census

Losing so many speakers in a relatively short period of time weakens the linguistic foundation of those areas and accelerates the decline in the language as the language shift undermines the confidence and willingness to use Welsh socially, as well as being a contributing factor in fewer opportunities to practice or use the language.

There are a number of reasons why linguistic erosion occurs in areas with high percentages and relatively high numbers of Welsh speakers - a feature that is common place among similar communities within the Amman and

Swansea Valleys. Among the main factors that contribute to a decline in language is: -

- Lack of language transmission at home – currently identified as the key
- Out-migration / Immigration
- Negative perception of the inherent value of the language
- Lack of awareness of the advantages of bilingualism
- Lack of confidence in Welsh speakers
- The spread of English into traditional Welsh languages
- Mixed language marriages
- The power of Anglo-American influence on the interests of children and young people
- More deaths than births among Welsh-speaking families

There was a marked decline in the percentage of speakers of the language in the traditional Welsh communities as well as at county borough level. However, as it is a social and cultural medium its strength should be measured by usage, status and its visibility locally. In those areas where the intensity of Welsh speakers remains strong, Welsh holds its own relatively successfully as a daily language for the community, although powerful factors contribute to its fate.

Less than 10% of people spoke Welsh in communities such as Glyncothrog, Aberavon, Taibach, Baglan, Briton Ferry, Cimla, Cymmer and Neath. These are amongst the lowest percentages of Welsh speakers in the county borough. The remaining wards in Neath Port Talbot show percentages of between 10% and 17%.

On a more hopeful note, the number of children who speak Welsh at home or who are fluent but do not speak Welsh in the household has risen over recent years, as identified by Primary School Headteachers. According to the latest figures from the Welsh Government there are around 1,600 (7.7%) primary school children in the county borough who speak Welsh at home but 15.2% of all children are considered fluent in Welsh. These figures certainly reflect the commendable efforts made by the Welsh medium schools. However, it is apparent that only a low number of children from Welsh medium primary schools such as Cwmllynfell, Trebanos and Gwaun Cae Gurwen move on to Ysgol Gymraeg Ystalyfera for their secondary education.

Many Welsh-speaking children from these primary schools go to Cwmtawe Comprehensive School to receive their education through the English language. The lack of continuity in terms of Welsh-medium education from the primary to secondary school is certainly a matter of concern regarding the

future of the language and the confidence that comes from its use in different networks and areas of discussion.

Despite these trends, it is fair to note, however, that the pupil numbers at Ysgol Gymraeg Ystalyfera has increased over the past few years, and that over 1,150 are now fully educated through the medium of Welsh in the school. It is also important to note that with the south campus (Ysgol Bro Dur) there is evidence to suggest that there will be a greater uptake in Welsh medium education during the next five years as the campus will appeal to those wanting their children to access Welsh medium secondary education but put off due to having to travel.

<b>Ward</b>	<b>Number of people over 3 years of age</b>	<b>Number of people aged 3+ that can speak Welsh</b>	<b>% of people aged 3+ that can speak Welsh</b>
Neath Port Talbot	135,281	20,698	15.3
Aberavon	5,232	411	7.9
Aberdulais	2,305	311	13.5
Alltwen	2,251	664	29.5
Baglan	6,627	557	8.4
Blaengwrach	1,935	287	14.8
Briton Ferry (East)	2,827	242	8.6
Briton Ferry (West)	2,896	275	9.5
Bryn and Cwmavon	6,330	1,024	16.2
Bryncoch (North)	2,139	297	13.9
Bryncoch (South)	5,706	699	12.3
Cadoxton	1,647	211	12.8
Cimla	3,835	350	9.1
Coedffranc (Central)	3,870	425	11
Coedffranc (North)	2,322	265	11.4
Coedffranc (West)	2,563	316	12.3
Crynant	1,851	465	25.1
Cwmllynfell	1,137	669	58.8
Cymmer	2,714	186	6.9
Dyffryn	3,078	350	11.4

<b>Ward</b>	<b>Number of people over 3 years of age</b>	<b>Number of people aged 3+ that can speak Welsh</b>	<b>% of people aged 3+ that can speak Welsh</b>
Glyncorrwg	1,054	65	6.2
Glynneath	3,320	689	20.8
Godre'r Graig	1,571	473	30.1
Gwaun-cae-gurwen	2,823	1,576	55.8
Gwynfi	1,314	92	7
Lower Brynamman	1,277	776	60.8
Margam	2,908	295	10.1
Neath (East)	6,137	497	8.1
Neath (North)	3,838	379	9.9
Neath (South)	4,789	440	9.2
Onllwyn	1,161	222	19.1
Pelenna	1,113	178	16
Pontardawe	5,232	1,624	31
Port Talbot	5,457	518	9.5
Resolven	3,044	341	11.2
Rhos	2,382	588	24.7
Sandfields (East)	6,692	504	7.5
Sandfields (West)	6,495	524	8.1
Seven Sisters	2,049	469	22.9
Taibach	4,634	354	7.6
Tonna	2,445	292	11.9
Trebanos	1,367	459	33.6
Ystalyfera	2,911	1,339	46

Source: 2011 Census

### Welsh in Education Strategic Plan

The aim of the Welsh in Education Strategic Plan (WESP) is to outline the Council's plans for Welsh medium education in the county borough, moving primary and secondary schools along the linguistic continuum to provide a measured and considerable increase in the level of Welsh medium education.

It is considered essential that the WESP and the promotion strategy are ambitious enough to help deliver the aim of the Cymraeg 2050 Strategy.

## **Welsh-medium Education in Neath Port Talbot**

### Early Years Provision

Mudiad Meithrin is the main provider of Welsh-medium early years education in Neath Port Talbot with:

- Cylchoedd Ti a Fi (parent and toddler groups) - Skewen, Port Talbot, Afan Valley, Glyn Neath and Seven Sisters
- Cylchoedd Meithrin (nursery groups) - Neath (in conjunction with Flying Start) and Trebanos Briton Ferry (flying start) soon to be established
- Cylch Chwarae (play group) - Pontardawe

In addition Tiddlywinks Child Care Centre in Ystalyfera has a positive impact on the Welsh language locally. Its fully bilingual activities and events reflect the character of the locality and provide a strong base for Mudiad Meithrin.

In terms of Welsh language pre-school provision there are 28 registered places and 24 children attending, the providers report they are operating at maximum capacity. There are 97 registered sessional day care places for parents seeking bilingual childcare and 159 children attending.

### Primary Provision

In Neath Port Talbot there are currently 10 Welsh-medium schools, 9 Welsh medium schools out of 55 primary schools and one Welsh medium middle school, Ysgol Gymraeg Ystalyfera, providing education for ages 3-18 years.

Currently two Welsh medium schools, Ysgol Gymraeg Castell-nedd and Ysgol Gymraeg Rhosafan, have surplus capacities less than 10%, however with an effective and ambitious Welsh in Education Strategic Plan (WESP) and marketing strategy more schools should reach capacity. It is essential that plans are undertaken to ensure that Welsh medium education is promoted and that additional interest in Welsh medium education is met with the resources that allow anyone wishing to access Welsh medium education the ability to do so, without the inconvenience of added travel.



<u>Welsh medium primary school</u>	<u>Number of pupils (2017)</u>
YGG Blaendulais	104
YGG Pontardawe	352
YGG Castell-nedd	387
Ysgol Gymraeg Ystalyfera (primary) – Previously YGG Y Wern	148
YGG Cwm Nedd	156
YGG Gwaun Cae Gurwen	189
YGG Rhosafan	360
YGG Tyle'r Ynn	236
YGG Cwmllynfell	86
YGG Trebanws	104

### Secondary Provision

Neath Port Talbot has one Welsh-medium comprehensive school which is split between Ysgol Gymraeg Ystalyfera (north campus) and a new south campus at Ysgol Bro Dur.

In 2017, 1099 pupils received secondary education through the medium of Welsh at Ysgol Gymraeg Ystalyfera with statistics showing that the intake has been fairly consistent over the last five years. With the new campus at Ysgol Bro Dur it is estimated that more children will continue with their education through the medium of Welsh, which in turn should stimulate interest in primary education.

### **Developing the Strategy**

In January 2018 a cross party Task and Finish Group was established in order to develop the Welsh Language Promotion Strategy. As well as looking at national and local strategies, the Group carefully considered why a strategy was needed, and concluded:

- Because it's right to have one....
- Because we want to....
- To support Welsh Government strategy
- Encourage Welsh culture

- To comply with Welsh Government legislation
- To play a part in achieving the Welsh Government's target of 1 million Welsh speakers by 2050

It was agreed by the cross-party Task and Finish group that these should be the drivers which dictate the Council's approach to achieving short term progress in line with the Welsh Government's ambitious long-term target of creating a million Welsh speakers by 2050.

Consequently the Strategy aims to:

- Put steps in place, in the short term, to slow down the percentage decrease in the number of Welsh speakers in the county borough
- Increase the number of Welsh speakers in the county borough
- Increase the usage of the Welsh language in all aspects of life
- Raise awareness of the language as a component of Neath Port Talbot's heritage, culture, tourism and business sectors
- To drive and support Welsh medium education and the creation of new Welsh medium schools in particular, primary schools through an effective Welsh Education Strategic Plan (WESP)

In order to maintain and increase the number of Welsh speakers over the next five years it was acknowledged that the Council and its partners need to prioritise some key policy areas for action, which include:

- Expanding Welsh-medium education from pre-school to post-16
- Improve language transmission in the home
- Increase the number of adults learning Welsh
- Extend opportunities for children, young people and families to use Welsh in the community and in leisure activities
- Expand the use of Welsh in the workplace

## **Strategic Priorities**

The Council has been careful to ensure that the Strategy has taken into account the work that has already been undertaken within the county borough, actions already planned (and in some cases already being

delivered) and the current and ongoing financial position alongside more aspirational aims and actions, partnership working, support and guidance from partners including Menter Iaith Castell-nedd Port Talbot and members of the Language Forum.

The Council and Menter Iaith Castell-nedd Port Talbot have worked closely together to ensure that the aims and actions are realistic. In addition, members of the Language Forum have shown their support of the Strategy by agreeing to deliver a range of actions, supported by the Council wherever possible, to help deliver the aims of the Strategy.

As a result the Strategy focuses on three Strategic Priorities:

- Children and Young People
- Adults
- The Community

Through these Strategic Priorities the Strategy has been aligned to the Council’s Wellbeing Objectives (as contained in the Corporate Plan 2018-2022) as well as reflecting the aims of the Welsh Government’s Language Strategy: Cymraeg 2050 as demonstrated below:

<b>Draft Welsh Language Promotion Strategy 2018-2023</b>	<b>Corporate Plan 2018- 2022</b>	<b>Welsh Government Strategy: Cymraeg 2050</b>
Children and Young People	Children and Young People	Children and Young People
Adults	Adults	Families
The Community	Economy and Environment	The Community



### Strategic Priority 1 - Influences:

- **Direct** - policy changes to children and young people's services including education and core out of school services
- **Indirect** - using contracted third parties to deliver services on behalf of local authority as part of a Service Level Agreement
- **Partnership** - co-working with language partners to promote work and feed into joint strategy

### Strategic Priority 2 – Influences:

- **Direct** - internal council led schemes for staff, service users and general public
- **Indirect** - using contracted third parties to deliver services on behalf of local authority as part of a Service Level Agreement
- **Partnership** - co-working with language partners to promote work and feed into joint strategy

### **Strategic Priority 3 – Influences:**

- **Direct** - internal council led schemes and services for staff, service users and general public as well as policy changes that include rights for members of the community.
- **Indirect** - using contracted third parties to deliver services on behalf of local authority as part of a Service Level Agreement
- **Partnership** - co-working with language partners to promote community events and feed into joint strategy

The Council has been conscious of its limitations in influencing the maintenance or increase in the number of Welsh language speakers in the area. As a consequence, the Strategy identifies actions under three specific areas of responsibility:

**Council:** plans, strategies and internal processes over which the Council has sole control.

**Third Party:** third party processes that the Council can affect with interventions but does not have outright control.

**Partnerships:** working in partnership with external organisations to develop a sense of place and a positive attitude towards the Welsh language and co working.

Actions identified where the Council has sole or limited responsibility, under bullet point 1 and 2 above, have been grouped together in the following action plan while actions of partner organisations and those with a remit for Welsh language support and provision outside of the responsibility of the Council have been included in a separate table.

As a result of implementing the actions to meet the aims of the Strategy it is anticipated that by 2023 the Council will have contributed to a minimum increase of 1% in the number of Welsh speakers in the county borough within the current financial plan, and current levels of funding and resources.

## Welsh Language Promotion Strategy Action Plan

### Action Plan to Promote the Welsh Language in Neath Port Talbot

The following 5-year Action Plan aims to directly address and impact on the Welsh language in Neath Port Talbot between 2018- 2023. It will lay the foundations for developing Neath Port Talbot as a bilingual county borough, where the language is considered an important and relevant factor to the day to day operation of the Council as well as the lives of those living within the county borough.

The action plan has been drawn up by a cross party task and finish group with the assistance of Neath Port Talbot County Borough Council staff and a representative of Menter Iaith Castell-nedd Port Talbot (Menter Iaith CNPT) (Neath Port Talbot Language Initiative)

The action plan has been developed within current budgetary constraints. A number of actions have been included which are already being delivered; through the Welsh in Education Strategic Plan, external grants/funding and work already being undertaken by external organisations which contribute to the aims of the Strategy

The primary focus of the action plan is to contribute positively towards Welsh Government's Strategy of creating a million Welsh speakers by 2050 and meeting the requirements of the Welsh Language Standards.

Therefore the Strategy aims to:

- Put steps in place, in the short term, to slow down the percentage decrease in the number of Welsh speakers in the county borough
- Increase the number of Welsh speakers in the county borough
- Increase the usage of the Welsh language in all aspects of life

- Raise awareness of the language as a component of Neath Port Talbot's heritage, culture, tourism and business sectors
- Drive and support Welsh medium education and the creation of new Welsh medium schools in particular, primary schools through an effective Welsh Education Strategic Plan (WESP)

The Action Plan is divided into two sections.

**Section 1** refers to interventions and actions that would be considered the direct responsibility of the Council under the Welsh Language Standards. Sub contracted work or third parties are also under Section 1. Even though there are references to partner organisations, these actions would be considered the primary responsibility of the Council.

**Section 2** refers to the work of partner organisations who are also looking to contribute towards Welsh Government's aim of creating a million Welsh speakers by 2050. This section takes into account the work of some of the members of the Welsh Language Strategic Forum which is jointly chaired by members of Menter Iaith Castell-nedd Port Talbot and Menter Iaith Abertawe (Neath Port Talbot and Swansea Language Initiatives respectively).

In implementing the Strategy, the Council, Strategic Forum and individual partners will work together to meet its aims, implement change and work towards the common goal.

The Council and Menter Iaith Castell-nedd Port Talbot have worked closely together to ensure that the aims and actions are realistic. In addition members of the Language Forum have shown their support of the strategy by agreeing to deliver a range of action, supported by the Council wherever possible, to help deliver the aims of the Strategy. While it is recognised that the Council has no control over the activities and the achievement of targets of the partners identified in Section 2, the Council may be in a position to work collaboratively and commission Language Forum members to deliver additional activities in order to meet the Strategy's aims as identified in Section 1 of the Action Plan.

Although overall responsibility for the Welsh Language Promotion Strategy lies with the Council, in accordance with Standard 145 of the Welsh Language Standards (No1) Regulations 2015, each partner organisation shares responsibility by virtue of the commitments made in the action plan.

It is anticipated that by 2023 that the Council will have contributed to a minimum increase of 1% in the number of Welsh speakers in the county borough within the current financial plan, and current levels of funding and resources.



## SECTION 1 – Internal and 3<sup>rd</sup> party interventions under control of Neath Port Talbot CBC

Strategic Priority 1. Children and Young people					
Intervention	Aims	Proposed Activity	Target by 2023	Council Section	Partner
<b>1.1 Have a positive impact on Early Years provision</b>	Provide appropriate Welsh language and childcare training for early years' practitioners in order to increase Welsh-medium provision.	Work with the 'Cam wrth Gam' project which delivers a Level 3 Diploma in Children's Care, Learning and Development	Ensure that an appropriate number of childcare workers from NPT and the surrounding area are trained annually and gain relevant qualifications.	Flying Start	'Cam wrth Gam' Mudiad Meithrin Early Years providers Cymraeg Byd Busnes
	Increase the number of children attending Welsh- medium early years provision.	Work with Mudiad Meithrin, Flying Start and Menter Iaith CNPT to promote the advantages of Welsh-medium and pre-school education.	Increase numbers of children attending Welsh-medium early years provision in line with advice given from the Flying Start Manager	Flying Start	'Cam wrth Gam' Mudiad Meithrin Menter Iaith CNPT Family Information Services
	Increase the use of Welsh in playgroups and day nurseries that are primarily English medium.	Include the Welsh language in play activities to establish basic numeracy and literacy patterns in Welsh.	Identify at least one playgroup/day nursery per year that are able to introduce basic words, sentence patterns and songs in Welsh, and develop a reward scheme with the providers.	Flying Start	'Cam wrth Gam' Mudiad Meithrin Early Years providers Cymraeg Byd Busnes

<b>Strategic Priority 1. Children and Young people</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
<b>1.2 Education – primary sector</b>	Launch a county wide marketing campaign to promote the advantages of Welsh-medium education and the benefits of bilingualism	Distribute the 'Being Bilingual' booklet and develop marketing materials and tools with the aim of increasing numbers in Welsh-medium primary schools in partnership with ERW and Menter Iaith CNPT	Launch marketing campaign in early 2019 and plan a series of on-going publicity events and activities year on year	Corporate Strategy Education	Menter Iaith CNPT RhAG Strategic Forum ERW School Governors
	Increase the capacity of Welsh-medium primary schools in key locations and actively consider the opening of new Welsh medium primary schools in the not too distant future	Continue discussion with regard to developments at Ysgol Gymraeg Castell-nedd and look to increase intake at Ysgol Gynradd Gymraeg Tyle'r Ynn, Rhosafan and Ysgol Gynradd Gymraeg Pontardawe in order to ensure that places are full before developing strategies for developing or opening new schools.	Aim to ensure that all Welsh medium schools are full to capacity by 2023 with plans in place to develop / build new provision based on evidence of need. Plan now for greater intake and prioritize Welsh medium education as a means to contributing towards one million Welsh speakers by 2050	Education	School Governors ERW Menter Iaith CNPT

<b>Strategic Priority 1. Children and Young people</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
	Consider the effects of new housing developments on the growth of Welsh-medium education or the impact on Welsh speaking communities.	Plan for the likely increase in demand for Welsh-medium education in development, particularly in areas such as Llandarcy and Skewen where case studies show that there is a need for Welsh medium education. Consider also schools that would be full if actively marketed.	Draw up contingency plans in targeted areas for likely development based on active promotion and decrease in available places. Use section 106 monies from LDP to counter act against any developments which would have a negative impact on Welsh speaking communities.	Education	Regeneration & Planning  Menter Iaith CNPT
	Respond to Welsh Government's drive to create a million Welsh speakers by 2050 by targeting the key sector of Welsh medium education	Consider the review, undertaken by ERW, of a pilot to introduce Welsh as the main teaching medium in the Foundation Phase.	Explore the possibilities of piloting a similar scheme in Neath Port Talbot.	Education	Interested schools  Menter Iaith CNPT

<b>Strategic Priority 1. Children and Young people</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
	Support the development and growth of the Language Charter which encourages the proactive use of Welsh in schools and in the community. Support the Second Language Charter for English medium schools.	Adapt the successful Language Charter principles of Gwynedd in implementing NPT's Language Charter	Support the already developed Language Charter for pupils studying Welsh as a first or second language	Education	
	Ensure that parents are informed and are supported should they wish to continue their child's Welsh medium education	Develop homework clubs in partnership with external partners to assist parents with any additional homework or where the school provides the service to plug gaps in provision	Ensure that at least one homework club or support service is developed during 2018	Education Schools	ERW Menter Iaith CNPT Urdd Strategic Forum
<b>1.3 Education – secondary sector</b>	Increase number of learners in Welsh-medium secondary schools	Draw up plans to increase Welsh medium provision as a result of projected growth in the primary sector and a marketing campaign to promote the	Ensure increased numbers in all Welsh medium secondary schools by 2023	Education	Menter Iaith CNPT

<b>Strategic Priority 1. Children and Young people</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
		continuum.			
	Increase opportunities in English Medium schools to use Welsh as a medium of instruction	Provide support for English- medium secondary schools to develop along the language continuum	Identify a few English Medium secondary schools that are willing and able to increase Welsh medium provision in a range of scenarios.	Education	Schools and Governors ERW Menter Iaith CNPT Urdd Strategic Forum
	Enable learners to switch from English medium to Welsh medium education at the end of Key Stage 2	Explore an Immersion Scheme at Ystalyfera or Bro Dur.	Establish interest in the scheme from the Head Teacher at Ysgol Gyfun Ystalyfera and then market its availability across neighbouring authorities.	Education	Schools and Governors ERW Menter Iaith CNPT Urdd Strategic Forum
	Ensure that Welsh Language Awareness programs are included in PSE curriculum in secondary schools to include traditional music, culture, and history/heritage	Develop a Welsh Language Awareness work program and introduce into the curriculum of all secondary schools	All learners to have information related to the historic, cultural and social importance of the Welsh language.	Education	Schools and Governors ERW

<b>Strategic Priority 1. Children and Young people</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
	Work with key partners to create opportunities for children and young people to use Welsh outside of school times to strengthen the link between the language of education and the community	Develop a strategy that enables Welsh to become the language of social and leisure activities in Neath Port Talbot.	Publish a strategy with key partner organisations by- April 2019	Youth Service Families First Celtic Leisure Social Services	Schools and Governors ERW Menter Iaith CNPT Urdd Strategic Forum NPTCVS
	Increase the number of social activities through the medium of Welsh or including Welsh culture and heritage for primary age children	Arrange a series of workshops to cater for a variety of different interests, e.g. sport, drama, dance, arts and crafts, computer games	Program to be agreed April 2019 and to include adding Welsh language awareness sessions to the School Holiday Enrichment Program	Youth services Families First	Menter Iaith CNPT Urdd
	Increase the number of social activities through the medium of Welsh or including Welsh culture and heritage for secondary age children	Establish a network of 'adrannau cymunedol' to provide sports and leisure activities	Ensure that each youth club setting delivers 4 sessions of language / cultural awareness training sessions per year linked to significant dates such as St David's Day, Welsh Language Music Day, Diwrnod Shwmae Sumae and St	Leisure services Youth services	Menter Iaith CNPT Urdd

**Strategic Priority 1. Children and Young people**

<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
			Dwynwen's Day		
	Encourage greater social use of Welsh by pupils attending Ysgol Gymraeg Ystalyfera Bro Dur..	Every school to agree a Mission Statement and code of conduct as well as staff responsibility for social use of Welsh.	Schools to employ a member of staff with responsibility for increasing the use of social Welsh	ERW Youth Service	Menter Iaith CNPT Urdd
	Provide opportunities for young people in Ystalyfera and Bro Dur to use Welsh in the community	Support the creation of clusters within the school to arrange a series of social activities, in partnership with the Language Charter and partners.	Arrange at least 3 significant Welsh language activities during each school year and ensure that a Welsh Language representative sits on the youth council forum	Education Youth Service	Schools and Governors ERW Menter Iaith CNPT Urdd Strategic Forum

<b>Strategic Priority 2. Families</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
<b>2.1 Language Transmission in the Home</b>	Raise awareness of the importance of language transmission amongst young Welsh speaking adults	Include general language awareness programs in PSE courses at schools	All schools to arrange awareness courses by March 2019	Education	Schools and Governors ERW Menter Iaith CNPT Urdd Strategic Forum
	Raise awareness of the importance of language transmission amongst families	Arrange language awareness courses and family activities which target parents and children	Language awareness courses and activities to be established in 6 centre's around the county borough	Flying Start	Cymraeg i Blant Mudiad Meithrin Menter Iaith CNPT
	Organize a marketing campaign targeting young Welsh speaking adults	Create a social media campaign including video and leaflet and use social media to encourage parents to use Welsh with their children	Seek funding to produce a video and information leaflet and plan marketing campaign by September 2019	Education	Schools and Governors ERW Menter Iaith CNPT Urdd Strategic Forum
	Provide support for parents with children in Welsh medium schools to alleviate concerns about helping with homework	Establish homework clubs in Welsh medium schools to support parents who are non- Welsh speaking should there be no existing	Discussions to happen during current academic year with a view of establishing Homework Clubs by January 2019	Education	Schools and Governors ERW Menter Iaith CNPT Urdd Strategic Forum Welsh for Adults



<b>Strategic Priority 2. Families</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
		provision.			Centre
	Provide childcare through the medium of Welsh	Carry out a review of the childcare needs of parents with children in Welsh medium education	Provide after-school or wrap-around childcare for every school that has expressed an interest	Early Years' Service Education Flying Start	Kids Clubs Wales ERW Menter Iaith CNPT Urdd Strategic Forum Welsh for Adults Centre
	Provide Welsh medium childcare opportunities during school holidays	Carry out a review of childcare needs during school holidays	Carry out a review of childcare needs during school holidays	Early Years Services Education Flying Start	Kids Clubs Wales ERW Menter Iaith CNPTCNPT Urdd Strategic Forum Welsh for Adults centre
	Increase number of Welsh language activities that cater for the interest of families	Arrange family focussed events to coincide with Christmas, Santes Dwynwen and St David's Day celebrations	Arrange 2 family fun days during the year in different parts of the county borough	Marketing & Events Celtic Leisure	Schools and Governors Kids Clubs Wales ERW Menter Iaith CNPT Urdd Strategic Forum Welsh for Adults Centre

<b>Strategic Priority 2. Families</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
	Increase family focussed activities through the medium of Welsh	Ensure that fitness clubs including yoga, spinning and keep-fit are available through the medium of Welsh and that Welsh language swimming lessons can be accessed.	<p>Explore the potential of establishing at least 1 Welsh medium fitness clubs by September 2019 and increase number over the next five.</p> <p>Ensure that all Council funded third party providers, where appropriate, have a plan to cater for Welsh users.</p>	Leisure Services Celtic Leisure	Schools and Governors Kids Clubs Wales ERW Menter Iaith CNPT Urdd Strategic Forum Welsh for Adults Centre

<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
<b>3.1 Welsh in the Community</b>	Use communication technology to advertise employment opportunities requiring bilingual skills	Develop a designated page on internal communications to advertise jobs and apprenticeships that require Welsh language skills	Set up an information sharing external page which can be used to recruit bilingual staff and apprentices	Human Resources	IT Menter Iaith CNPT Businesses Cymraeg Byd Busnes
	Ensure that Leisure Centres proactively promote the use of Welsh, both in terms of provision and making it visible.	Encourage a language champion in every leisure centre with responsibility for actively promoting Welsh both visually and in its leisure provision	Training for language champions to be completed by April 2019 with monitoring processes established to evaluate progress on language use	Leisure Services Celtic Leisure	Urdd Menter Iaith CNPT
	Ensure access for adults to Welsh medium learning opportunities	Work with partners to develop a programme of adult learning courses for Welsh speakers and learners across the county borough	Increase provision by 5% annually	Adult Education Service	Academic Hywel Teifi Welsh for Adults Centre Learning Partnership Menter Iaith CNPT

<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
		Develop a designated webpage to include information on opportunities for learning/using Welsh, links to other organisations and websites	Develop a webpage to include accessible information and links on language training opportunities in the county borough	Corporate Strategy/ Communications	Menter Iaith CNPT Language Forum
	Consider a Sense of Place (to include Welsh language, culture and heritage) in the development of the Destination Management Plan	Encourage local communities and tourism businesses to promote a Sense of Place which celebrates Welsh language culture and heritage	Integrate the promotion of sense of place into the Destination Management Plan	Tourism	Menter Iaith CNPT Volunteers
			To hold three regular annual events in each area that promote the distinct dialect of the areas as well as know national traditions and promote these to non-Welsh speaking audiences	Appropriate Sections (to be confirmed)	

<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
	Celebrate the culture and heritage of the county borough	Develop a dynamic resource re history of place names, etc on the website	Initial development of a dynamic webpage by September 2019	Sections as appropriate	Menter Iaith CNPT Strategic Forum Elected Members 3 <sup>rd</sup> sector organisations Local historians Schools
<b>3.2 Welsh in the Workplace</b>	The Council to comply fully with the Welsh Language Standards	Continue with the work of the Welsh Language Officer Group	Equality and Community Cohesion Group to receive regular reports from the Welsh Language Officer Group on compliance issues	All Directorates	Menter Iaith CNPT Strategic Forum
	Ensure that numbers of staff are adequate for the level of Welsh being requested in order to comply with the Welsh Language Standards.	Develop a Language Skills Strategy with the aim to increase the number of bilingual staff in order to provide services in accordance with requirements of the Welsh Language Standards.	A Language Skills Strategy to be produced by September 2019 with the aim of ensuring by 2023 that the proportion of bilingual staff reflects that of the county borough	Corporate Strategy Human Resources Training	Human Resources
	Map current levels of Welsh language skills	Undertake a language skills audit of staff and Elected Members	Complete language skills audit by March 2019	Human Resources	All services

<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
	Provide opportunities for staff to improve their language skills	Provide opportunities for staff to improve their language skills	Review ongoing training programme in line with a Language Skills Strategy by September 2019	Human Resources/ Training	All services
	Enable staff and Elected Members to be aware of history and culture of Welsh language including compliance with Welsh language legislation	Develop a programme of Welsh language awareness and compliance training and include in induction for new staff	Develop a training programme by September 2019	Human Resources/ Training	All services
	Create an environment that encourages greater use of Welsh	Produce resources, promotional material and visual impacts that promote language use and fosters respect for bilingualism	On-going	All services	

<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
	Provide intranet support for Welsh speakers and learners	Use intranet to sign-post staff to useful language resources e.g. e- learning, on-line grammar and spell checkers, on-line dictionaries and translation tools	Develop and have infrastructure in place and operational by September 2018	Corporate Strategy	IT
	Provide intranet support for Welsh speakers and learners	Develop intranet to sign-post staff to Welsh language courses and activities in the community	Complete by September 2018 and continuously update	Corporate Strategy HR Training	Menter Iaith CNPT Strategic Forum Welsh for Adults Centre
	Normalise the use of Welsh in the workplace	Determine language preferences of staff in relation to internal operations: correspondence; forms; complaints; performance reviews; training needs; staff policies, internal meetings etc	To be completed by March 2019  And ongoing	Human Resources	Menter Iaith CNPT
	Promote schemes that visually illustrate that Welsh	Continue to develop initiatives that create an environment	On-going	Corporate Strategy IT	All services

<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
	is welcomed in the workplace	which fosters the use of Welsh by staff, e.g. badges, posters, lanyards, use of Cymraeg logo on e-mail and intranet, e-mail signatures and out-of-office messages			
	Distribute Welsh language promotional material to staff	Ensure staff receive promotional material including: staff guidelines; badges; lanyards; posters; language training information; 'Being Bilingual' booklet, etc	All staff receive/ have access to promotional material	Corporate Strategy	
	Develop confidence in the use of written Welsh	Install Cysill and Cysgair (Welsh language grammar and spell checkers) on all staff and elected members' computers and iPads	All computer packages installed and operational by March 2019	IT	All services



<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
	Develop bilingual intranet interface and menus and bilingual interface for web applications	Liaise with other local authorities to investigate joint investment in developing bilingual interfaces	Install bilingual interfaces by September 2020	IT	Customer Care
	Encourage staff and Elected Members to use Welsh in internal and external meetings and in presentations	Provide training on presentational skills in Welsh and explore the practicalities of providing translation facilities at internal meetings	Develop a training programme by March 2019	Corporate Strategy Members' Services	Welsh for Adults Centre
	Encourage Elected Members to use Welsh in internal and external meetings and in presentations	Provide support and encouragement for Elected Members in using Welsh words and greetings at events	Develop list of words/simple greetings by January 2019	Corporate Strategy Members' Services	
<b>3.3 Third party organisations associated with NPT CBC</b>	Ensure that all groups or organisations receiving third party funding from the Council meet the Welsh language criteria of the grant	Ensure that all groups deliver on the Welsh language element of the third sector funding and information is shared with the Welsh Language group	All t organisations have action plans/ processes in place by December 2018. Council monitoring processes to be in place by December 2018	Corporate Strategy	Welsh for Adults Centre

<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
<b>3.4 Linking Economic Development with language</b>	Ensure that all frontline Economic Development staff provides appropriate information with regard to Welsh language promotion and how it can improve business as a unique selling point.	Ensure that Economic Development staff provides appropriate information to encourage businesses to use Welsh.	Arrange staff training with the Cymraeg Byd Busnes staff by April 2019 with a process for recording any advice given to be included.	Corporate Strategy	Cymraeg Byd Busnes
	Encourage businesses to promote the Welsh language	Liaise with business services section to explore language promotion amongst businesses	Encourage chamber of trades/ specific businesses to promote the Welsh language in three areas of the county borough by 2023	Business Services Tourism	Menter Iaith CNPT
<b>3.5 Strengthening links with the Council's key policies and strategies</b>	Review the Local Development Plan to strengthen the Welsh language element in relation to all areas of the county borough, not only areas of linguistic sensitivity.	Liaise with planning officers to ensure that any recommendations to strengthen policy are achievable and include officers input	Consider developing Welsh only signage policy for all new developments.	Planning	Menter Iaith CNPT

<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Council Section</b>	<b>Partner</b>
	Ensure that the Welsh Language Promotion Strategy is integrated into the Valleys Action Plan developed by the task and Finish Group	Liaise with relevant sections to ensure aims of the Welsh Language Promotion Strategy are considered	TBC	Environment	
	Encourage third party community organisations that have taken on assets from the council to adopt Welsh language policies in line with NPTCBC.	Encourage groups taking on assets from the Council to adopt Welsh language action plans as part of a condition of the leasehold.	Assist with signage and visual Welsh and building language promotion into any Service Level Agreement or long term lease	NPTCBC Partner organisations	Menter Iaith CNPT

## SECTION 2 – Interventions by partner organisations (not under control of Neath Port Talbot CBC)

Strategic Priority 1. Children and Young people					
Intervention	Aims	Proposed Activity	Target by 2023	Lead Partner	Partner
1.1 Education - Early Years provision	Increase number of Cylchoedd Ti a Fi and Cylchoedd Meithrin	Work with Mudiad Meithrin and Flying Start to ensure that provision is available within easy reach of all the main population centres	Create one new Cylch Ti a Fi and Cylch Meithrin annually	Mudiad Meithrin	Flying Start; Family Information Service
	Increase the number of parents who send their children to Welsh medium education	Increase the number of Parenting/Family Sessions run by the 'Cymraeg i Blant' scheme	Increase the number of parenting/family sessions by 5% annually	Cymraeg i Blant	Mudiad Meithrin
	Provide basic language training for workers in mainly English medium settings	Organise language sessions that are appropriate for early years provision	Every playgroup and day care nursery to be provided with opportunities to attend language training	Welsh for Adults Centre	Flying Start
	Improve language progression from Cylchoedd Meithrin to Welsh medium education	Provide information to parents about the benefits of Welsh medium education and awareness	Increase language progression from Cylchoedd Meithrin to Welsh medium schools	Mudiad Meithrin	Flying Start Menter Iaith CNPT

**Strategic Priority 1. Children and Young people**

<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Lead Partner</b>	<b>Partner</b>
		training for Meithrin staff			
<b>1.2 Further education sector</b>	Increase Welsh medium provision in Neath Port Talbot College	Develop bilingual provision across mainstream courses	Ensure that Welsh medium units are available in all relevant subject areas by 2023	NPTC Group	Strategic Forum
	Provide social opportunities for college learners to meet and use the Welsh language	Organise an annual programme of events which is popular and wide-reaching in its appeal	Publish programme of events at the beginning of each term and distribute through social media and internet	NPTC Group	Strategic Forum

<b>Strategic Priority 2. Families</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Lead Partner</b>	<b>Partner</b>
<b>2.1 Language Transfer in the Home</b>	Ensure that more parents use Welsh as the language of the home	Increase the number of activities organised by the 'Cymraeg i Blant' scheme which encourages parents to speak Welsh to their children	Increase the number of activities to raise awareness of language transmission in the home	Cymraeg i Blant scheme Menter Iaith CNPT	Strategic Forum
	Raise awareness of the importance of language transmission amongst young Welsh speaking adults	Include general language awareness programmes in Personal and Social Education courses in college	Arrange language awareness courses by March 2019	NPTC Group	Menter Iaith CNPT  Education & Lifelong Learning
<b>2.2 Welsh for Adults</b>	Increase the number of adults learning Welsh	Increase marketing activity and extend number of courses available at all levels	Increase number of enrolments in line with recommendations made by Welsh for Adults Centre	Welsh for Adults Centre	
	Increase the number of learners progressing from Entry and Foundation levels to Higher level courses	Provide targeted support and guidance to encourage learners to progress to higher levels of fluency	Increase progression rates to higher levels in line with recommendations made by Welsh for Adults Centre	Welsh for Adults Centre	

<b>Strategic Priority 2. Families</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Lead Partner</b>	<b>Partner</b>
	Provide more language courses in the workplace at various levels of proficiency to enable more employees to work bilingually	Increase workplace provision in the public and voluntary sectors for beginners and tentative Welsh speakers	Increase workplace provision by a percentage to be agreed with Welsh for Adults	Welsh for Adults Centre	
	Provide informal opportunities for Welsh learners to meet and practice their language skills	Organise weekly social activities and 'sesiynau sgwrs' to increase confidence and fluency levels	Establish 5 weekly sessions to enable staff and members of the public to practice Welsh in a friendly environment	Welsh for Adults Centre	Menter Iaith CNPT
	Provide opportunities for Welsh learners to integrate into Welsh speaking networks and organisations	Plan a varied programme of social activities to bring Welsh speakers and learners together	Draw up an annual calendar of events and provide marketing support	Welsh for Adults Centre	Menter Iaith CNPT
	Provide on-line opportunities for Welsh learners to practice their Welsh	Set up a designated on-line chat room/forum for Welsh learners in the area	To be established by September 2019	Menter Iaith CNPT	Welsh for Adults Centre

<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Lead Partner</b>	<b>Partner</b>
	Ensure that the fall in the percentage of Welsh speakers in the Swansea Valley is limited, with an action plan specifically designed for the area and working alongside Ty'r Gwrhyd to strategically impact on the area	Develop Ty'r Gwrhyd Pontardawe as a thriving Welsh Language Centre for a range of partners to meet the needs of the higher percentage speakers of the Swansea Valley.	Collect contact details on an annual basis	Menter Iaith CNPT	Youth Engagement & Participation Service Welsh-medium schools
	Ensure that the populated areas of Neath and Port Talbot are targeted as areas of potential growth and develop action plans for each town and its people.	Develop clusters around Neath and Port Talbot to stimulate interest in the language.	Develop an action plan in partnership with Swansea University to develop a range of services for local people	Welsh for Adults Centre Menter Iaith CNPT NPTCBC Welsh Government	
	Ensure that sports clubs are supported to use Welsh as a natural language and encourage the use of Welsh in informal and formal club settings	Ensure that resources are shared with the clubs and clubs are supported to develop Welsh language services	Seek funding for football and rugby clubs to train up Welsh speaking coaches	Menter Iaith CNPT	Urdd



<b>Strategic Priority 3. Communities</b>					
<b>Intervention</b>	<b>Aims</b>	<b>Proposed Activity</b>	<b>Target by 2023</b>	<b>Lead Partner</b>	<b>Partner</b>
	Encourage the use of Welsh in Community and Town council meetings, as well as NPTCVS, Chamber of Trade and voluntary sector meetings and forums	Ensure that there are enough translations sets available for community groups and develop a training programme for Welsh language translators	Develop an action plan in partnership with Swansea University to develop a range of services for local people	Welsh for Adults Centre Menter Iaith CNPT NPTCBC Welsh Government	
	Ensure that sports clubs are supported to use Welsh as a natural language and encourage the use of Welsh in informal and formal club settings	Ensure that posters are translated and that Welsh speakers are trained in order to facilitate Welsh medium training sessions as and when needed	Seek funding for additional community translation programme to enable Welsh to be spoken free of charge.	Menter Iaith CNPT Welsh for Adults Centre	
	Ensure community and volunteer involvement in planning and organising Welsh language activities	Assist with the setting up and maintaining community groups to promote social activities in Welsh	Establish 2-3 community clusters and support them to arrange an annual programme of popular activities/events	Menter Iaith CNPT	

## Monitoring

The action plan will be reviewed annually and actions revised where considered appropriate.

Section 1 - progress will be monitored by Cabinet and scrutinised by the relevant scrutiny committee.

Section 2 - progress will be provided by Strategic Forum members at Strategic Forum meetings and the Chair of Strategic Forum will provide feedback to the Council.

It is hoped that in this way the Council and Strategic Forum members will be able to work collaboratively to meet the objective of increasing the number of Welsh speakers in the county borough by 2023 and address any difficulties at the earliest opportunity.

Progress against all actions will be reported annually to Cabinet Scrutiny Committee.

Measures will be developed to ensure progress is measured appropriately.

## Integrated Impact Assessment (IIA)

This Integrated Impact Assessment considers the duties and requirements of the following legislation in order to inform and ensure effective decision making and compliance:

- Equality Act 2010
- Welsh Language Standards (No.1) Regulations 2015
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016

### Version Control

Version	Author	Job title	Date
Version 1	Rhian Headon	Equality and Engagement Officer	09.05.18
Version 2 Post consultation	Rhian Headon	Equality and Engagement Officer	17.07.18

### 1. Details of the initiative

<b>Title of the Initiative:</b> Welsh Language Promotion Strategy	
<b>1a</b>	<b>Service Area:</b> Corporate
<b>1b</b>	<b>Directorate:</b>
<b>1c</b>	<p><b>Summary of the initiative:</b> The Strategy aims to</p> <ul style="list-style-type: none"> <li>• Put steps in place to slow down in the short term the percentage decrease in the number of Welsh speakers in the County Borough</li> <li>• Increase the number of Welsh speakers in the County Borough</li> <li>• Increase the usage of the Welsh language in all aspects of life</li> <li>• Raise awareness of the language as a component of Neath Port Talbot's heritage, culture, tourism and business sectors</li> <li>• To drive and support Welsh medium education and the creation of new Welsh medium schools in particular, primary schools through an effective Welsh Education Strategic Plan (WESP)</li> </ul> <p>The strategy is developed under the Welsh Language Standards (No1) Regulations 2015 - standard 145</p>

1d	<p><b>Who will be directly affected by this initiative?</b></p> <table border="0"> <tr> <td>Residents of the County Borough</td> <td>Employees of the Council</td> </tr> <tr> <td>Schools – pupils and staff</td> <td>3<sup>rd</sup> sector organisations</td> </tr> <tr> <td>Elected Members</td> <td>Community/Town Councils</td> </tr> <tr> <td>Businesses</td> <td></td> </tr> </table>	Residents of the County Borough	Employees of the Council	Schools – pupils and staff	3 <sup>rd</sup> sector organisations	Elected Members	Community/Town Councils	Businesses	
Residents of the County Borough	Employees of the Council								
Schools – pupils and staff	3 <sup>rd</sup> sector organisations								
Elected Members	Community/Town Councils								
Businesses									
1e	<p><b>When and how were people consulted?</b></p> <p>A 4 week period of public consultation took place from 25.05.18 to 22.06.18. During this period the following took place:</p> <ul style="list-style-type: none"> <li>• A bilingual online self-completion questionnaire published on the Council’s web site</li> <li>• consultation packs in all council and community libraries and civic centres</li> <li>• Promotion and link to the consultation documents and questionnaire via email to a range of stakeholders, including local equality groups, schools, Language Forum members, elected members, Community Councils, etc.</li> <li>• Promotion via the Council’s corporate social media accounts messages</li> <li>• Promotion/consultation events were held in Port Talbot, Neath and Pontardawe</li> <li>• Internal newsletter – article on the strategy and action plan along with link to the consultation</li> <li>• Email to Senior Management Group with link</li> <li>• Promotion of consultation via plasma screens at civic centres</li> </ul>								
1f	<p><b>What were the outcomes of the consultation?</b></p> <p><b>17.07.18 –</b></p> <p>45 responses to the full consultation were received; 42 in English 3 in Welsh. Three informal ‘light touch’ consultation events were also held in Port Talbot, Neath and Pontardawe; all response were in English – although Welsh speakers were available at all venues. In addition comments were received via email from Cilybebyll Community Council.</p> <p>The majority of comments received had been addressed in the strategy/action plan, a few comments referred to areas outside of the Council’s remit e.g. a need to review the structure and grammar of the language.</p> <p>Full consultation -</p> <p>Over half of respondents (24 or 53%) agreed will all of the strategy’s aims while a further 6 (13%) agreed with some. The main reasons supporting this response were;</p> <ul style="list-style-type: none"> <li>• Important to promote Welsh and not let it die out</li> <li>• Continuation of cultural identify</li> <li>• Welsh education will help the use of spoken Welsh for future generations</li> </ul>								

11 respondents (24%) disagreed with all or some of the aims. The main reasons for disagreement were:

- Public funding already limited
- English is the predominant language and 'over pushing Welsh will alienate people.
- The increase in Welsh medium education '...would create a divide between Welsh speaker and English speaking people. The aim is bilingualism ...'

The following has been raised with the education section for consideration:

A couple of responses were received which highlighted the difficulties faced by pupils with learning difficulties (similar issues faced by adults) in learning the language/within Welsh medium education. Concerns raised were in relation to difficulties faced by the complexities of the language and the limited Special Educational Needs (SEN) provision within Welsh medium education.

A large number of comments were submitted; the majority not requiring further action as were already addressed in the strategy/action plan or supporting statements, while other were outside the remit of the Council.

The following comments have been considered for inclusion in the action plan:

- History of Welsh place names
- Publicity of Welsh language training courses
- Promotion of Welsh by businesses
- Use of Welsh by elected members

All of the above will contribute positively to the aims of the strategy as well as impacting positively in relation to community cohesion, the Welsh Public Equality Duty, Welsh Language requirements, and the sustainable development element of the Wellbeing of Future Generations (Wales) Act.

## 2. Evidence

### What evidence was used?

Language profile of the area - according to the 2011 Census, around 15.3% of the county borough's population speak Welsh 20,698 individuals. Communities such as Gwaun Cae Gurwen, Cwmllynfell and Lower Brynamman are amongst the highest percentage of Welsh speaking areas in Wales.

There has been a significant drop in the number of people speaking Welsh in these, and other areas in the county borough, between the 2001 and 2011 Census. Trebanos and Crynant have seen the largest percentage comparable change, - 20.86% and -33.47% respectively.

The latest figures from the Welsh Government indicate that there are around 1,600 (7.7%) primary school children in the county borough who speak Welsh at home but 15.2% of all children are considered fluent in Welsh. A low number of children from Welsh medium primary schools such as Cwmllynfell, Trebanos and Gwaun Cae Gurwen move on to Ysgol Gymraeg Ystalyfera for their secondary education.

Over 1,150 pupils are fully educated through the medium of Welsh at Ysgol Gymraeg Ystalyfera.

#### Education

<b>Welsh medium primary school</b>	<b>Number of pupils (2017)</b>
YGG Blaendulais	104
YGG Pontardawe	352
YGG Castell-nedd	387
Ysgol Gymraeg Ystalyfera (primary) – Previously YGG Y Wern	148
YGG Cwm Nedd	156
YGG Gwaun Cae Gurwen	189
YGG Rhosafan	360
YGG Tyle'r Ynn	236
YGG Cwmllynfell	86
YGG Trebanws	104

Neath Port Talbot has one Welsh-medium comprehensive school which is split between Ysgol Gymraeg Ystalyfera (north campus) and a new south campus at Ysgol Bro Dur.

Language profile of the Council - of 3626 staff, 363 (10.01%) are Welsh speakers

<b>Ward</b>	<b>Number of people over 3 years of age</b>	<b>Number of people aged 3+ that can speak Welsh</b>	<b>% of people aged 3+ that can speak Welsh</b>
Neath Port Talbot CBC	135,281	20,698	15.3
Aberavon	5,232	411	7.9
Aberdulais	2,305	311	13.5
Alltwen	2,251	664	29.5
Baglan	6,627	557	8.4
Blaengwrach	1,935	287	14.8
Briton Ferry (East)	2,827	242	8.6
Briton Ferry (West)	2,896	275	9.5
Bryn and Cwmavon	6,330	1,024	16.2
Bryncoch (North)	2,139	297	13.9
Bryncoch (South)	5,706	699	12.3
Cadoxton	1,647	211	12.8
Cimla	3,835	350	9.1
Coedffranc (Central)	3,870	425	11
Coedffranc (North)	2,322	265	11.4
Coedffranc (West)	2,563	316	12.3
Crynant	1,851	465	25.1
Cwmllynfell	1,137	669	58.8
Cymmer	2,714	186	6.9
Dyffryn	3,078	350	11.4

<b>Ward</b>	<b>Number of people over 3 years of age</b>	<b>Number of people aged 3+ that can speak Welsh</b>	<b>% of people aged 3+ that can speak Welsh</b>
Glyncorrwg	1,054	65	6.2
Glynneath	3,320	689	20.8
Godre'r Graig	1,571	473	30.1
Gwaun-cae-gurwen	2,823	1,576	55.8
Gwynfi	1,314	92	7
Lower Brynamman	1,277	776	60.8
Margam	2,908	295	10.1
Neath (East)	6,137	497	8.1
Neath (North)	3,838	379	9.9
Neath (South)	4,789	440	9.2
Onllwyn	1,161	222	19.1
Pelenna	1,113	178	16
Pontardawe	5,232	1,624	31
Port Talbot	5,457	518	9.5
Resolven	3,044	341	11.2
Rhos	2,382	588	24.7
Sandfields (East)	6,692	504	7.5
Sandfields (West)	6,495	524	8.1
Seven Sisters	2,049	469	22.9
Taibach	4,634	354	7.6
Tonna	2,445	292	11.9
Trebanos	1,367	459	33.6
Ystalyfera	2,911	1,339	46

Source : Census 2011



### **Public Services Board's Wellbeing Assessment (2017) –**

When asked what cultural well-being means, these are the words that were mostly said (125 respondents to the on-line survey)

- 35 people were most likely to think of arts, theatre, literature, museums, cinema, film, poetry & history
- 29 people said heritage, language, traditions and beliefs, customs, Wales/ Welsh
- 17 people said sports and leisure
- 12 people said education and learning

When we asked what two things could improve levels of cultural well-being – these are the things that were mostly said (121 respondents to our on-line survey)

24 out of 121 respondents mentioned experiencing more Welsh culture and the Welsh language and 20 out of 121 respondents mentioned taking part in cultural activities

### **Responses received during the Corporate Plan 2018-2022 consultation held between 6th July 2017 and 8th September 2017**

- Training/learning – more teaching through the medium of Welsh; more funding for Welsh language classes; more opportunities for learning and using Welsh in the community; Free taster sessions.
- Promotion opportunities – link the language to childcare, etc, bilingual service provision, intergenerational work, Welsh ambassadors - encourage businesses and community to learn and practice Welsh. Set up a social media page to help new learners
- Equality - Welsh and English not equal enough, we want more Welsh options; Both languages should have equality in this area and promoted equally; equal treatment from a lot of local retailers
- 'Welsh language provision is important but costly'
- 'Don't force people to speak Welsh'

### 3. Equalities

a) How does the initiative impact on people who share a protected characteristic?

Protected Characteristic	+	-	+/-	Why will it have this impact?
Age	✓	✓		<p><b>09.05.18</b></p> <p>It is anticipated that there will be a positive impact for children:</p> <ul style="list-style-type: none"> <li>• increased opportunities to access Welsh medium preschool and 3-19 education</li> <li>• activities to use Welsh outside of school environment</li> <li>• help and support for non-Welsh speaking families to alleviate concerns and support their children</li> </ul>
				<p><b>Post consultation – 17.07.18</b></p> <p>Issues associated with Welsh medium education for those with learning difficulties was raised during the consultation. There will be a negative impact on those pupils whose education cannot be continued in Welsh due to the inability of the system to provide for their needs. The move potentially disrupts school life, separates friendship groups, impacts on families particularly where siblings attend the same school and limits choice. All of these could have a negative effect on pupils/ families/ the 'growth' of the language and the Strategy as a whole in the long term.</p>
Disability	✓			<p><b>09.05.18</b></p> <p>It is considered that there will be a neutral impact on people with this protected characteristic</p>
		✓		<p><b>Post consultation – 17.07.18</b></p> <p>Following consultation it was considered that there could be a potential negative impact on people with learning difficulties particularly for those learning Welsh/ in Welsh medium education. The rules of Welsh grammar considered an 'inhibitor of to the future of the Welsh language' is more apparent for this group of people. Whilst the Strategy is not solely focused on the use and learning of the language these are a key focus and accessibility should be taken into account.</p>

			<p>Appropriate provision for those with Special Educational Needs (SEN) in Welsh medium education would help address this.</p> <p>Informal learning opportunities as well as consideration of accessible adult courses may help address this.</p>
Gender reassignment		✓	It is considered that there will be a neutral impact on people with this protected characteristic
Marriage & civil partnership		✓	It is considered that there will be a neutral impact on people with this protected characteristic
Pregnancy and maternity		✓	<p><b>09.05.18</b></p> <p>It is considered that there will be a neutral impact on people with this protected characteristic</p>
	✓		<p><b>Post Consultation – 17.07.18</b></p> <p>There is potential for a positive indirect impact in that increased awareness of the Welsh language, culture and services, particularly the Cylch and Meithrin groups could allay potential fears and concerns in relation to preschool education, etc.</p>
Race	✓		<p>It is anticipated that there will be a positive impact with the aim to raise awareness of the language as a component of the area's heritage and culture. It is possible that pride in the language and identity will be regenerated even if not a Welsh speaker.</p> <p>It is acknowledged that promoting the Welsh language, culture and heritage could generate negative impacts, particularly from those who are not Welsh, are non-Welsh speakers and/or those who perceive the strategy and action plan to be attracting limited resources for the benefit of a 'minority'.</p>
Religion or belief		✓	It is considered that there will be a neutral impact on people with this protected characteristic
Sex		✓	It is considered that there will be a neutral impact on people with this protected characteristic
Sexual orientation		✓	It is considered that there will be a neutral impact on people with this protected characteristic

**What action will be taken to improve positive or mitigate negative impacts?**

**09.05.18**

Consultation to be undertaken which will help confirm/ identify alternative impacts.

**Post consultation -17.07.18**

Work to ensure the Welsh in Education Strategic Plan includes appropriate provision to cater for the needs of all pupils

Liaise with language providers to ensure language courses are accessible as possible.

b) How will the initiative assist or inhibit the ability to meet the **Public Sector Equality Duty?**

Public Sector Equality Duty (PSED)	+	-	+/-	Why will it have this impact?
To eliminate discrimination, harassment and victimisation	✓			The Strategy is clear in its aims to promote the Welsh language and is likely to help eliminate historic 'discrimination' due to the Welsh language services not fully recognised as equal to English services, etc.
To advance equality of opportunity between different groups	✓			The Strategy is clear in its aims to promote the Welsh language and in so doing it is anticipated that the strategy will increase opportunities for Welsh speakers.
To foster good relations between different groups	✓			The Strategy is designed to benefit everyone, non Welsh speakers, learners or fluent Welsh speakers. However, it is possible that the strategy could result in some resentment from non-Welsh speakers/supporters, although this should be minimal.

**What action will be taken to improve positive or mitigate negative impacts?**

Publicity of the strategy and its action plan will be undertaken to raise its profile. Articles/press releases/social media publicity etc will be produced to promote activities etc, when appropriate, throughout the life of the strategy

#### 4. Community Cohesion/Social Exclusion/Poverty

	+	-	+/-	Why will it have this impact?
Community Cohesion	✓			<p>The Strategy aims to promote the Welsh language, culture and heritage and as a result it is anticipated that this would have a positive impact, especially in instilling (greater) pride in the area and Wales as a whole). The various actions would help encourage participation and so bring about a new sense of belonging and community spirit.</p> <p>However, there is a danger that the proposal could trigger disharmony and resentment amongst those non Welsh speakers or who do not support the aims of the strategy, etc,</p>
Social Exclusion			✓	<p>Little impact on either of these is anticipated however the implementation of the Strategy and associated actions could lead to more involvement of those socially excluded due to lack of Welsh language activities/opportunities.</p>
Poverty			✓	

What action will be taken to improve positive or mitigate negative impacts?
<p>Ensure that the strategy and actions are as inclusive as possible. Use publicity judiciously to promote Welsh and dispel any potential negative perceptions</p>

## 5. Welsh

	+	-	+/-	Why will it have this effect?
What effect does the initiative have on: – people’s opportunities to use the Welsh language	✓			The aims of the Strategy and the action plan will help provide more opportunities to use Welsh, more activities and events held in Welsh thereby increasing the number of participants and help ensure that Welsh medium education is accessible to all.
– treating the Welsh and English languages equally	✓			By implementing the strategy it is likely that the profile of Welsh language will be raised and become more visible throughout the county borough. The fulfilment of the strategy is unlikely to promote the Welsh language over English but will help raise its profile, secure its place in the county borough and promote its equal status. Treating both languages equally is a legislative requirement and the strategy and associated actions aim to help establish this.

What action will be taken to improve positive or mitigate negative impacts?
Publicity of the strategy and its action plan will be undertaken to raise its profile. Articles/press releases/social media publicity etc will be produced to promote activities etc, when appropriate, throughout the life of the strategy.

## 6. Biodiversity

How will the initiative assist or inhibit the ability to meet the **Biodiversity Duty**?

Biodiversity Duty	+	-	+/-	Why will it have this impact?
To maintain and enhance biodiversity			✓	There is no impact on biodiversity as a result of the strategy and action plan at this time. However, as time goes on there may be impacts, Welsh medium school extensions/new builds, etc., and these will be considered as part of the individual project.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.			✓	

What action will be taken to improve positive or mitigate negative impacts?
No action at this time although this will be kept under review

## 7. Wellbeing of Future Generations

How have the five ways of working been applied in the development of the initiative?

Ways of Working	Details
i. <b>Long term</b> – looking at least 10 years (and up to 25 years) ahead	The Strategy is the Council’s response to the Welsh Government’s commitment to increase the number of Welsh speakers by 2050. This is a long term aim and the strategy is a step on the road to achieve this.
ii. <b>Prevention</b> – preventing problems occurring or getting worse	<p>The strategy and its actions have been developed with the aim to slow down further percentage decrease of Welsh speakers in the area, and to ultimately facilitate an increase in the number of Welsh speakers.</p> <p>By supporting parents, particularly non-Welsh speakers, throughout the educational journey (preschool to college), providing increased opportunities to learn and use Welsh as well as increasing understanding and knowledge of the culture and heritage, the strategy and actions aim to ‘change’ attitudes as well as increase the number of Welsh speakers.</p>
iii. <b>Collaboration</b> – working with other services internal or external	<p>It is not in the Council’s gift to singlehandedly influence the increase in the number of Welsh speakers nor be in a position to solely promote the language and the strategy was developed accordingly.</p> <p>A number of council services as well as partners in the voluntary sector have been identified to help deliver the aims of the strategy. Menter Iaith Castell-nedd Port Talbot has been instrumental in the development of the strategy and its actions and has ensured that the members of the Language Forum have been fully engaged through the development of the strategy.</p>
iv. <b>Involvement</b> – involving people, ensuring they reflect the diversity of the population	<p>The strategy and action plan were developed by a cross party elected Member Task and Finish Group with advice and support from officers of the Council and Menter Iaith CNPT. Members were able to use their personal and ward knowledge in developing the strategy.</p> <p>A four week consultation took place and a wide range of stakeholders (including public, private and voluntary partners, schools, local equality groups and staff) were consulted. 45 responses were received with an additional 79 people responding to a ‘light touch’ consultation at three ‘awareness events’ in the Neath, Port Talbot and Pontardawe. Please see Consultation section (section 1f) above and consultation feedback report.</p>



<b>v. Integration – making connections to maximise contribution to:</b>	Links to other Council initiatives and strategies have been identified and applied wherever possible. By using what is already in place the strategy has ensured that no additional significant resources will be required in its implementation.
<b>Council’s wellbeing objectives</b>	<p>The strategy supports and complements the Council’s vision for Neath Port Talbot as stated in the Corporate Plan :</p> <p>Our plan aims to help the country borough become a better place for people to live, learn and work, bring up families and enjoy their leisure activities. A place where everyone has an equal chance to get on in life</p> <p>It also supports and complements the Council’s wellbeing objectives:</p> <ul style="list-style-type: none"> <li>• We want all our children and young people to have the best start in life, so they can be the best they can be</li> <li>• Everyone participates fully in community life - socially and economically</li> <li>• Neath Port Talbot County Borough will be a vibrant and healthy place to live, work and enjoy recreational time.</li> </ul>
<b>Other public bodies objectives</b>	The strategy supports and complements the Public Services Board’s wellbeing objectives.

## 9. Monitoring Arrangements

Provide information on the monitoring arrangements to:

Monitor the impact of the initiative on the Wellbeing Objectives, Equalities, Community Cohesion and Welsh Measure achievements and outcomes of the initiative.

Progress will be monitored by Cabinet and scrutinised by the relevant scrutiny committee

The impact of the strategy and progress against actions will be reported in an annual report presented to Cabinet/ Cabinet Scrutiny Committee

Measures will be developed to ensure progress is measured appropriately

## 10. Assessment Conclusions

Which of the following applies to the initiative?

<b>Conclusion 1</b>	There are no potential problems and all opportunities to maximise contribution to achieving each of the Council's wellbeing objectives and promote equality have been taken.	<b>Continue</b> as planned with the initiative	<input type="checkbox"/>
<b>Conclusion 2</b>	There are potential problems and/or missed opportunities to maximise contribution to achieving each of the Council's wellbeing objectives and promote equality. Negative impacts/conflicts in meeting other wellbeing objectives must be identified and mitigated.	<b>Make adjustments</b> to remove barriers or better promote equality and continue with the initiative	<input checked="" type="checkbox"/>
<b>Conclusion 3</b>	There is potential for negative impacts or missed opportunities to maximise contribution to achieving each of the Council's wellbeing objectives and promote equality with regard to some groups.	<b>Justification</b> for continuing with the initiative.	<input type="checkbox"/>
<b>Conclusion 4</b>	There is actual or potential unlawful discrimination. It must be stopped and removed or changed.	<b>STOP</b> and redraft the initiative	<input type="checkbox"/>

### Explanation of Conclusion

Strategy has been developed in accordance with the legislative requirements of the Welsh language Standards (No1) Regulations and reflects the sustainable development principle of the Wellbeing of future Generations (Wales) Act 2015.

While the anticipated outcome of the Strategy will be positive, some potential negative impacts have been identified during the consultation exercise and mitigating actions have been developed to address these. In addition, it is acknowledged that potential negative impacts are likely if implementation of the Strategy is not fully achieved and/or publicity is not undertaken sensitively.

Amendments which aim to address issues/comments raised during the consultation/assessment process have been made to the Strategy and Action Plan as appropriate.

## 11. Actions

What actions are required in relation to obtaining further data/information, to reduce or remove negative impacts or improve positive impacts?

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?
Undertake consultation on the draft Welsh Language Promotion Strategy and Action Plan	Corporate Strategy / Communications & Digital Services	25 <sup>th</sup> May - 22 <sup>nd</sup> June 2018	Consultation responses received
Work to ensure the Welsh in Education Strategic Plan includes appropriate provision to cater for the needs of all pupils	Education Services	Welsh in Education Strategic Plan currently awaiting approval	Welsh in Education Strategic Plan approved
Publicise the Strategy and Action Plan during the consultation period and beyond	Corporate Strategy / Communications & Digital Services	25 <sup>th</sup> May - 22 <sup>nd</sup> June 2018 As and when required following adoption of the Strategy and Action Plan	Communication plan developed and actioned Press release issued and other media activities undertaken
Ensure that the Strategy and Action Plan are as inclusive as possible.	Corporate Strategy / Relevant Service Areas	Following consideration of responses received during the consultation	Strategy and Action Plan revised in light of responses received during the consultation
Liaise with language providers to ensure courses offer a wide range of formats and content.	Corporate Strategy / Training Section/ Menter Iaith Castell-nedd Port Talbot	September 2019	All relevant providers have been contacted and details of courses and or links are publicised on the Council's website

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?
Articles/press releases/social media publicity etc to be produced to promote activities	Relevant services / Corporate Strategy / Communications & Digital Services	When appropriate throughout the life of the Strategy	Articles, etc. are published in a timely manner
Measures to be developed to ensure progress is measured appropriately	Corporate Strategy Team / Relevant Service Areas	July 2019	Data is available for and reported in annual reports

## 12. Sign off

	Name	Position	Date
<b>Completed</b>	Rhian Headon	Equality and Engagement Officer	<b>25.07.18</b>
<b>Signed off</b>	Cllr Arwyn Woolcock	Chair - Members' Task and Finish Group	<b>25.07.18</b>

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
CYNGOR BWRDEISTREF SIROL CASTELL-NEDD PORT TALBOT**

**COUNCIL  
26 September, 2018**

**REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF  
DIGITAL OFFICER**

**SECTION A – MATTER FOR DECISION**

**WARDS AFFECTED: ALL**

**CHANGES TO THE POLITICAL PROPORTIONALITY ON  
COMMITTEES AND TO AGREE THE RESULTANT CHANGES TO  
MEMBERSHIPS.**

**Purpose of the Report**

To agree the changes to the political proportionality on Committees and to agree the resultant changes to Memberships.

Council is asked to approve the amended political proportionalities as contained in Appendix 1, attached.

As a result Members are asked to agree to the following changes to Committee Memberships:-

**Labour Group**

Cllr.J.Warman and Cllr.H.N.James be removed from Cabinet Scrutiny Committee

Cllr.R.L.Taylor be removed from Education, Skills and Culture Scrutiny Committee and Leisure and Culture Scrutiny Sub Committee and replaced by Cllr.H.N.James on that Sub Committee

Cllr.A.N.Woolcock be removed from Social Care, Health and Wellbeing Scrutiny Committee

## **Independent Group**

Cllr.J.Jones add to Education, Skills and Culture Scrutiny Committee  
Cllr.S.Knoyle add to Social Care, Health and Wellbeing Scrutiny Committee  
Cllrs. J.Jones and S.Knoyle add to Cabinet Scrutiny Committee

**NB: Changes to the Licensing and Gambling Act Sub Committee will be dealt with by the Licensing and Gambling Act Committee.**

In addition the Plaid Cymru Group has also asked that the following changes be approved:-

## **Plaid Cymru Group**

Replace Cllr.J.Evans with Cllr N.T.Hunt on Cabinet Scrutiny Committee.  
Replace Cllr.N.T.Hunt with Cllr.S.Bamsey on Regeneration and Sustainable Development Scrutiny Committee.

## **Financial Impact**

There are no financial impacts.

## **Equality Impact Assessment**

There are no Equality Impacts.

## **Workforce Impacts**

There are no Workforce Impacts.

## **Legal Powers**

Section 15 of the Local Government and Housing Act 1989

<http://www.legislation.gov.uk/ukpga/1989/42/contents>

## **Risk Management**

There are none.

## **Consultation**

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

## **Recommendation:**

That Council approves the above proposals.

## **Reason for Proposed Decisions:**

To update the Council's membership arrangements.

## **Implementation of Decisions**

The decisions are for immediate implementation.

## **List of Background Papers**

The Constitution.

## **Officer Contact**

Karen Jones, Assistant Chief Executive and Chief Digital Officer  
Contact: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk) or telephone 01639 763284

**APPENDIX 1**

**SIZE OF COUNCIL COMMITTEES AND APPORTIONMENT OF SEATS TO THE POLITICAL GROUPS -  
2018/2019 as at 11 September 2018**

<b>COUNCIL COMMITTEES</b>	<b>TOTAL NO. OF SEATS 64</b>	<b>Labour  (41)</b>	<b>Plaid Cymru  (15)</b>	<b>Independent Democrats  (8)</b>
<b>CABINET SCRUTINY COMMITTEE</b>	<b>16</b>	<b>9</b>	<b>4</b>	<b>3</b>
<b>SOCIAL CARE, HEALTH AND WELLBEING SCRUTINY COMMITTEE</b>	<b>13</b>	<b>8</b>	<b>3</b>	<b>2</b>
<b>EDUCATION, SKILLS AND CULTURE SCRUTINY COMMITTEE</b>	<b>15† (+8)</b>	<b>9</b>	<b>3</b>	<b>3</b>
<b>LEISURE AND CULTURE SCRUTINY SUB-COMMITTEE</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>1</b>
<b>REGENERATION AND SUSTAINABLE DEVELOPMENT SCRUTINY COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>COMMUNITY SAFETY AND PUBLIC PROTECTION SCRUTINY SUB-COMMITTEE</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>1</b>



<b>STREETSCENE AND ENGINEERING SCRUTINY COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>PLANNING COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>REGISTRATION AND LICENSING COMMITTEE</b> $\phi$	<b>15</b>	<b>10</b>	<b>3</b>	<b>2</b>
<b>*LICENSING AND GAMBLING ACTS COMMITTEE</b> $\phi$	<b>15</b>	<b>10</b>	<b>3</b>	<b>2</b>
<i>*Licensing and Gambling Acts Sub Committee</i>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>AUDIT COMMITTEE</b>	<b>12† (+1)</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>DEMOCRATIC SERVICES COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>PERSONNEL COMMITTEE</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>1</b>
<b>SPECIAL APPOINTMENTS COMMITTEE</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>1</b>
<b>TOTALS</b>	<b>176</b>	<b>113</b>	<b>41</b>	<b>22</b>

*APPEALS PANEL	(5)	3	1	1
*(Appeals Panel Substitutes)	(20)	13	5	2
*(STANDARDS COMMITTEE)	(2)	2	-	-
*(Standards Committee Substitute)	(1)	1	-	-
STAFF COUNCIL	12	Cabinet Members	Opposition Leader or sub	Opposition Leader or sub

- Notes:** (1) † In context of voting co-optees - 4 voting Co-optees (with 4 non voting Co-optees) for the Scrutiny Committee; 1 voting Lay Member for the Audit Committee.  
(2) φ Registration and Licensing / Licensing and Gambling Acts Committees – same Chair/Vice Chair and Committee Membership.  
(3) # Comprises Chair & Vice Chair of the Committee plus one other Member on a rota/availability basis  
(4) \* 1989 Act does not apply. Separate substitute arrangements also.

## EXECUTIVE DECISION RECORD

CABINET - 20 JUNE, 2018

### CABINET

#### **Cabinet Members:**

Councillors: R.G.Jones, A.J.Taylor, C.Clement-Williams, D.W.Davies, D.Jones, E.V.Latham, A.R.Lockyer, P.A.Rees, P.D.Richards and A.Wingrave

Invited Councillors: C.M.Crowley, S.Ap.Dafydd, J.Evans,  
Members: S.E.Freeguard, S.Harris, M.Harvey, H.N.James, A.Llewellyn, S.Miller, J.D.Morgan, S.Paddison, S.M.Pendry, R.Phillips, L.M.Purcell, S.Rahaman, A.J.Richards, P.D.Richards, R.L.Taylor

#### **Officers in Attendance:**

S.Phillips, K.Jones, H.Jenkins, A.Evans, C.Griffiths, A.Thomas, C.Furlow, R.Gordon, R.Crowhurst, S. Curran, C.Davies, N.Headon, T.Davies and J.Woodman-Ralph

---

#### 1. **DECLARATIONS OF INTEREST**

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

Councillor A.J.Taylor      Re: Report of the Director of Education, Leisure and Lifelong Learning on the Strategic School Improvement Programme, Future of Secondary Education in the Upper Afan Valley as he is a Governor at Eastern Primary School Ysgol Cwm Brombil and has children of school age who will attend Ysgol Cwm Brombil and

confirmed his dispensation to speak but not vote thereon.

- Councillor P.A.Rees      Re: Report of the Director of Education, Leisure and Lifelong Learning on the Strategic School Improvement Programme, Future of Secondary Education in the Upper Afan Valley as he is a Governor at Cefn Saeson Comprehensive School and Crynallt Primary School and has a daughter in law who works at Dyffryn Comprehensive School and confirmed his dispensation to speak but not vote thereon.
- Cllr. C.Clement-Williams      Re: Report of the Director of Education, Leisure and Lifelong Learning on the Strategic School Improvement Programme, Future of Secondary Education in the Upper Afan Valley as she is a Governor of Baglan Primary School, and confirmed her dispensation to both speak and vote thereon.
- Councillor D.Jones      Re: Report of the Director of Education, Leisure and Lifelong Learning on the Strategic School Improvement Programme, Future of Secondary Education in the Upper Afan Valley as she is a Governor at Cilffriw Primary School and Llangatwg Community School, and confirmed her dispensation to both speak and vote thereon.
- Councillor D.W. Davies      Re: Report of the Director of Education, Leisure and Lifelong Learning on the Strategic School Improvement Programme, Future of Secondary Education in the Upper Afan Valley as he is a Chair of Governor at Ynysfach Primary School and

Llangatwg Community School, and confirmed her dispensation to both speak and vote thereon.

Councillor A. Lockyer Re: Report of the Director of Education, Leisure and Lifelong Learning on the Strategic School Improvement Programme, Future of Secondary Education in the Upper Afan Valley as he is a Governor at YGG Castell-nedd and Gnoll Primary School, and confirmed his dispensation to both speak and vote thereon.

Councillor E.V.Latham Re: Report of the Director of Education, Leisure and Lifelong Learning on the Strategic School Improvement Programme, Future of Secondary Education in the Upper Afan Valley as he is a Governor at Tywyn Primary School and Ysgol Bae Baglan, and confirmed his dispensation to both speak and vote thereon.

Councillor P.D.Richards Re: Report of the Director of Education, Leisure and Lifelong Learning on the Strategic School Improvement Programme, Future of Secondary Education in the Upper Afan Valley as he is a Vice Chair of Governors at Baglan Primary School and Blaenbaglan Primary School, and confirmed his dispensation to both speak and vote thereon.

Councillor R.G.Jones Re: Report of the Director of Education, Leisure and Lifelong Learning on the Strategic School Improvement Programme, Future of Secondary Education in the Upper Afan Valley as he a Governor at Ysgol Cwm Brombil and confirmed his dispensation to speak but not vote

thereon but for the purpose of this decision would not vote.

2. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor E.V.Latham be appointed as Chairperson.

3. **STRATEGIC SCHOOL IMPROVEMENT PROGRAMME - FUTURE OF SECONDARY EDUCATION IN THE UPPER AFAN VALLEY**

The Chairperson thanked the Local Members present and all Officers involved in the consultation process.

Members expressed concern for children with additional learning needs, but acknowledged that this was addressed in the circulated report. Officers highlighted that Dyffryn School (as proxy for Ysgol Cwm Brombil, yet to open) had a good record of supporting pupils with additional learning needs (ALN) and offered a wide range of support to pupils, the new Head Teacher at Ysgol Cwm Brombil also had a good understanding of pupil's well-being.

It was noted that the Community Impact Assessment (CIA) had been carried out prior to the consultation, this recognised that community based activities currently being carried out in Cymer Afan School, could be distributed to alternative locations across the upper Afan Valley.

Members highlighted that a new school outside the Afan Valley could open up new experiences and opportunities for children living there, also specialist teaching may be available which pupils attending Cymer Afan may not have access to now.

Concerns were raised on the affect the closure of the school would have on the primary schools in the upper Afan Valley. Officers confirmed that currently there were no plans to close the any of the primary schools in the upper Afan Valley.

The Officers explained that if a visit was requested, there was an opportunity for parents to visit Ysgol Cwm Brombil.

With reference to a previous meeting intended to discuss Health Service provision as part of a hub of service providers, the Chief Executive stated

that if the Health Board was thinking of improving health facilities in the upper Afan Valley, this was matter for the Health Board to come forward with a plan for delivering the necessary health facilities and providing the appropriate accommodation, not the Local Authority.

Members explained that this was about educating children not about the building, the benefits of 21<sup>st</sup> Century education was shown on Paragraph 52, of the circulated report.

Members outlined there had been a long and extended consultation period lasting from 11 December 2017–14 February 2018.

Members highlighted that the work of the Neath Port Talbot Valleys' Task Force was a vision and was not funded, the Authority was unable to deliver all objectives with Welsh funding decreasing.

**Decision:**

1. That having given due regard to the responses to consultation and the impact assessments in relation to equality, risk, community usage and Welsh language together with the legal implications, in line with Section 48 of the School Standards and Organisation (Wales) Act 2013, the statutory publication of a proposal to make arrangements for pupils who would otherwise attend Cymer Afan Comprehensive School to receive their secondary education at Ysgol Cwm Bromptil and to close Cymer Afan Comprehensive, be approved.
2. That the proposed date of implementation be 1 September 2019.
3. That Notice of the proposal be published on 26 June 2018, allowing 28 days for receipt of objections.

**Reason for Decision:**

This decision is necessary to comply with the formal publication requirements of the School Organisation Code and associated Legislation. A draft Statutory Notice was attached to the circulated report at Appendix I. Implementation of the proposal will enable the Council to promote high educational standards and the fulfilment of every child's potential. It will also enable the Council to meet its duty to secure efficient education in its area.

**Implementation of Decision:**

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

**CHAIRPERSON**



**EXECUTIVE DECISION RECORD**

**CABINET**

**27 JUNE 2018**

**Cabinet Members:**

Councillors: R.G.Jones and D.Jones

**Officer in Attendance:**

S.Phillips, K.Jones, H.Jenkins, C.Griffiths and N.Headon

---

1. **MINUTES OF PREVIOUS CABINET HELD ON 16 MAY, 2018 AND 23 MAY, 2018**

Noted by Committee.

2. **SWANSEA BAY CITY DEAL**

**Decision:**

1. That the Leader of Council, in consultation with the Deputy Leader and the Cabinet Members for Finance and the Cabinet Member for Regeneration and Sustainable Development, be given delegated authority to enter into the Joint Working Agreement. This is subject only to the other three local authorities doing likewise taking account of any minor amendments which may prove necessary and do not alter the substance of the document enclosed at Appendix 1 to the circulated report;
2. That the Chief Executive be appointed as the Council's representative on the City Deal Programme Board and delegate to him authority to appoint a deputy to represent the Authority as necessary (this would ordinarily be the Director of the Environment or the Director of Finance and Corporate Services);

3. That the Chief Executive, in consultation with the Leader of Council and the Cabinet Member for Finance, be given delegated authority to apply for and accept funding for City Deal projects on behalf of the Council and deal with other ancillary matters on the same basis;
4. That this report be referred to full Council for further discussion given the potentially significant impact of the proposal on the Council's long term budget framework.

**Reason for Decisions:**

To provide authority to sign the Joint Working Agreement and formally establish the City Deal Joint Committee.

**Implementation of Decisions:**

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

3. **CORPORATE RISK MANAGEMENT POLICY**

**Decision:**

That the Risk Management Policy and Risk Register, as detailed in the circulated report, be approved.

**Reason for Decision:**

To establish improved risk management process within the Council.

**Implementation of Decision:**

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

4. **FORWARD WORK PROGRAMME 2018**

**Decision:**

That the report be noted.

5. **VALLEYS' ACTION PLAN**

**Decision:**

That the letter received from the Valleys' Task and Finish Group be noted and that Officers be requested to report further on the delivery options for the Action Plan.

**Reason for Decision:**

To progress the Valleys' Action Plan.

**Implementation of Decision:**

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

6. **WELSH LANGUAGE STANDARDS ANNUAL REPORT 2017/18**

**Decision:**

That Members monitor the Neath Port Talbot County Borough Council Welsh Language Standards Annual Report 2016 – 2017, attached at Appendix 1.

7. **QUARTERLY PERFORMANCE MANAGEMENT DATA 2017/2018 – QUARTER 4 PERFORMANCE (1 APRIL 2017 – 31 MARCH 2018)**

**Decision:**

That the Quarter 4 performance management data for the period 1 April 2017 to 31 March 2018 for the office of the Chief Executive and Finance & Corporate Services Directorate and the performance management data for the same period for services that are within the remit of Education, Skills and Culture, Social Care Health and Wellbeing, Street Scene and Engineering and Regeneration and Sustainable Development Cabinet Boards, be noted.

**CHAIRPERSON**

This page is intentionally left blank

**EXECUTIVE DECISION RECORD**

**CABINET**

**25 JULY, 2018**

**Cabinet Members:**

Councillors: A.J.Taylor, C.Clement-Williams, D.W.Davies, D.Jones, E.V.Latham, A.R.Lockyer, P.A.Rees, P.D.Richards and A.Wingrave

**Officers in Attendance:**

S.Phillips, A.Evans, A.Jarrett, C.Griffiths, K.Jones, D.Rees, M.Roberts, P.Hinder, C.Davies and T.Davies

---

1. **PROJECT PROPOSALS MADE TO THE MEMBERS' COMMUNITY FUND**

**Decision:**

That the financial support under the Members' Community Fund for Sandfields West/Tir Morfa Community Environmental Project, Pelenna/Bryn and Cwmavon, Pontrhydyfen RFC Pitch Drainage Project and Coedffranc West Traffic Regulation Order (as detailed in the circulated report), be approved.

**Reason for Decision:**

To approve the three Applications for funding that have been received under the Members' Community Fund.

**Implementation of Decision:**

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

2. **ACCESS TO MEETINGS**

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

3. **PROCUREMENT OF WASTE MANAGEMENT SERVICES**

Members discussed various aspects of the private report, including bulk waste and surplus machinery. Following discussion at the Scrutiny Committee, the Cabinet Members made amendments to the recommendations, which were agreed as below:

**Decisions:**

1. That the MREC not be brought in house as is;
2. That the offer from Walters be rejected and Officers bring the MREC into the Council as a transfer station and an update report be brought to Members as soon as possible;
3. That the Director of Finance and Corporate Services be given delegated authority to notify all parties of the decisions.

**Reason for Decisions:**

To enable the Council to put in place waste disposal arrangements going forward.

**Implementation of Decisions:**

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

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**

**CABINET**

**1 AUGUST 2018**

**Cabinet Members:**

Councillors: A.J.Taylor, C.Clement-Williams, D.W.Davies, D.Jones, E.V.Latham, A.R.Lockyer, P.A.Rees, P.D.Richards and A.Wingrave

**Officers in Attendance:**

K.Jones, D.Rees, C.Griffiths, G.Nutt, A.Manchip and N.Headon

---

1. **MINUTES OF PREVIOUS CABINET HELD ON 20 JUNE, 2018 27 JUNE 2018**

Noted by Committee.

2. **FORWARD WORK PROGRAMME 2018**

Noted by Committee.

3. **RECOMMENDATIONS OF THE CABINET SCRUTINY COMMITTEE ON THE WELSH LANGUAGE PROMOTION STRATEGY**

**Decision:**

That the Welsh Language Promotion Strategy and Action Plan produced by the Welsh Language Promotion Strategy Task and Finish Group and agreed by Cabinet Scrutiny Committee (attached at Appendix 2, to the circulated report) be accepted and commended to Council.

**Reason for Decision:**

To ensure that Neath Port Talbot complies with the requirements of the Welsh language Standards Regulations 2015.

**Implementation of Decision:**

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

4. **TRANSFER OF DELEGATED AUTHORITY IN RELATION TO PEST CONTROL**

**Decisions:**

1. That delegated powers in relation to European Communities Act 1972, Public Health Act 1936, Public Health Act 1961 be transferred to the Director of Environment and Head of Streetcare.
2. That as a result of 1 above, the Head of Legal Services be authorised to seek amendment of the Constitution, by Council in due course.

**Reason for Decisions:**

To ensure the Constitution reflects changes to responsibilities and as such identifies the delegated powers required to deliver on those responsibilities.

**Implementation of Decisions:**

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

5. **RELOCATION OF NEATH PORT TALBOT REGISTRATION SERVICE TO PART OF THE FORMER NEATH COUNTY COURT**

**Decision:**

That works be undertaken at the former Neath Port Talbot County Court to accommodate the changes required by the General



Registration Office to make the venue suitable for housing the Neath Port Talbot Registration Service.

That subject to approval being granted by the General Registration Office to the move of the Neath Port Talbot Registration Service to the site of the former County Court in Neath, Members approve the said relocation on a date to be agreed in consultation between the Head of Legal Services and Head of Property and Regeneration.

**Reason for Decision:**

To ensure that an appropriate location for the Neath Port Talbot Registration Service is provided.

**Implementation of Decision:**

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

6. **DELEGATION OF AUTHORITY FOR CONTRACTS IN RESPECT OF CORPORATE SERVICES AND FRAMEWORK AGREEMENT**

**Decisions:**

1. That delegated authority be granted to the Head of Legal Services to make awards to suppliers who have been appointed to External Organisations' Frameworks to enable the Council to enter into arrangements for the provision of various corporate services for the periods set out in the respective Frameworks and in line with the respective Framework terms.
2. That delegated authority be granted to the Head of Legal Services Procurement to establish and enter into Framework Agreements (and any subsequent call off arrangements) for such corporate services where the Council does not utilise an existing Framework by an External Organisation on such terms and conditions to be determined by the Head of Legal Services.

**Reason for Decisions:**

To ensure that contracts and framework agreements can be awarded efficiently and within the necessary timescales.

**Implementation of Decisions:**

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

7. **URGENCY ACTION - WELSH LANGUAGE STANDARDS ANNUAL REPORT 2017-2018**

That the report be noted.

8. **SMART AND CONNECTED – A REVISED DIGITAL STRATEGY**

**Decisions:**

1. That the Assistant Chief Executive and Chief Digital Officer carry out public consultation on the draft Strategy – Smart and Connected, set out in Appendix 1 of the circulated report, for a period of 12 weeks.
2. That the Assistant Chief Executive and Chief Digital Officer report back to the Cabinet summarising the outcome of the public consultation and proposing any amendments to the draft Strategy which are considered necessary to respond to consultation responses.

**Reason for Decisions:**

To ensure that the revised Digital Strategy for the Council is informed by stakeholders views.

**Implementation of Decisions:**

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

9. **TREASURY MANAGEMENT MONITORING REPORT 2018-2019**

That the report be noted.

10. **CAPITAL BUDGET MONITORING 2018-2019**

**Decisions:**

1. That the proposed 2018/19 budget totalling £41.048m, be approved.
2. That the position in relation to expenditure as at 30 June 2018 be noted.

**Reason for Decisions:**

To update the capital programme for 2018/19 and inform Members of the current year spend to date.

**Implementation of Decisions:**

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

11. **REVENUE BUDGET MONITORING REPORT 2018-2019**

**Decisions:**

1. That the budget position be noted and management arrangements put in place to minimise overspends and the adverse impact on reserves.
2. That Members note the additional grant received.
3. That the proposed reserve movements and budget virements be approved.

**Reason for Decisions:**

To update the Councils budget for additional grants received, budget virements and reserve movements in line with the Council's Constitution.

**Implementation of Decisions:**

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

**CHAIRPERSON**

This page is intentionally left blank

**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 17 JULY 2018**  
**EDUCATION, SKILLS AND CULTURE**

**Cabinet Board Members:**

Councillors: A.R.Lockyer and P.A.Rees (Chairperson)

**Officers in Attendance:**

K.Gilbert and J.Woodman-Ralph

---

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Cllr. P.A.Rees be appointed Chairperson for the meeting.

2. **APPOINTMENT AND REMOVAL OF LA GOVERNOR REPRESENTATIVES**

**Decisions**

1. That, in line with the approved policy, the following changes be approved to the Local Authority Governor representatives up to and including the end of the Autumn Term 2018/19.

**Awel Y Mor Primary School**

Appoint Mr. Gavin Mander with immediate affect

**Blaendulais Primary School**

Re-appoint Mr.Emyr Lewis as of the 1 September 2018

**Blaengwrach Primary School**

Appoint Mr.Leonard Jenkins with immediate affect

**Blaenhonddan Primary School**

Appoint Mrs. Jenna Ruth Aplin with immediate affect

**Catwg Primary School**

Appoint Mrs. Catherine Archard with immediate affect

**Central Primary School**

Appoint Mr. Gareth Freeguard with immediate affect

**Coedffranc Primary School**

Appoint Mrs. Debbie Harvey with immediate affect

**Eastern Primary School**

Re-appoint Cllr. Anthony Taylor as of the 1 September 2018

**Wauinceirch Primary School**

Appoint Mrs. Catherine Archard with immediate affect

**YGG Rhosafan**

Appoint Rev. Rhun ap Robert with immediate affect

**Ysgol Maes Y Coed**

Appoint Mr. Anthony Blake as of the 25 July 2018

2. That the consideration of appointment of Local Authority Representatives to the following schools, be deferred;

**Catwg Primary School**

(1 Vacancy)

**Coedffranc Primary School**

(1 Vacancy)

**Llangatwg Community School**

(1 Vacancy)

**Llangiwg Primary School**

(1 Vacancy)

**Rhos Primary School**

(1 Vacancy)

**Tonnau Primary School**

(1 Vacancy)

**Wauinceirch Primary School**

(1 Vacancy)

**Ysgol Bae Baglan**  
(1 Vacancy)

3. That, following the verbal update given at the meeting and in line with the approved policy, the following appointment be approved to the Local Authority Governor representatives up to and including the end of the Autumn Term 2018/19:-

**YGG Tyle'r Ynn**

Appoint Mrs, Lisa Clement-Jones with immediate affect

**Reason for Decisions**

To enable the Authority to contribute to effective school governance through representation on school governing bodies.

**Implementation of Decisions**

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

**CHAIRPERSON**

This page is intentionally left blank



**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 26 JULY 2018**  
**EDUCATION, SKILLS AND CULTURE CABINET BOARD**

**Cabinet Board Members:**

Councillors: A.R.Lockyer and P.A.Rees

**Officers in Attendance:**

C.Millis and A.Thomas

---

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor P.A.Rees be appointed Chairperson for the meeting.

2. **DECLARATIONS OF INTEREST**

The following Members made declarations of interest at the commencement of the meeting :-

Councillor P.A.Rees      Re: Report of the Head of Transformation on the Pupil Attendance Update as he his Chair of Governors at Cefn Saeson Comprehensive School and Crynallt Primary School and confirmed his dispensation to both speak and vote.

Councillor A.R.Lockyer      Re: Report of the Head of Transformation on the Pupil Attendance Update as he his Governor at Gnoll Primary School and Castell Nedd Primary School and confirmed his dispensation to both speak and vote.

3. **MINUTES OF PREVIOUS MEETING**

That the minutes of the 14 June 2018 be noted.

4. **ADDITIONAL LEARNING NEEDS REFORM**

**Decision:**

That the presentation and report be noted.

5. **PUPIL ATTENDANCE UPDATE**

**Decision:**

That the report be noted

6. **FORWARD WORK PROGRAMME 18/19**

Noted by Committee

7. **URGENT ITEMS**

Because of the need to deal now with the matter contained in Minute No.10 below, the Chairman agreed that this could be raised at today's meeting as an urgent item pursuant to Statutory Instrument 2001 No. 2290 (as amended).

**Reason:**

Due to the time element.

8. **ACCESS TO MEETINGS**

**Decision:**

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

9. **CELTIC LEISURE PERFORMANCE REVIEW 2017/18**

**Decision:**

That the report be noted.

10. **IMPLEMENTATION AND DELIVERY OF THE CHILDREN OFFER WALES**

**Decision:**

That approval be granted for the Childcare Offer to be piloted in:

Aberavon,  
Baglan,  
Blaengwrach,  
Bryncoch North and South  
Cymmer  
Glyncorrwg  
Gwaun Cae Gurwen  
Gwynfi  
Lower Brynamman  
Onllwyn  
Pontardawe  
Resolven  
Taibach.

In addition, that an update report be brought to Education, Skills and Culture Cabinet Board in the Autumn.

**Reason for Decision:**

To ensure that delivery of the pilot childcare offer for Wales in Neath Port Talbot can commence without delay, with families accessing childcare from September 2018.

**Implementation of Decision:**

That the decision be implemented after the three day call in period.

**CHAIRPERSON**

This page is intentionally left blank

**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 2 AUGUST 2018**  
**SOCIAL CARE, HEALTH AND WELLBEING**

**Cabinet Board Members:**

Councillors: A.R.Lockyer and P.D.Richards (Chairperson)

**Officers in Attendance:**

A.Jarrett, Mrs.A.Thomas, Ms.K.Warren and J.Woodman-Ralph

**Invitees:**

Cllr.L.Purcell (Scrutiny Chairperson)  
Cllr.S.Freeguard (Scrutiny Vice Chair)

---

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor P.D.Richards be appointed Chairperson for the meeting.

2. **MINUTES OF PREVIOUS MEETING**

That the minutes of the 5 July 2018 be noted by Committee.

3. **NEATH PORT TALBOT COUNCIL'S CONSULTATIVE DRAFT HOMELESSNESS STRATEGY 2018 -2022**

Members were supportive of the grammatical changes to the Draft Homelessness Strategy 2018 - 2022 made by the Social Care, Health and Wellbeing Scrutiny Committee held previous to this meeting.

**Decision:**

That the Neath Port Talbot Council's Consultative Draft Homelessness Strategy 2018-22 as detailed as Appendix 1 to the circulated report be approved for a 60 day public consultation period.

**Reason for Decision:**

To enable the strategic direction to be set out for a multi-agency endeavour to effectively tackle homelessness in the county borough.

In addition, the production and publication of the Strategy by the end of this calendar year, together with the review that informed its content, is a requirement of Part 2 of the Housing (Wales) Act 2014.

**Implementation of Decision:**

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

**Consultation:**

The 60 day public consultation will consist of paper and on-line surveys. In addition, officers will attend various groups and forums around the county borough to reach as many stakeholders, including citizens, carers, service providers and other partner organisations as possible.

4. **NEATH PORT TALBOT'S PLAN FOR ADULT SOCIAL CARE 2018 - 2021 CONSULTATION**

Members were supportive of the comments made by the Social Care, Health and Wellbeing Scrutiny Committee held previous to this meeting to include the provision of Safeguarding and Quality Assurance to the draft Adult Social Care 2019 – 2022 Plan.

**Decision:**

That the Neath Port Talbot Council's Draft Plan for Adult Social Care 2019 – 2022 as detailed in Appendix 1 to the circulated report be approved for a 90 day public consultation period.

**Reason for Decision:**

To enable the strategic commissioning direction of Adult Social Care to be set out and to ensure that there will be a sustainable range of quality social care services to meet the needs of the citizens of Neath Port Talbot, through promoting better health and wellbeing of those citizens so that they can remain safe and independent in their own communities for as long as possible.

**Implementation of Decision:**

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

**Consultation:**

The 90 day public consultation exercise will consist of paper and on-line surveys. In addition, officers will attend various groups and forums around the county borough to reach as many stakeholders, including citizens, carers, providers (private and third sector) and partner organisations as possible.

To ensure effective communication during the consultation period there would be a dissemination of consultation and information material including feedback questionnaires to key stakeholders. The Consultation responses will be used to inform any proposed amendment to the draft plan, and the outcomes will be reported back to Committee for final approval.

5. **NEATH PORT TALBOT'S PLAN FOR CHILDREN AND YOUNG PEOPLE SERVICES 2018 - 2019 CONSULTATION**

**Decision**

That the Neath Port Talbot Council's Draft Plan for Children and Young People Services 2019 – 2022 as detailed in Appendix 1 to the circulated report be approved for a 90 day public consultation.

**Reason for Decision:**

To enable the strategic commissioning direction of Children and Young People Services to be set out. In addition, by offering more co-ordinated, cost-effective timely and tailored support for children, young people and families, we will ensure a more joined up, evidence-based approach to

service provision. Which should result in reduced demand for specialist and acute services, resulting in improved outcomes and life chances for families through their needs being met earlier and more efficiently.

**Implementation of Decision:**

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

**Consultation:**

The 90 day public consultation will consist of paper and on-line surveys. In addition, officers will attend various groups and forums around the county borough to reach as many stakeholders, including citizens, carers, providers (private and third sector) and partner organisations as possible. The Consultation Document can be found at Appendix 2 of this report.

To ensure effective communication during the consultation period will be the dissemination of consultation and information materials including feedback questionnaires to key stakeholders. The consultation responses will be used to inform any proposed amendment to the draft plan, and the outcomes will be reported back to Committee for final approval.

6. **FORWARD WORK PROGRAMME 18/19**

**Decision:**

Noted by Committee.

**CHAIRPERSON**



**EXECUTIVE DECISION RECORD**

**CABINET BOARD - 23 JULY, 2018**

**REGENERATION AND SUSTAINABLE DEVELOPMENT CABINET  
BOARD**

**Cabinet Board Members:**

Councillors: D.W.Davies and A.Wingrave (Chairperson)

**Officers in Attendance:**

N.Pearce, A.Collins, C.Davies and T.Davies

---

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor A.Wingrave be appointed Chairperson for the meeting.

2. **MINUTES OF PREVIOUS MEETING**

Agreed that the minutes of the meeting of 22 June, 2018 be noted by the Committee.

3. **TAI TARIAN PROGRESS REPORT**

**Decision:**

That the monitoring report be noted.

4. **AIR QUALITY PROGRESS REPORT 2018**

Members requested the addition of an extra decision as reflected at No: 3 below.

**Decisions:**

1. That the contents of the 2018 Air Quality Progress Report and Detailed Assessment of Air Quality during the previous calendar year, be noted;
2. That the report be made available to the public and other stakeholders via the Council website, and a copy sent to the Welsh Assembly Government for information;
3. That Natural Resources Wales (NRW) be invited to a future meeting of the Cabinet Board in order to discuss nuisance dust results.

**Reason for Decisions:**

To provide information about air quality in accordance with legislative requirements.

**Implementation of Decisions:**

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

5. **'BUY WITH CONFIDENCE' TRADER APPROVAL SCHEME ADMINISTERED BY TRADING STANDARDS**

**Decision:**

That the report be noted.

6. **WELSH GOVERNMENT CONSULTATION - NATIONAL DEVELOPMENT FRAMEWORK – ISSUES, OPTIONS AND PREFERRED OPTION**

Members felt that a more strongly worded response was necessary in order to fully emphasise concerns. The Head of Planning and Public Protection would amend before submitting the response.

**Decision:**

That the responses to the consultation on the National Development Framework – Issues, Options and Preferred Option, as set out at

Appendix 1 to the circulated report be agreed, and authorisation be given to the Head of Planning and Public Protection to amend the response in a more strongly worded manner in order to reflect concerns, and submit the response to the Welsh Government.

**Reason for Decision:**

To ensure that the interests of the Authority are represented and in line with its various statutory duties.

**Implementation of Decision:**

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

**Consultation:**

This item has been subject to external consultation.

7. **FORWARD WORK PROGRAMME 2018/19**

**Decision:**

That the Forward Work Programme be noted.

8. **ACCESS TO MEETINGS**

**RESOLVED:** 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.

9. **FORMER PLAZA CINEMA, TALBOT ROAD, PORT TALBOT**

**Decision:**

That the tender received by Port Talbot YMCA for the operation of the former Plaza Cinema be accepted.

**Reason for Decision:**

To enable the Council to satisfy Welsh Government's funding requirements, thus securing the capital investment needed to bring the building back into beneficial use. The letting of the premises for a sustainable alternative use will contribute to the Council's Regeneration Programme for Port Talbot, in line with the Port Talbot Integrated Territorial Strategy and the wider Swansea Bay City Region Economic Regeneration Strategy. It will also positively contribute to Welsh Government's Tackling Poverty agenda and the Well-Being of Future Generations Act.

**Implementation of Decision:**

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

10. **PROPOSED LEASE OF RECREATIONAL LAND ADJOINING THE MAERDY PLAYING FIELDS, TAIRGWAITH, PONTARDAWE**

**Decision:**

That the area of recreational/amenity land adjoining the Maerdy Playing Fields, Tairgwaith, Pontardawe, Swansea (as detailed at Appendix 1 to the private circulated report) be leased to the Trustees of Amman Valley Radio Control Club, and the objector informed accordingly.

**Reason for Decision:**

To comply with the Council's obligation under Section 123(2A) of the Local Government Act 1972 and to give full consideration to the objection received to the proposal.

**Implementation of Decision:**

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

11. **VIVIAN PARK PLAYING FIELD AND PAVILION PROCUREMENT PLAN**

**Decisions:**

1. That the Head of Streetcare and the Head of Property and

Regeneration be granted delegated authority to commence a procurement exercise for the granting of a lease for the sports pavilion and playing fields at Vivian Park Sandfields Port Talbot;

2. That the Head of Property and Regeneration be granted delegated authority to set and agree Heads of Terms on the part of the Council and the chosen provider for a leasehold arrangement for the sports pavilion and playing fields at Vivian Park Sandfields Port Talbot and such Heads of Terms to be included in the procurement documentation issued to the interested bidders;
3. That the Head of Streetcare be granted delegated authority to accept the highest scoring tenderer of the procurement exercise being carried out, on the basis of the criteria detailed in this report. In the event that the highest scoring tenderer declines the award, delegated authority be granted to the next highest scoring and so on;
4. That the Head of Property and Regeneration be granted delegated authority to enter into a lease with a provider for the sports pavilion and playing fields at Vivian Park Sandfields Port Talbot.

**Reason for Decisions:**

To allow for the facility to continue to be used for the playing of sports by local clubs and the community and to allow savings to be generated to contribute to the Forward Financial Plan.

**Implementation of Decisions:**

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

**CHAIRPERSON**

This page is intentionally left blank

**EXECUTIVE DECISION RECORD**  
**CABINET BOARD - 20 JULY 2018**  
**STREETSCENE AND ENGINEERING CABINET BOARD**

**Cabinet Board Members:**

Councillors: E.V.Latham (Chairperson), A.J.Taylor (Minute No. 10 only) and A.Wingrave

**Officers in Attendance:**

D.Griffiths, A.Lewis, C.Davies and T.Davies

**Chair and Vice Chair of Scrutiny:**

Councillors S.M.Penry and S.apDafydd

---

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor E.V.Latham be appointed as Chairperson for the meeting.

2. **DECLARATIONS OF INTEREST**

Councillor A.N.Wingrave - Minute No. 10, Report of the Head of Engineering and Transport - Traffic Orders, Cadaxton, Neath – as she is the Local Ward Member and complaints about these Traffic Orders were directed to her.

3. **MINUTES OF PREVIOUS MEETING**

That the Minutes of the meeting held on 25 May 2018, be noted.

#### 4. **QUARTER 4 PERFORMANCE MONITORING**

##### **Decision:**

That the monitoring report be noted.

#### 5. **WASTE STRATEGY REVIEW**

Members requested the removal of the word 'current' from Measure 7 (as below).

##### **Decisions:**

That the following measures, as detailed within the circulated report be approved for implementation;

- Measure 1: Complete roll-out of 'Recycle+' kerb-sort recycling collections;
- Measure 2: Change the current two vehicles dedicated to trade waste recycling to two new split-back freighter vehicles with bin lifts for trade waste and flats;
- Measure 3: Introduce an electronic 'link' between the Council Tax and Recycling Services, and introduce a link between the Business Rates Section and the Trade Waste Service;
- Measure 4: Offer a 'waste audit' to the Council's larger residual waste producing trade customers to help them recycle more where possible;
- Measure 5: Change the collection of green waste from single use bags to re-usable sacks, supplying 2 bags per household with the need, with a charge of £1.00 for replacement/additional sacks. Green waste will be collected all year round, but the small amount of green waste collected during the period December to February would not be kept separate or composted;
- Measure 6: Cease accepting the presentation of side waste alongside wheeled bins, or more than three black sacks in bag areas;



- Measure 7: Maintain the ~~current~~ 'exemption' scheme for additional waste where the amount of non-recyclable waste produced by a household exceeds the permitted wheeled bin capacity or bag limit;
- Measure 8: Identify and investigate locations where householders may be operating business from their homes and putting trade waste out for household collection;
- Measure 9: Increase enforcement activity against residents presenting excess waste where not covered by the Council's exemption scheme when the 'no side waste' restriction in measure 6 is implemented;
- Measure 10: Appoint two additional enforcement officers dedicated to enforcing the 'no side waste' policy;
- Measure 11: Introduce 'bag splitting' for residual waste at our Household Waste Recycling Centres through the introduction of residual waste presentation/challenge areas to maximise the level of diversion of landfill;
- Measure 12: Maintain current opening hours at our Household Waste Recycling Centres;
- Measure 13: Close the Household Waste Recycling Centre at Pwllfawatkin and move to a replacement higher performing purpose built joint facility with Powys on the border at Lower Cwmtwrch;
- Measure 14: Expand and increase the focus of education and awareness raising towards reducing food waste;
- Measure 15: Introduce more secure external food waste collection bin for all new and replacement food bins;
- Measure 16: Introduce additional recycling litter bins in town centres and other areas of high foot fall;
- Measure 17: Change trade collections in Neath Town Centre to once a week in line with Pontardawe and Port Talbot collections. It is also proposed to change the collection day to improve integration of the trade service with general recycling collections;

- Measure 18: Expansion of the re-use shop at Briton Ferry to allow Enfys to expand service;
- Measure 19: Introduce checks to van permit requests for Household Waste Recycling Centre's and limit number of permits to 12 per year.

**Reason for Decisions:**

To take action to ensure the Council remains on course to achieve the increasing statutory recycling targets.

**Implementation of Decisions:**

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

6. **INDIVIDUAL DISABLED PARKING PLACE - BRYTWN ROAD, CYMMER**

**Decision:**

That the Legal Orders for the implementation of an Individual Disabled Parking Place (IDPP) bay at 25 Brytwn Road, Cymmer, Port Talbot be advertised, and if no objections are received the Order be implemented.

**Reason for Decision:**

To allow the applicant to maintain the independence and quality of life of the person requiring assistance.

**Implementation of Decision:**

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

**Consultation:**

A consultation exercise will be carried out when the scheme is advertised.

7. **INDIVIDUAL DISABLED PARKING PLACE - ST HELIER DRIVE, PORT TALBOT**

**Decision:**

That the Legal Orders for the implementation of an Individual Disabled Parking Place (IDPP) bay at 17 St Helier Drive, Sandfields, Port Talbot be advertised, and if no objections are received the Order be implemented.

**Reason for Decision:**

To allow the applicant to maintain the independence and quality of life of the person requiring assistance.

**Implementation of Decision:**

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

**Consultation:**

A consultation exercise will be carried out when the scheme is advertised.

8. **TRAFFIC ORDER - A474 NEATH ROAD, RHOS, PONTARDAWE (BRYN BACH FARM DEVELOPMENT)**

**Decision:**

That the Legal Orders for No Waiting at Any time Traffic Regulation Order at A474 Neath Road, Rhos, Pontardawe be advertised, and if no objections are received the Order be implemented.

**Reason for Decision:**

To prevent indiscriminate parking in the interest of highway safety.

**Implementation of Decision:**

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

**Consultation:**

A consultation exercise will be carried out when the scheme is advertised.

9. **TRAFFIC ORDER - OLD ROAD AND TYLA ROAD, BRITON FERRY**

**Decision:**

That the objection be over ruled, the scheme be implemented as previously advertised (Prohibition of Waiting at Any Time Order and Limited Waiting Order at Old Road and Tyla Road, Briton Ferry, Neath) and the objector informed accordingly.

**Reason for Decision:**

To prevent indiscriminate parking in the interest of road safety.

**Implementation of Decision:**

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

**Consultation:**

This item has been subject to external consultation.

10. **TRAFFIC ORDERS - BEACONSFIELD STREET, GLEBELAND STREET AND CHURCH ROAD, CADOXTON, NEATH**

(At this point in the meeting, Councillor A.Wingrave reaffirmed her interest in this item. She withdrew from the discussion and voting on this item only, and was replaced by Councillor A.J.Taylor)

**Decisions:**

1. That the objection in Letter 1 as detailed at Appendix B to the circulated report, be overruled and the objector informed accordingly;
2. That the Traffic Order on Beaconsfield Street, Cadoxton be shortened to 4 metres (from 6 metres) as agreed with the Local

Member to minimise the impact on parking and deliveries in the area;

3. That the Traffic Order be maintained as advertised on Church Road, Cadoxton to enhance visibility at the junction (as detailed at Appendix C to the circulated report);
4. That the objection in Letter 2 (as detailed at Appendix B to the circulated report) be upheld and the Traffic Order on Glebeland Street, Cadoxton be shortened as detailed at Appendix C to the circulated report, and the objector informed accordingly.

**Reason for Decisions:**

To prevent indiscriminate parking in the interest of highway safety.

**Implementation of Decisions:**

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

**Consultation:**

This item has been subject to external consultation.

11. **TRAFFIC ORDERS - TY FRY ROAD, BERTHA ROAD AND THE ROAD ADJACENT TO 93 AND 95 BEECHWOOD ROAD, MARGAM**

**Decisions:**

1. That the objection be upheld in so far as it relates to the west side of the Road Adjacent to 93 and 95 Beechwood Road, Margam and the objector informed accordingly;
2. That an amended Loading and Unloading Scheme (west side) be advertised for the Road Adjacent to 93 and 95 Beechwood Road, Margam, as detailed at Appendix C to the circulated report, and should no objections be received, the scheme be implemented;
3. That all other Legal Orders be implemented as previously advertised, as detailed at Appendix A to the circulated report.

**Reason for Decisions:**

To permit loading and unloading to take place at certain times of the day and week and to prevent indiscriminate parking in the interest in road safety.

**Implementation of Decisions:**

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

**Consultation:**

This item has been subject to external consultation.

**CHAIRPERSON**