



C O U N C I L S U M M O N S

To all Members of Council

You are hereby summoned to attend a

MEETING OF THE COUNCIL

to be held at 3.45 pm on

WEDNESDAY 3 September 2014

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. *To receive any declarations of interest from Members*

To receive and, if thought fit, confirm the Minutes of the previous meeting of Council:

3. *Civic Year 2014/15: 2nd July (two sets) and 23rd July 2014. (Pages 1 - 16)*

PART B

To consider the recommendations of the following:

Report of the Corporate Directors' Group

4. *Budget Guideline Changes* (Pages 19 - 24)

Report of the Director of Social Services, Health and Housing

5. *Annual Report* (Pages 27 - 76)

Report of the Head of Corporate Strategy and Democratic Services

6. *Membership of Committees and Representation on Joint Committees, Outside and Other Public Bodies* (Pages 77 - 78)

Report of the Head of Legal Services for decision as follows:-

7. *Amendments to Constitution & Standards Committee* (Pages 81 - 92)

Report of the Corporate Parenting Panel

8. *Annual Report 2013/14* (Pages 93 - 112)

PART C

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

9. *Record of Executive Decisions of the Cabinet and Cabinet Boards* (Pages 113 - 176)

PART D

10. *To receive any questions from Members, with notice, under Rule 9.2 of the Council's Procedure Rules*
11. *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*

Sh Pm.

Chief Executive

*Civic Centre
Port Talbot*

Friday, 29 August 2014

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COUNCIL (SPECIAL)

Members Present:

2nd July, 2014

The Mayor: Councillor H.N.James

The Deputy Mayor: Councillor A.P.H.Davies

Councillors: Mrs.P.Bebell, A. Carter, Mrs.A.Chaves,
Ms.C.Clement-Williams, D.W.Davies, Mrs.R.Davies,
Mrs.J.Dudley, M.Harvey, S.K.Hunt, Mrs.L.H.James,
M.L.James, A.Jenkins, Mrs.D.Jones, E.E.Jones,
R.G.Jones, D.Keogh, E.V.Latham, Mrs.M.A.Lewis,
J.Miller, Mrs.S.Miller, C.Morgan, J.D.Morgan,
Mrs.S.Paddison, Mrs. K.Pearson, Mrs.S.M.Penry,
S.Rahaman, P.A.Rees, P.D.Richards, A.Taylor,
A.J.Taylor, J. Warman, I.D.Williams,
Mrs.L.G.Williams and A.N.Woolcock.

Officers in Attendance: S.Phillips, J.Flower, G.Jones, Mrs.A.Manlipp and Mrs.J.Woodman-Ralph.

1. **ACCESS TO MEETINGS**

RESOLVED: that pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in Paragraphs 12 and 13 of Part 4 of Schedule 12A to the above Act.

2. **APPOINTMENT OF DIRECTOR OF ENVIRONMENT**

Council interviewed three applicants for the above post.

- RESOLVED:**
- (a) that an appointment be made;
 - (b) that Mr.Gareth Nutt be appointed to the post of Director of Environment, at the minimum grade of the NPT pay grade for Corporate Directors, subject to the standard pre-employment checks.

CHAIRMAN

COUNCIL

(Civic Centre, Port Talbot)

Members Present:

2nd July, 2014

The Mayor: Councillor H.N.James

The Deputy Mayor: Councillor A.P.H.Davies

Councillors: H.M.Bebell, Mrs.P.Bebell, A.Carter, Mrs.A.Chaves, D.W.Davies, Mrs.R.Davies, Mrs.J.Dudley, S.K.Hunt, I.B.James, A.Jenkins, Mrs.D.Jones, E.E.Jones, R.G.Jones, E.V.Latham, R.Lewis, A.Llewelyn, A.R.Lockyer, J.Miller, Mrs.S.Miller, J.D.Morgan, Mrs.S.Paddison, Mrs.K.Pearson, Mrs.S.M.Penry, M.Protheroe, L.M.Purcell, S.Rahaman, P.A.Rees, C.E.Richards, P.D.Richards, J.Rogers, A.Taylor, A.J.Taylor, A.L.Thomas, R.Thomas, J.Warman, D.Whitelock, I.D.Williams, Mrs.L.G.Williams, Mrs.A.Wingrave and A.N.Woolcock

Officers in Attendance: S.Phillips, H.Jenkins, J.Flower, N.Jarman, A.Evans, Mrs.K.Jones, D.Michael, R.Gordon, R.George, Mrs.A.Manchipp and Mrs.T.Davies

Representatives of the Translation Service: Present

1. **PRAYERS**

Prior to the commencement of the meeting, the Mayor's Chaplain, the Reverend Zoe King, Area Dean of Neath and Priest in Charge Llansawel, Briton Ferry, said prayers.

2. MAYOR'S ANNOUNCEMENTS

It was with deep regret that the Mayor advised Council of the death of the wife of Councillor Glyn Rawlings, Mrs Rita Rawlings. As a mark of respect, Council stood for a moment's silence.

Members were pleased to note that following a recent admission to hospital, the Leader of Council, Councillor A.H.Thomas, was now back at home and making progress in his recovery.

It was with great pleasure that the Mayor announced the following local recipients in the Queen's Birthday Honours:-

- Mrs Julie Dawn Harvey – Paediatric Physiotherapist, AMBU, for services to Healthcare and charitable services to children with Disabilities (Neath) – MBE.
- Mrs Susan Anne Jones, Lead Nurse School Health Nursing ABMU for services to Children and Young People in Neath Port Talbot (Port Talbot) – MBE.
- Mrs Marian Jarvis, Pupil Wellbeing and Deputy Headteacher at Maesteg Comprehensive School for services to Education in South Wales (Port Talbot) – BEM.

3. MINUTES OF COUNCIL MEETING 2013/14

RESOLVED: that the Minutes of the following meeting of Council be confirmed:-

Council	16.04.14
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4. MINUTES OF COUNCIL MEETINGS 2014/15

RESOLVED: that the Minutes of the following meetings of Council be confirmed:-

Council	16.05.14
Council	21.05.14
Council	06.06.14

Report of the Corporate Directors' Group

5. REVENUE OUTFURN AND RESERVES POSITION STATEMENT 2013/14

Members received an overview of the above report of the Director of Finance and Corporate Services, which had been commended to Council by Cabinet held on 25th June, 2014.

- RESOLVED:**
- (a) that the Revenue Outturn position for 2013/14, contained in the circulated report, be approved;
 - (b) that the Specific Reserves, as contained in Appendix 4 to the circulated report, be approved;
 - (c) that the General Reserve, as contained in Appendix 5 to the circulated report, be approved;
 - (d) that the draft Statement of Accounts incorporates the above decisions.

Joint Report of the Chief Executive and the Director of Education, Leisure and Lifelong Learning

6. STRATEGIC SCHOOL IMPROVEMENT PROGRAMME – ARRANGEMENTS FOR DETERMINING SCHOOL ORGANISATION PROPOSALS

Members received an overview of the circulated report which gave details of the Strategic School Improvement Programme, and the arrangements for determining school organisation proposals.

Members discussed the scrutiny arrangements under the proposed new scheme.

- RESOLVED:**
- (a) that Cabinet be authorised to approve and determine school organisation proposals [other than proposals made by the Welsh Ministers]

under Sections 51 and 53 of the School Standards and Organisation [Wales] Act 2013;

- (b) that the Head of Legal Services be authorised to amend page 3.36 of the Council's Constitution {version dated 28.01.14} by inserting the above Cabinet function as a new bullet point in Part 3. Responsibility for Functions – Annex G Executive Functions [Specific] – C. Children, Young People and Education – Paragraph (b) Education and Lifelong Learning which will read:-

“Approval and determination of school organisation proposals [other than proposals made by the Welsh Ministers] under Sections 51 and 53 of the School Standards and Organisation [Wales] Act 2013.”

Report of the Head of Corporate Strategy and Democratic Services

7. STRENGTHENING AND MODERNISING ARRANGEMENTS IN NEATH PORT TALBOT

Council received an overview of the circulated report, and welcomed the proposals. Members noted that it had been a very valuable experience to have been part of the process, which had included visiting other Authorities to assess their scrutiny arrangements. Members hoped that scrutiny would become more meaningful and relevant to their constituents.

Members discussed the importance of development within their role, and it was noted that some Members who were in full time employment found it difficult to attend seminars and training courses during the daytime. Officers explained that this had been taken into consideration going forward, and that for the budget seminar, scheduled for mid-July, two dates had been arranged, one of which would be held in the evening, to make it possible for more Members to attend. Officers welcomed any further suggestions from Members regarding strengthening and modernising arrangements within the Authority.

- RESOLVED:**
- (a) that the programme of improvements set out in the report entitled “Strengthening and Modernising Democratic Arrangements in Neath Port Talbot County Borough Council”, as put before the Modernisation Group on 25th April 2014, be approved;
 - (b) that the Head of Corporate Strategy and Democratic Services be authorised to establish a programme of improvement work enabling the improvements identified in (a) above to be delivered.

8. **OFFICER URGENCY ACTION**

RESOLVED: that the following urgency decision taken by the Head of Corporate Strategy and Democratic Services, in consultation with the requisite Members, be noted;

Officer Urgency Action No. 0010 dated the 17th April, 2014

At the meeting of Council on 16th April 2014, Councillors A.H.Thomas, P.A.Rees, Mrs K.Pearson and Mrs L.H.James were appointed to the Joint Appointments Panel for the appointment of the Head of Education Improvement.

Subsequently Councillor Mrs James advised that she was unable to attend the scheduled meetings. The Leader of the Plaid Cymru Group was consulted and Councillor J.D.Morgan was appointed in place of Councillor Mrs James.

Report of the Head of Legal Services

9. LOCAL RESOLUTION PROCEDURE

Members received an overview of the circulated report which gave details of the Local Resolution Procedure, and voiced their concerns regarding electronic communications, and the possibility of people being attacked via this medium. Officers pointed Members towards the WLGA guide on the use of electronic media, as a useful resource.

RESOLVED: that the Local Resolution Procedure, as contained within the circulated report, be approved.

Joint Report of the Head of Corporate Strategy and Democratic Services and the Head of Legal Services

10. FAMILY ABSENCE FOR MEMBERS

Members made note of the provisions available under The Family Absence for Members of Local Authorities (Wales) Regulations 2013, as detailed within the circulated report.

RESOLVED:

- (a) that the Standing Orders in respect of The Family Absence for Members of Local Authorities (Wales) Regulations 2013, as attached hereto as Appendix 1, be approved;
- (b) that the Head of Legal Services be authorised to alter the Council's Constitution by the insertion of the new Standing Orders.

11. EXECUTIVE DECISIONS OF CABINET AND CABINET BOARDS

RESOLVED: that the following Executive Decisions of Cabinet and Cabinet Boards be noted:-

Cabinet 02.04.14

(Note: Members discussed the Williams' Report and noted that the position was still unclear, which in turn was having an effect on Local Authorities in moving forward.)

Cabinet	09.04.14
Cabinet	14.05.14
Cabinet (Special)	21.05.14
Policy and Resources	27.03.14
Policy and Resources	29.04.14
Policy and Resources	08.05.14
Economic and Community Regeneration	03.04.14
Economic and Community Regeneration	15.05.14
Children, Young People and Education	08.05.14
Environment and Highways	17.04.14
Social Care, Health and Housing	24.04.14
Social Care, Health and Housing	05.06.14

CHAIRMAN

Amendments to Constitution consequential on the Family Absence for Members of Local Authorities (Wales) Regulations 2013

**Functions of the Head of Democratic Services – revisions to Annex J
Section 9 Local Government (Wales) Measure 2011**

To exercise the functions of Head of Democratic Services under Section 9 of the Local Government (Wales) Measure 2011 and in particular to make recommendations under Section 9 (1) (h) of the Measure regarding the number, grades, appointment and organisation (together with the proper management) of staff required for discharging Democratic Services functions.

Family Absence for Members of Local Authorities (Wales) Regulations 2013 (“the Family Absence Regulations”)

- (1) The Head of Democratic Services must inform relevant persons of any notifications of periods of family absence received and periods of family absence taken. The relevant persons are defined as the Mayor, the Chair of the Democratic Services Committee and the leader of each political group¹.
- (2) The Head of Democratic Services must maintain a record of all notifications of periods of family absence and periods of family absence taken.²
- (3) Where the Head of Democratic Services has reasonable grounds to suspect that a Member who has provided notification of a period of family absence, is not entitled to that absence she/he must inform Council of that fact³.
- (4) Where Council decides to cancel a period of family absence before it begins or bring a period of family absence to an end the Head of Democratic Services must provide the Member concerned with written notification of that decision⁴.

¹ Regulation 33 (1) and (2) Family Absence Regulations

² Regulation 32 (1) Family Absence Regulations

³ Regulation 34 (1) Family Absence Regulations

⁴ Regulation 34 (3) Family Absence Regulations

(5) The Head of Democratic Services must refer to the Mayor any complaint received from a Member regarding a decision by Council to cancel a Member's period of family absence before it begins or bring a period of family absence to an end⁵.

(6) The Head of Democratic Services must refer to the Mayor any complaint received from a Member regarding a decision by the Mayor to refuse an application by a Member on maternity absence or parental absence (under the Family Absence Regulations) for permission to attend particular meetings or descriptions of meetings, or to perform particular duties or duties of a particular description⁶.

Amendment to functions of Full Council (Article 4.01)

(21) Following receipt of information under Regulation 34 (1) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 from the Head of Democratic Services, to consider whether to cancel a Member's period of family absence before it begins or bring a period of family absence to an end⁷.

(22) Where a Member has failed to return from a period of family absence on the date specified under Regulation 34 (3), to consider whether to withhold the Member's remuneration⁸.

Existing paragraph 21 to be renumbered (23).

Role and Functions of the Mayor (Article 5.01)

7. To receive complaints (referred to her/him) by the Head of Democratic Services) regarding a decision made by the Council under Regulation 34 (2) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 and to refer such complaints to the Family Absence Appeal Panel⁹.

⁵ Regulation 35 (3) and 34 (2) Family Absence Regulations

⁶ Regulation 38 (5) Family Absence Regulations

⁷ Regulation 34 (2) Family Absence Regulations

⁸ Regulation 34 (4) Family Absence Regulations

⁹ Regulation 35 (3) Family Absence Regulations

8. To receive applications from a Member on maternity absence or parental absence under the Family Absence Regulations to attend particular meetings or descriptions of meetings, or to perform particular duties or duties of a particular description, and to determine those applications after informing the leaders of each political group of the Council¹⁰.
9. To receive complaints (referred by the Head of Democratic Services) in respect of a decision by the Mayor regarding a refusal of permission under paragraph 8 for a referral to the Family Absence Appeals Panel¹¹.

Functions of the Family Absence Appeal Panel

1. To exercise appeal functions under Regulation 36 (4) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to either confirm a decision of Council to cancel a Member's period of family absence before it begins (or bring it to an end) or to substitute its own decision.
2. To exercise appeal functions under Regulation 38 (7) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to either confirm a decision of the Mayor to refuse an application by a Member on maternity absence or parental absence to attend particular meetings to descriptions of meetings (or to perform particular duties or duties of a particular description) or to substitute its own decision.

¹⁰ Regulation 38 (1) – (3) Family Absence Regulations

¹¹ Regulation 38 (5) and 38 (6) Family Absence Regulations

COUNCIL

(Civic Centre, Port Talbot)

Members Present:

23rd July, 2014

The Mayor: Councillor H.N.James

Councillors: H.M.Bebell, A.Carter, Mrs.A.Chaves,
Mrs.C.Clement-Williams, D.W.Davies,
Mrs.R.Davies, J.S.Evans, M.Harvey,
S.K.Hunt, Mrs.L.H.James, A.Jenkins,
Mrs.D.Jones, E.E.Jones, M.Jones, R.G.Jones,
S.Jones, E.V.Latham, D.Lewis,
Mrs.M.A.Lewis, C.Morgan, J.D.Morgan,
Ms.C.Morgans, Mrs.S.Paddison,
Mrs.K.Pearson, Mrs.S.M.Penry, D.M.Peters,
L.M.Purcell, S.Rahaman, P.A.Rees,
P.D.Richards, A.Taylor, A.J.Taylor,
A.H.Thomas, R.Thomas, J.Warman,
D.Whitelock, Mrs.L.G.Williams and
A.N.Woolcock

Officers in Attendance: S.Phillips, J.Flower, H.Jenkins, A.Evans,
D.Michael (for Agenda Item 1 only),
Mrs.N.Pearce, C.Morris and Mrs.A.Manlipp

1. **COUNCILLOR A.H.THOMAS**

The Mayor welcomed back Councillor A.H.Thomas, the Leader of Council, following his recent illness.

Report of the Director of Environment

2. **LOCAL DEVELOPMENT PLAN (LDP)**

Members were reminded that the report and the Proposed Focussed Changes had been discussed on 11th July, 2014 by the Economic and Community Regeneration Cabinet Board, the Economic and

Community Regeneration Scrutiny Committee, the Planning and Development Control Committee and commended to Council for adoption by the Economic and Community Regeneration Cabinet Board. No amendments had been made to the report as a result of the above meetings.

Members were reminded that Council had agreed, in July 2013, to place the draft Plan on deposit. Following consideration of the responses received to the consultation and as a result of new information becoming available (including Welsh Government household projections and 2011 Census data), and also changes to national and regional policy, a number of Focussed Changes to the Deposit Plan had been recommended and were highlighted at the meeting. Should the Focussed Changes be approved today they would be consulted on in September and the LDP along with all supporting documentation would be submitted to the Welsh Government for Examination with the view to the Plan being adopted in the Autumn of 2015.

Members complimented Officers on the work carried out to date and asked several questions regarding the process by which members of the public had been able to make representations on the Plan.

Disappointment was expressed that the process had been overly complicated which had been acknowledged by Welsh Government.

- RESOLVED:**
- (a) That the responses and recommendations to the representations received as set out in Appendices 1 to 5 be agreed;
 - (b) That the Schedule of Proposed Focussed Changes attached in Appendix 6 be agreed;
 - (c) That the Focussed Change consultation and document preparation arrangements as set out in the report be implemented;
 - (d) That the Schedule of Proposed Minor Editing Changes attached in Appendix 7 be noted;

- (e) That the findings of the Sustainability Appraisal as set out in Appendix 8 be agreed;
- (f) That the findings of the Habitats Regulations Appraisal as set out in Appendix 9 be agreed;
- (g) That the submission of the Deposit LDP, along with all supporting documentation, to the Welsh Government for Examination be agreed;
- (h) That the Head of Planning and Planning Policy Manager be granted delegated authority, in accordance with that which is set out in the report, subject to consultation with Ward Members as appropriate, and
- (i) That the draft SPG as attached in Appendices 10-14 to the circulated report, be agreed.

3. **MR. JOHN FLOWER, DIRECTOR OF ENVIRONMENT**

The Mayor reminded Members that this was the last meeting of Council to be attended by Mr. John Flower the Director of Environment.

Several Members including the Leaders of all the political Groups expressed their appreciation and gratitude to Mr Flower for the high level of professionalism and integrity he displayed in carrying out his duties as Corporate Director during these very challenging times of austerity.

Members wished him a long, happy and healthy retirement.

CHAIRMAN

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COUNCIL

3rd September 2014

REPORT OF THE CORPORATE DIRECTORS' GROUP

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Doc. Code: COUN-030914-REP-CDG

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SECTION A – ITEMS FOR DECISION

ITEM 1

BUDGET GUIDELINE CHANGES 2014/15

1 Purpose of Report

- 1.1 The purpose of the report is to obtain approval for any changes to 2014/15 budget guidelines, in accordance with the requirements of the council's Constitution. Cabinet Board and Cabinet Scrutiny have already considered the information set out in this report at their meetings of 30 July 2014 and commend the report to Council for approval.

2 Virements between budget guidelines

- 2.1 The Council's Constitution requires the prior approval of the Council for any virement with a value greater than £500,000 of the net service budget. Other virements that do not involve a significant variation in the level or nature of the delivery of the service agreed by Council in the Revenue Budget can be approved as follows:

- Corporate Directors can approve virements up to a limit of £100,000, Virements to this level that impact on the budget guideline of another Corporate Director may be implemented only after agreement with the relevant Corporate Director and the Director of Finance and Corporate Services.
- Cabinet can approve virements within a budget guideline between £100,000 and £500,000.

- 2.2 The following virements are required between Directorates

Children, Young People and Education Board

YOT

It is proposed that the Youth Offending Team budget will move to Social Services and Health with effect from April 2014. This includes the following areas:

- Youth offending central team
- Prevention and early intervention team
- YOT Consortia
- YOT South Wales training
- YOT Western bay regional collaboration

The net budget is £407K

Environment and Highways Board

CCTV

It is proposed that £340,199 is transferred from the Environment Directorate to the Corporate Services Directorate to reflect the transfer of responsibility for the CCTV service.

Social Care, Health and Housing Board

A virement of £7,800 is requested to be transferred from the Social Services and Housing Directorate to Environment Directorate in respect of transport at Bronleigh and Neath Abbey VSC.

- 2.3 The following virements are required between services within Directorates

Policy and Resources Board

Accountancy

As a result of a restructure implemented after the budget was set a virement of £121,080 is required from Financial Services to Capital £35,620 and to Systems £85,460.

Chief Executive Services

As a result of a re-allocation of savings targets a virement of £61,350 is required from Committee and Mayoral Services to Corporate Strategy and Departmental Management.

HR Services

As a result of a re-allocation of savings targets a virement of £29,000 is required from Health and Safety and Corporate Training to Human Resources.

Children, Young People and Education Board

The following virements are requested to be transferred within Children's Social Services to address pressures/savings that have been identified to date.

£20,000 from External Foster Placements to Section 17 budget

£27,000 from External Foster Placements to Adoptions

£13,140 from Carers Short Breaks to Park House

Economic & Community Regeneration Board and Environment and Highways Board

The following virements are required to correctly attribute savings targets to those services areas where savings have now been identified.

£30,000 from Business and Strategy Unit to Employment Support

£9,374 from Planning to Countryside

The following virements are required to reflect changes arising from the Directorate restructure implemented after the budget was set.

£205,000 to Refuse Collection

£395,046 to Highways Maintenance – Network Management

£17,575 to Parks and Open Spaces

£18,629 to Drainage Services

£24,236 to Waste Policy

£116,665 to Architects Consultancy

£28,848 to Network Management

£600,046 from Neighbourhood Management

£83,916 from Programme Management

£55,000 from Strategic Development

£61,665 from Building Maintenance Fees

£5,372 from Engineering Consultancy

2.4 The following specific reserve movements are proposed

Policy & Resources Board
Chief Executive Services

Project	Contribution to Reserve	Contribution from Reserve
LSB Related Work	£67,000 Building Capacity	£67,000 Transformation
LSB Related Work Additional Costs		£49,580 Building Capacity
Efficiency Programme Work	£18,320 Building Capacity	£18,320 Transformation
Efficiency Programme Work Additional Costs		£6,470 Transformation

HR Services

A contribution from the Transformation reserve of £40,000 is required to fund a HR support officer for TASC.

Children, Young People & Education Board

It is proposed that the YOT reserve is transferred from Education Leisure and Lifelong Learning to Social Services and Health.

Social Care, Health and Housing Board

ER/VR Reserve

A transfer of £27,000 is required from the ER/VR reserve to meet redundancy costs incurred following a restructure of Business Support

Request that £12,150 is transferred from reserves to fund the ER/VR costs in Housing Options.

Request that £15,270 is transferred from reserves to fund ER/VR in Community Care Admin.

Environment and Highways Board

On 11th July the Board approved the use of £492,000 from the Strategic Waste Reserve in order to meet the Council's waste strategy for increasing recycling, composting etc. This has also been ratified by Council.

- 2.5 The following paragraphs provide details of additional grants that have been awarded since the original budget was set:

Policy and Resources Board

Elections

There has been a notification of an increased allocation of £15k of the IER (Individual Electoral Registration) grant since the original budget was set.

Housing Benefits

There has been a notification of a further DWP subsidy administration grant of £58k since the original budget was set. This is for additional administration costs associated with welfare reform particularly dealing with additional discretionary housing payment applications and the provision of housing related advice.

Children, Young People and Education Board

Youth Justice Board £5,079 Youth rehabilitation Order unpaid work orders

Youth Justice Board £6,173 Restorative justice development grant

Economic & Community Regeneration Board

Energy Management Grant

We have received a grant of £40,200 for Energy Management from the Department of Energy & Climate Change. This came in April 2014 and is one off funding.

Rights of Way Improvement Plan

Since the original budget for 2014/15 was approved, the Council has successfully bid for a grant totaling £35,056 which will also be matched by increased expenditure in line with the grant conditions.

3 Recommendations


It is recommended that Council approve:


- the virements, reserve movements and additional grants set out in paragraphs 2.2 to 2.5.

4 Background Papers
Budget working papers 2014/15

5 Wards Affected
All

6 Officer Contact
For further information on this report item, please contact:

Mr Hywel Jenkins – Director of Finance and Corporate Services
 01639 763251
E-mail: h.jenkins@npt.gov.uk

Mr David Rees – Head of Financial Services
 01639 763634
E-mail: d.rees1@npt.gov.uk

Mrs Sue Gorman, Chief Accountant - Financial Services
 01639 763937
E-mail: s.gorman@npt.gov.uk

COUNCIL

3rd September 2014

SOCIAL SERVICES, HEALTH AND HOUSING

**REPORT OF THE DIRECTOR OF SOCIAL SERVICES, HEALTH AND HOUSING –
N. JARMAN**

INDEX OF REPORT ITEM

PART 1 – COUN-030914-REP-SS

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**Neath Port Talbot CBC
The Director of Social Services
Annual Report
2013-2014**

ANNUAL REPORT 2013/14

Introduction

This is my annual report as Director of Social Services, which covers the financial year 2013/14.

This framework replaced the previous five yearly Joint Reviews of social services and the annual performance appraisal undertaken by the Care and Social Services Inspectorate Wales (CSSIW).

The report is intended to reflect on progress in delivering our priorities for 2012-13 set out in last year's annual report, our performance for that year, and maps out the key areas for development and improvement in 2013-14.

This report will enable the CSSIW to set out its inspection and review plans for the Council, and they will test out whether our assessment of progress and development is consistent with the range of evidence gathered and presented to them as well as their direct experience of performance through themed and regular inspections.

The format of the report is a matter for each Director and Council, but it must report on performance and risk and set out plans for improvement in relation to:

- Getting help
- Services Provided
- The effect on people's lives
- Shaping services
- Delivering social services
- Providing direction

The ACRF process and annual report provides us with an opportunity to reflect on what we are doing to make a difference to the lives of the most vulnerable citizens of Neath Port Talbot, and to clarify and explain the context in which we are working and how we will improve and modernise services where needed.

Social Services in NPT are variously in a period of transition. At a UK level the government's austerity measures particularly those associated with its welfare reforms will increasingly have a detrimental and disproportionate impact on the most vulnerable of our citizens. The Welsh Government through its proposed social care legislation and sustainable social services strategic change programme quite rightly wants to see a greater focus on enhancing the

wellbeing of citizens and developing a broader range of early intervention and preventative services.

We need to respond in the following ways:

- Maintain our value base of promoting social justice, protecting vulnerable people, empowering communities and citizens, and enabling individual's to maintain their dignity and self-worth
- Recognise that our staff and those of our partners are our most vital asset
- Develop service models that promote and maximise independence
- Build on our strong relationships with our local and regional partners to deliver our common goals
- Be clear and consistent in what we will do to maintain good quality safe services
- Understand clearly and be inquisitive about experience from further afield about What Good Looks Like.

Through our very strong political and corporate leadership and the undoubted commitment and resourcefulness of our staff, we are in a position to meet all of the current and in some cases difficult challenges facing us.

.....
Nick Jarman
Director of Social Services,
Health and Housing

Local Context

Neath Port Talbot County Borough covers an area which is largely urban with two main population centres of Port Talbot and Neath, and with significant rural communities in the valley areas. We have a population of over 137,000.

In 2009 97.6% of the County Borough's population were from a white background, compared to an average across Wales of 96.4%.

We have an above average overall level of deprivation. 31% of our local areas are amongst the top 20% deprived areas of Wales, with 33% of our people reporting they have a limiting long term illness compared to 27% across Wales. In addition, we have more people claiming severe disability allowance than the average across all other Welsh authorities.

In terms of demand for services, we have a higher rate of adult social care service users per 1,000 population than our comparable authorities. As a consequence we prioritise 24% more spending on social care provision than the level set by the Welsh government compared to 16% on average amongst the comparable authorities.

The rate of child care service users is 54 per 1000 population aged 0-17, higher than the Wales rate of 41 and the comparable authorities' rate of 45. The number of looked after children continues to be significantly higher than the Welsh average and that of our comparable authorities. Between 2001-02 and 2010-11 our spend on children services increased by 150%, and over the same period the comparable authorities' increase was 120%, reflecting the demand placed on budgets through the increase in the looked after children population.

We have a higher rate of adult service users between 18-64 at 16.8 per 1000 aged 18-64 than the Wales' rate of 15.4 and the comparable authorities' rate of 15.3. The total spent in this area, however, was below that across the comparable authorities.

61% of our service users are aged 65 and over, compared to 56% across the comparable authorities and 60% across Wales.

National Context

In common with all other Councils, NPT is delivering and commissioning social care against the backdrop of:-

- (i) The new Social Care and Wellbeing Act. Our planning and delivery are being shaped up by the requirements of the Act.
- (ii) The ongoing effects of Economic Austerity. In reality this means the continued reduction in available finance and the need to deliver more, more efficiently for less.

In the latter context, as a service we have been actively inquisitive about how other Councils in Wales and further afield have dealt with these challenges innovatively and successfully.

Overview

Our driving aim is to deliver services which are modern, efficient and responsive.

As the report shows, there is good evidence that we delivered well and improved on these aims during 2013/14.

There were and are ambitious programmes of Transformation during 2013/14. In the case of Adults & Community services – TASC (Transforming Adult Social Care) and in the case of Children’s Social Care the Programme of Improvement. Both the narrative of the report and the accompanying data provide significant evidence of achievement of goals, progress and improvement.

Politically, Social Care, in particular Children’s Social Care received tremendous support from the Leader, the Cabinet, Elected Members and Corporately.

There are extensive examples of this:-

- Democratic support and involvement by the Cabinet, Council and Scrutiny Committees
- Excellent co-working with HR Services, leading to a hugely improved staffing and staff performance profile
- Rigorous, efficient Financial support
- The Corporate Parenting Panel
- The fact that Safeguarding is high on the corporate agenda
- And much more besides.

2013/14 saw a significant fall off in the historically high level of complaints, especially in Children’s Social Care. A number of ‘legacy’ complaints were all cleared out of the system. This is a concomitant of improved leadership, efficiency and quality of practice.

In conformity with and anticipation of the new Act, the Service played an active and imaginative part in the various projects of the Western Bay Collaboration.

Two new specific developments occurred during the year:-

- NPT became Host Authority to the Western Bay Children's and Adults Safeguarding Boards (The Director is Chairman of the Children's Safeguarding Board.)
- Work began in October to develop a Collaborative Adoption Service, which is due to launch in September 2014 (NPT is Project Sponsor.)

The Council reviewed and refreshed its Corporate Safeguarding arrangements mid-year, which included:-

- A major review and upgrading of Safer Recruitment
- A report to Full Council which explained fully the Council's corporate safeguarding duties in addition to and distinct from specific duties.
- The development of a revised, modern Protocol on roles, responsibilities and accountabilities across directorates.
- A series of Audits to test specific Safeguarding themes, followed by process modification, where required.
- Formation of a Corporate Safeguarding Group (Chaired by the Chief Executive) and an Operational Group.

The Social Partnership which the Council has with Trade Union colleagues enabled transition and transformation to take place smoothly and amicably. Shared realism about the inevitability of change and improvement, together with commitment to our service users and workforce have been vitally indispensable.

All of our service delivery and commissioning are characterised by Early Intervention & Prevention (EiP) and Building Resilience & Supporting Independence. This is evident for instance from:

- (a) The huge strides made in Adults Social Care to prioritise reablement and independent living.

- (b) Our Think Family Partnership, which is a Multi-Agency, shared approach to prevent family breakdown and escalation to dependency upon intensive, costly services. The Think Family Partnership jointly prevents escalation and promotes Social Cohesion.

Evidence from monthly Audits consistently demonstrates good or improving quality of practice and outcomes; and hence value for money.

Despite challenging times and owing to efficient management of Social Care, for the first time since the Council's establishment, the Social Services budget finished the year with an underspend of c.£800k.

Welsh Language

Where service users are identified as requiring services through the medium of Welsh, the Council and more specifically the Directorate, will endeavour to meet this need. In relation to the Welsh Government's Strategic Framework for Welsh Language Services in Health, Social Services and Social Care, "*More Than Just Words*", the Directorate has formulated an action plan which will support the underlying principles of the framework and strengthen services provided.

Community Care Services

Overview

This year has seen an acceleration of pace, and delivery of, a number of significant service changes as part of the transformation of adult social care in Neath Port Talbot. Despite continued resource pressures, community care has delivered improved performance, delivered significant savings and made considerable progress modernising traditional models of care and support. There is full integration of intermediate care services in the Community Resource Team and integrated management of long term health and social care for older people within the Community Networks. Performance has improved, in terms of both the timeliness of assessments and 'flow' of people to the right service outcome. This is evidenced in historically low level of delayed transfers of care. Considerable progress has been made in working collaboratively to lead health and social care service across the Western Bay region. The Western Bay Health and Social Care Partnership has provided robust strategic leadership to adult safeguarding through the Western Bay Safeguarding Adults Board. The community services project, led by the Neath Port Talbot Head of Services, has delivered a full business case for the expansion of integrated intermediate care services to best meet the needs of frail older people, which has been agreed by all 4 partner organisations. Positive progress has also been made in collaborating in regional contracting and procurement (also led by Neath Port Talbot), mental health and learning disability services.

The policy for the transformation of adult social care in Neath Port Talbot, *Connecting People and Communities*, was approved unanimously by NPT Council in December 2013 following an extensive period of engagement and consultation. The policy is the Council's response to the Social Services and Wellbeing (Wales) Act setting out the series of step changes required to deliver the transformation required, whilst recognising the considerable resource constraints within which social care in Neath Port Talbot is operating. The policy sets out the actions required not just within the Council, but with partners, communities, people with care and support needs and their carers and communities. It is the blueprint for the transformation required.

Major consultation has taken place with people with care and support needs, carers, partners and the public regarding policy and service changes proposed as part of the transformation programme. The 5 major consultations taken forward were:

- Modernising day opportunities for people with disabilities
- Modernising day opportunities for older adults
- Assisted transport policy

- Charging for day services
- Community meals

All are now moving to implementation phase following approval of the consultation outcomes by the Cabinet.

The Council has committed to 3 integrally linked strategic change programmes which together are delivering the priorities articulated in the vision for community care services. These are:

- **The Western Bay Health and Social Care Partnership** – between NPT CBC, BCBC, CCoS and ABMU Health Board to deliver strategic leadership, collaboration and integration in key service areas: frailty and dementia, learning disabilities, contracting and procurement, mental health, youth offending and regional adoption services
- **Integrating Community Services Programme** – this programme has delivered the full integration of intermediate care services in Neath Port Talbot in the form of the Common Access Point (Community Gateway) and Community Resource Team (CRT). The next phase of work is, building on integrated management of the Community Networks, to fully integrate at team level and to manage the expansion of the intermediate tier of service in line with the business case developed via the Western Bay programme.
- **Transforming Adult Social Care (TASC) Programme** – the focus of the TASC programme is the modernisation of social work practice, commissioning and service provision. A number of projects together form the programme which are now at an advanced stage of delivery. These are:
 - *Pathways to Independence* – this project has delivered improved outcomes in learning disability services by introducing a model of social work practice based on ‘progression’ rather than over support. The project is highly innovative in that it links practice and commissioning. There has been a significant shift from residential care to community solutions and the levels of care and support in all settings have changed to deliver clearly articulated and monitored outcomes. As a consequence of outcome focussed care plans which do not commission over and above the support individuals require, savings of £1.6million have been achieved. The PTI approach is now being rolled out to across adult social care
 - *Modernising social work practice* – A new social work model has been developed which sets a clear direction for the profession, aligned to the Social Services and Wellbeing Wales Act. Formal

engagement on the model, with people with care and support needs and carers as well as professionals, will take place during the summer of 2014.

- *Modernising Day Opportunities* – a comprehensive public consultation has taken place on a new ‘pan disability’ model for day opportunities in Neath Port Talbot. There are 3 elements to the new model – care and support, community independence and employment and training. This model is currently being implemented and will ensure a successful exit from the ESF funded COASTAL project in that the new model incorporates those elements of COASTAL projects that are able to sustainably transform traditional models of day service.
- *Modernising Community Care Services* – the modernising community care service project is focussing on ensuring services for older and disabled people are fit for purpose going forward. Following consultation on the service model for day opportunities for older adults, a tiered approach which incorporates care and support provision for people with frailty and dementia and community integration for people who are experiencing social isolation, implementation is progressing. A new policy for community meals is being implemented, following consultation, and a review of future options for the service initiated. Work continues to ensure the highest levels of quality and business efficiency within the in-house homecare service. In the last year a rationalisation of contracts for all community has been successfully delivered. A recruitment drive has seen the expansion of the service and historically high sickness levels have reduced considerably. The benefits from the electronic call monitoring investment are being delivered.
- *Cross cutting themes – transport, charging and business delivery* – Following consultation on policies for assisted transport and charging for day services, Cabinet has approved final policies. Implementation of the policies has commenced, with guidance to social workers on how to consider capability and means for transport when undertaking assessments and the roll out of the charging policy across commissioned and directly provided day services. In terms of business delivery, information systems have been modernised and business processes changed to ensure the transformation programme is delivered effectively within frontline teams.

Access to Services

Older and Disabled People

Access to all adult social care services and community health services was transformed in 2013/14 with the development of a common access point, the Community Gateway, to provide a contact service and multi-disciplinary assessment and triage into a full range of health and social care services. There is an Emergency Duty Team which responds to emergencies out of hours. There are a wide range of access and information services in place to manage the high demand for services.

The Gateway service launched on the 20th January 2014, building on the strengths of the Contact and Access Team which had been the single access point for adult social care, developing an integrated service for professionals and the public. The Gateway comprises of a number of contact officers and a multi-disciplinary team who holistically screening referrals to progress people to the right service at the right time. A third sector brokerage role, provided by the British Red Cross is integrated into the Gateway Service. The broker is able to connect citizens to local voluntary services within the community as a way of meeting needs mitigating the need for statutory service and promoting wellbeing and resilience. Initial contacts will receive one of 3 responses:

1. signposting, advice and information, local voluntary, community services
2. referral onto intermediate care clinical emergency response or multi-disciplinary reablement assessment
3. or an urgent full assessment as appropriate by a long term social work team or health service.

In taking action on all enquiries, the Gateway utilises the Integrated Assessment Process which allows staff from a range of disciplines to input information onto an single record. Eligibility for services is not applied at this point. Quality assurance is provided via performance indicators, reviews of service developments, 'mystery shopper' information and service user feedback, e.g. complaints and compliments, to understand how access to service is working.

The Gateway service has clear performance standards for telephone response and electronic referrals to the service will be maximised. Calls are answered in a live environment (meaning that people do not need to leave answer-phone messages) meaning the majority of calls are answered first time. Quality standards have been developed and will be closely monitored moving forward. The service aims to ensure that people requiring help will know how to contact us and will receive a consistent, equitable and timely response to their enquiries. Public information continues to be reviewed and developed, in print,

online and in other formats. A Council wide *Access to Services* Project is modernising access to all Council services.

Out of hours, the Emergency Duty Team (EDT) responds to emergencies but is also reliant on back-up and specialist advice and authorisation from working day staff and management in community care. Documentation on referrals forwarded to day-time staff by EDT is timely. There was also a priority related to the establishment of an EDT strategic group and this has been put in place. Additionally a senior management support rota for the EDT service is now in place and provides greater resilience for staff requiring advice and assistance in decision making. Options around a regional approach to emergency duty are being considered as part of the Western Bay Programme.

The Gateway team has a well developed approach to risk assessment which is effective in identifying safeguarding or priority cases which require immediate actions. Robust risk management and clinical governance arrangements exist and are critical to its safe delivery. Flexible service responses without a full assessment and a managed care response, have been developed through the third sector brokerage embedded within the Gateway service and in 2014/15 will be continuously monitored with the development of community services and local area coordination.

Learning Disability Services

Service leaflets are provided for care management and direct services which are available on the Internet and at public contact services. There is a website for service users which uses inclusive communication and facilitates sharing of information re: services available. The contact and access team (see older and disabled person's access to services) provides screening, signposting, advice and information services to the public including learning disability services. There is a duty system in office hours within learning disability services that provides advice, information, signposting and access to assessment if appropriate. The EDT operates out of hours (see older and disabled person's access to services). The revised assessment process operates in learning disability services. As part of the *Pathways to Independence* project, learning disability services are at the fore of revising assessment document (as well as reviews and care plans). There are monitoring systems in place to identify effectiveness based on the complaints/compliments procedures and through feedback from service user and carers groups. Service leaflets are in accessible format but further work is required to develop a more inclusive communicative format.

Mental Health Services

Leaflets for care management and direct services are provided which are available on the Internet and at public contact services. The community gateway provides screening, signposting, advice and information services to the public in relation to mental health services. There is an Emergency Duty Team (joint health and social care) which responds to crises requiring Mental Health Act assessments. There is also close work with NHS colleagues in the Home Treatment Team to respond to crises. In accordance with the Mental Health Measure, Care and Treatment plans operate in mental health services. Adult mental health service allocation and assessment processes are completely integrated between health and social care. There are monitoring systems in place to identify effectiveness based on the complaints/compliments procedures and through feedback from service user and carers groups.

Established Approved Mental Health Professional status is part of the emergency duty system which operates out of hours. A social worker is part of Home Treatment Team which will respond to crises as part of a joint health and social care response in responding to contacts, there is a joint health and social care duty system for adult mental health which is logged and recorded.

The Mental Health (Wales) Measure 2010 has been implemented in 2012 which is designed to improve access to mental health services. Part 1 of the Measure has seen the development of enhanced primary care services to improve access, assessment and early intervention. A joint service model has been developed between ABMU Health Board and its constituent local authorities. Care and Treatment Plans are being delivered by mental health teams in an integrated way. Criteria for specialist teams (who deal with Part 2 of the Measure) and for general teams (who deal with Part 1 of the Measure) have been developed as part of Western Bay wide approach to implementation.

Assessment, Care Management and Review

Assessment and care management services in Neath Port Talbot aim to achieve the following outcomes:

- a) We will deliver a personalised approach to assessment;
- b) We will provide outcome focused care plans which safeguard, promote and maximise independence, potential and recognise changing needs over time through the process of review;
- c) There will be a strong relationship between the social worker, as the micro commissioner of services, and strategic commissioning, service review and development.

A major review of social work systems and practice is underway as part of the TASC programme, which will deliver a new practice model for assessing, supporting and enabling people within the context of their families and communities as well as organisations and service provision. In the last year, there has been significant change in the way assessment, care management and review happens in Neath Port Talbot. Significantly there is:

- A new assessment framework which is outcome focussed and holistic
- A new supervision framework which ensures every case is actively supervised and is clear outcomes planned
- A new quality and performance framework to ensure the timeliness and impact of social work assessments and interventions is understood
- Embedding the positive risk taking framework in practice across all social work teams
- A new approach to proportionate and outcome focussed reviews, building on the approach undertaken through the Pathways to Independence project
- Network of citizens and carers forums established to ensure feedback on assessment and review process.

The model of social work is fully aligned with the direction of the Social Services (Wales) and will consider where it makes sense to align, or to integrate, assessment, care co-ordination and community connection with health services and other partners. Work is well advanced to integrated assessment for complex care for older people.

The social work systems work is challenging the traditional delineation of functions according to the nature of disability within adult social work teams. The work is being driven by frontline staff the change and development team across community care social work teams is the forum for driving this forward. A senior social worker with a specific focus on service development has been appointed to provide professional input into this work and to link closely with

the University and training department to ensure training and development needs are addressed in a timely way in accordance with the CPEL framework.

The change and development group is a network of individuals with common problems or interests who get together and explore ways of working to identify common solutions and share good practice and ideas. It currently includes social workers at all levels of the hierarchy and from all community care areas. The anticipated benefits of the change and development group lie in providing a collaborative environment that connects people to other people, information and knowledge. Specifically, the community of practice can:

- encourage the development and sharing of new ideas and strategies;
- support faster problem-solving;
- cut down on the duplication of effort;
- provide potentially endless access to expertise;

Case file audit is integrated into the 6 weekly supervision cycle, to review the quality of care plans and ensure continuous improvement. Safeguarding concerns, complaints and compliments are also used to inform and continuously improve practice. Feedback to service users and families/carers is provided. The quality assurance framework is overseen by a Quality Assurance Panel.

There is some excellent practice in service user and carer involvement in social work practice which needs to be implemented in all service areas. There has been a PCP development programme that has enhanced the involvement of service users and carers in care management. This needs to be expanded across service areas and made a key part of all quality assurance processes. Service user and carer engagement is also well developed via consultation days, focus groups and standing groups. In addition, all team managers undertake qualitative feedback on the assessment and care management processes from service users in all service areas. A positive risk taking framework is now fully embedded in practice across community care.

Direct payments are widely promoted and supported across community care services to give service users more control and flexibility over their care and support. The regional direct payments contract has been reviewed and will be re-commissioned in early 2014/15.

There is full participation in assessments for CHC eligibility and a priority has been the implementation of new CHC guidance issued by the Welsh Government. There has been additional comprehensive CHC training provided to all care managers, and other staff with an interest. A community of practice approach has been developed to sharing issues for care managers in

participating in the CHC process and a practice guide to support them professionally in fulfilling their duties in DST (Decision Support Tool) meetings. A specialist social worker in complex care supports individual practitioners and teams in undertaking their CHC responsibilities.

Adult safeguarding has been effectively integrated into care management systems and processes. There is integrated working with commissioning and contracting and internal services to ensure any quality of services with providers are addressed. Further work will be undertaken as part of the TASC programme regarding roles and responsibilities of social work professionals vis-à-vis commissioned services as new models of practice and service provision with a focus on community connection are developed and implemented.

Older and Disabled People

Long and short term social work teams are responsible for assessing the social care needs of older and disabled people in the Neath Port Talbot, providing care plans and arranging services to meet their needs and reviewing the implementation of care plans.

The current configuration of long term care management teams for older and disabled person's are:

- Older Person's Team
- Older Person's Mental Health Team
- Disability Team
- Review and Monitoring Team

There are also social workers in the Community Resource Team, working in multi-disciplinary teams to assess, care co-ordinate, enable and commission services for people. Sensory support and community occupational therapy teams also form part of the Community Resource Team. The specialist sensory support team also carries out care management functions in addition to providing equipment and services as appropriate. The occupational therapy service carries out assessment linked to manual handling, adaptations and equipment. The community occupational therapy team, as part of the Community Resource Team, benefit from being part of a wider professional network of occupational therapists in Neath Port Talbot. Their professional accountability is to the ABMU Health Board Head of Occupational Therapy and as such they benefit from the approach to professional supervision and continuous professional development afforded to other health professionals. An action plan has been developed to ensure the benefits to people with care

and support needs are experienced as a consequence of occupational therapy integration, including removal of duplication between OT teams.

The social work teams undertake assessments, care management and review in line with statutory obligations and local standards and guidance which determine timeliness and quality of response. For older people with physical frailty and people with disabilities assessments are undertaken in accordance with social care eligibility criteria. Care and Treatment planning is undertaken in older people's mental health services. Assessment is undertaken in partnership with other agencies and professionals as appropriate. There is an agreed Joint Discharge Policy with the NHS are measured by Welsh Government on delayed transfers of care. There has been significant improvements in multi-disciplinary approaches to discharge and multi-disciplinary assessments in the community in the last year. A culture of continuous improvement is developing and as a consequence 2 senior social workers will form part of a small team undertaking a 3 month PDSA (Plan Do Study Act) review of discharge processes. Reviews and reassessments of need are regular undertaken.

There is a Review & Monitoring Team for older people and specialist teams undertake their own scheduled reviews. There is an IT system which generates scheduled reviews and documentation for reviews. There is a continuing health care review system. The Review team is particularly effective at responding when there have been safeguarding concerns raised with regard a particular provider (domiciliary or care home) and working jointly with NHS colleagues at such times. The ability of the current review system to identify people who have improved and progressed is, however, limited and a priority of the modernising social work practice project is to consider how a system of reviews can be established which both safeguards and promotes independence and identifies potential for progression.

We have systems in place to monitor assessments, process and standards. All teams now undertake assessments in a timely manner and historic backlogs have been eliminated. In previous years there have been pressure points in the older person's team and occupational therapy service. Additional peripatetic resources have been established to enable pressure points in the system to be addressed. Processes have also been reviewed. There is close working between the long term care teams and primary care and allocations now occur on the basis of the general practice with which someone is registered. The occupational therapy service has also changed the way cases are allocated and managed. In addition, considerably improved performance in waiting times for Disabled Facilities Grants means the whole service is far more responsive to demand as it arises. DFGs are now a realistic option for someone

who is in critical and substantial need who may have been unable to wait in the community when waiting times were longer. The Intermediate Care Fund in 2014/15 is allowing a pilot of a system of low level adaptations being allocated by the Community Gateway and also to commission step down housing from NPT homes to ensure that no-one experiencing a delay in a major adaptation (e.g. due to planning permission) will wait in hospital or a care home.

Performance Indicators measure the processes to deliver agreed of outcomes achieved. The standard for allocation days has been simplified to 1 day or 7 days and risk assessment supports the emergency assessment of individuals requiring immediate assessment.

Supporting timely discharge from hospital is a priority to prevent the adverse impact on independence of a longer than necessary hospital stay. In terms of hospital discharge arrangements, the rate of delayed transfers of care for social care reasons per 1000 aged 75 or over significantly reduced in 2013/14 compared to the 2012/13 position continuing a sustained improvement over a number of years. The rate of delays for social care reasons was 3.49 in 2013/14 from a rate of 5.97 in 2012/13 (and 9.81 in 2011/12). There is consistently good performance in relation to average days delayed. The overall number of delays demonstrates the effective implementation of the joint Health Board and Council policy in resolving delays where these are for choice reasons.

Good progress has been made in developing a model for the joint assessment between health and social care of older people's mental health, which needs further development with the implementation of care and treatment planning and care co-ordination in the older people's mental health team. Work on the integrated assessment, pathway and service model for dementia services is a priority for Western Bay. An integrated care pathway has been developed for community and hospital services. Work is underway to model capacity needed to deliver a Western Bay service model for dementia care which will form a business case to be presented to the Western Bay Programme Board for approval.

Intermediate Care for Older and Disabled People

There is a fully integrated intermediate care service in Neath Port Talbot. The service now forms part of the Community Resource Team which comprises community reablement, community occupational therapy, sensory support and nurse practitioner led clinical teams. This Community Resource Team has developed from the CIIS team which was established in October 2009, bringing together the Reablement and Early Response Teams. These teams prevent

hospital admissions and facilitate earlier discharge through a 4-6 week reablement programme for people who normally live independently at home but who may for a variety of reasons have lost confidence or physical ability. The service enables service users to remain in their own homes for as long as possible.

The integrated CRT is now co-located in Cimla Hospital which is providing considerable benefits for joint working of the health and social care workforce in team. There are plans to further develop Cimla as the community hub for Neath and Swansea Valleys and the Port Talbot Resource Centre and Neath Port Talbot Hospital are already the integrated bases for the Port Talbot and Afan community network services. Work is underway to massively expand intermediate care services in Neath Port Talbot in accordance with the business case that has been developed and agreed across Western Bay partners. This will mean an expansion of the acute clinical service, reablement (ensuring that there is an intake model in place and there is capacity for people to be referred for reablement at the point of review as well as initial assessment), the commissioning of a residential reablement unit at the new Gwalia care home in Port Talbot, expansion of the acute clinical team and embedding the multi-disciplinary approach of the Community Gateway.

Learning Disability Assessment and Care Management Services

Learning disability care management services are provided through a County Borough wide adult learning disability team (ALDT) based in Neath. This team is co-located with the local health team and there are many positive examples of joint working in the team. Alongside social work staff, the ALDT also includes community nurses, occupational and physiotherapy staff.

As a joint team there are multi-disciplinary assessments, including determining continuing health care eligibility and joint care packages. A contact and overview assessment service is provided which determines eligibility and priority with reference to the assessment guidance. There is a duty system which screens and identifies need. Enquiries are allocated in a timely manner. There is a transition to adulthood assessment service based on community care eligibility criteria. Risk assessment and risk management planning is undertaken using the positive risk taking framework. There is well developed person centred assessment and care planning in learning disability services. The carer is involved in all aspects of the assessment process with reference to family focused planning.

Allocation of assessments is provided in a timely manner. There can be inconsistencies in delivering assessment timescales e.g. awaiting gate keeping assessments to determine learning disability eligibility, which increases

workload pressures, monitored via a caseload management system and supervision. An escalation policy has been developed to ensure our duty has been delivered and there is a reduction in the delay in allocating services.

A system has been agreed with the NHS for continuing health care assessments where the learning disability directorate will lead on all aspects of continuing health care for client group and a project board has been established to oversee the process for all complex cases. Issues regarding timely decisions on joint packages of care are being worked through with health colleagues.

An opportunity assessment of learning disability services in Neath Port Talbot was undertaken by Alder, a group of consultants commissioned by the Social Services Improvement Agency in early 2012. The review found that whilst practice and commissioning of services in Neath Port Talbot is safe and consistent, progression is not evident in either assessments, reviews or the services that result. As a consequence, there was evidence of 'over servicing' assessments and care plans which did not promote independence resulting in over reliance on residential care and 24/7 supported living. A Learning Disabilities Modernisation Plan was approved by Cabinet in and the *Pathways to Independence* initiated, focussing on developing and implementing new practice in assessment, review and care plans with the ethos of 'progression' at the heart of practice. Positive progress is being made with the project, which is very much owned and driven from within the ALDT itself. The learning and development of the ALDT is being used to inform practice and commissioning across community care service areas.

A protocol for vulnerable adults operates in community care to ensure that referrals are allocated to the right team and assessed appropriately. In a number of cases a joint assessment will be required.

Within the service, the Person Centred Planning (PCP) approach is being adopted to develop a single assessment tool throughout transition. A multi-agency steering group has developed an interim policy and protocol for managing transition whilst further work is undertaken across all partners.

The key priorities for the next phase of work in transition are:

Key priorities for Transition to Adulthood are:

- Development and implementation of the NPT Multi Agency Transition Policy and Protocol.
- Development and implementation of Planning and Tracking processes for Transition.
- Development of a holistic transition service from the age of 16–25 to coordinate care planning for young people.

Work has been underway for some time to develop more integrated and collaborative ways of working in learning disability services. Development of a single approach to integrated operational delivery across Western Bay has been developed.

Mental Health Assessment and Care Management Services

The community mental health teams (CMHTs), are multi-disciplinary, with social services staff co-located with NHS staff and all personnel pooling their skills to provide a comprehensive holistic service. CMHTs offer a service to all people under 65 with a severe and enduring mental illness, carrying out full assessments of need under the Care Programme Approach and developing and arranging care plans.

In the integrated teams, initial assessments are undertaken by CMHT and medical staff. All assessments are discussed at weekly multi-disciplinary meetings to determine eligibility. All assessments are determined by Care and Treatment Plans which are compliant with community care processes, guidance and standards. There is a joint health and social care initiative to provide a Gateway Service to filter GP referrals. There is a joint assessment tool used by the multi-disciplinary team. All assessments are available electronically on the health and social care systems. This is validated through supervision and case file audit. There are regular multi-disciplinary reviews. The Western Bay Programme is leading implementation of the mental health measure. A strategy for adult mental health services has been developed by the partnership and a review of CMHTs is being taken forward by the Western Bay partnership.

Duty systems in the CMHTs have been reviewed to ensure they are compliant with the Mental Health Measure for urgent & non-urgent referrals. The teams are receiving direct referrals from the public (and re-referrals) under Part III of the Measure.

There is consistent use of care and treatment planning documentation in CMHTs to support care plans and risk assessment. Different needs are taken into account through use of interpreters, signers and advocates. Service user and carer involvement is in-built to assessments and review systems. Assessments are undertaken within prescribed timescales. A protocol for allocation and assessment of vulnerable adults has been agreed (see above) and is being overseen by the principal officer's arrangement (see above). Joint assessment procedures are in place where applicable. A protocol is in place for individuals who do not fit the diagnostic eligibility criteria of the health services but fit community care eligibility criteria. This is an escalation policy which involves referring up to managers for decision making if eligibility is unclear.

Carers' Assessments

Separate carers' assessments are offered to all and undertaken if requested. Reviews and care plans are agreed in partnership with service users/family/carer. Historically the uptake of carers' assessments in Neath Port Talbot has been low and there is considerable effort to address this. 87 carers took up the offer of a carer's assessment in 2013/14. 58 were provided with a service as a consequence of the assessment, an increase on the 45 who received a service in the following year. The Carer's Service have been commissioned to undertake carers assessments on behalf of the Council, giving another option to people who would prefer not to have their assessment undertaken by a social worker. There is evidence of a growing positive relationship between care management teams and the NPT Carers' Service in terms of reciprocal referrals depending on the needs of the carer concerned. There is further work to do to improve the uptake of assessments but there is strong evidence of carers involvement in the assessment of the person they care for and also regular carers forums, coffee mornings and engagement events. The number of carers known to the Carers Service has increased considerably with particular success in hard to reach groups accessing the service.

Autistic Spectrum Disorder Strategy

The Director of Social Services Health and Housing is the ASD lead for NPT. A stakeholder group with representation from relevant organisations, service users, families and carers is in place. There is strong engagement from community care in the group. There is an ASD action plan in place.

Reviews

The percentage of clients who had their needs reviewed during the year has increased to 81.7% from 76.1% in 2012/13, There has been considerable progress in the quality of reviews as the *Pathways to Independence* work is fully implemented, with full engagement of carers and providers in ensuring all the information required to undertake an indepth review is available. Proportionate reviews are undertaken and in care home settings there is a focus on quality and safeguarding where this is the predominant need.

The Review and Monitoring Team play a crucial role in supporting safeguarding and escalating concerns processes, by carrying out sensitive reviews with service users where there have been concerns with particular providers or members of staff delivering services. As indicated above, the system of reviews implemented by the *Pathways to Independence* project to ensure that reviews

consider progress and how independence can be promoted and enabled in addition to ensuring that people are safe and happy with services they are receiving. Reviews are not mechanistic and but enabling and personalised; a key part of the relationship between the social worker and the individual.

Commissioning a High Quality and Range of Services

There is close alignment between the care management review systems and service review, commissioning, contracting and procurement, service development and review. Social workers and contracting officers have a joint role in undertaking reviews of individual placements to ensure they are meeting the outcomes specified in the care plan and represent value for money. There is also joint assessment and contract monitoring with ABMU nursing and contracting staff where appropriate, ie, this is well established in nursing homes. Neath Port Talbot plays an active role in regional working through the *Closer to Home* project to review and re-commission services for people with complex needs from residential to supported living environments. The Head of Community and Housing from Neath Port Talbot is leading the development of regional contracting and procurement hub as part of the Western Bay Programme.

Quality assurance (QA) in in-house services is provided through QA groups which involves carers. There are opportunities for service users to provide feedback through Service User Councils and groups facilitated by advocacy services. All appropriate services are regulated and inspected by the CSSIW and inspection report recommendations responded to. Staff and service user questionnaires are also used to monitor the quality of services, as are focus groups and user and carer engagement as appropriate. Complaints, compliments, serious adverse incidents and safeguarding investigations are also used to understand the quality of services and address quality concerns.

In some areas there is a comprehensive range of services and effective joint working with health. In other areas, whilst the quality of services is good, the nature of services commissioned have been traditional and do not sufficiently support the outcomes of maximising independence and connecting people to their communities. There has been considerable change to this in 2013/14 with the development of, and extensive consultation on, a new model for day opportunities for people with disabilities which will be fully implemented in 2014/15. The new model is pan disability (with specialist services for people who need them) comprises 3 elements:

- Care and support
- Community Independence Service
- Employment and training

There has been incremental development towards this model through the COASTAL project which has been pan disability in nature and has delivered a number of successful supported employment and training projects to support people into long term employment. The new model across the commissioned

and direct services will ensure a sustainable exit from the ESF funding that will come to an end in December 2014.

A new model of service for day opportunities for older adults has also been developed based on care and support for people with high levels of frailty and dementia, reablement and community integration were people need support to access community activities and are at risk of social isolation. This model will be implemented fully in 2014/15 following robust consultation in 2013/14.

To ensure there is a clear direction for internal and external services in all areas, commissioning strategies have been developed, consulted on and reviewed in the last year.

Older (including Older Person's Mental Health) and Disabled People's Services

These services include residential care, home care service and day services. There is a clear commissioning strategy for older person's services and the business case for the intermediate tier of service will be a catalyst for change in commissioning intentions for care home and domiciliary care services as well as delivery of intermediate care.

Domiciliary care provision in the form of the in-house home care service and commissioned provision is the foundation to achieving the community care objective of supporting as many older and disabled people as possible in their own homes. Approximately 50% of domiciliary provision is provided through the in-house service and 50% through externally commissioned providers. The commissioning approach has been to ensure there is adequate provision of quality and sustainable domiciliary care across NPTCBC and that there is a choice of providers in most areas. The in-house service has been undergoing a major programme of modernisation for a number of years to ensure it maintains quality standards and delivers business efficiencies. There have been some quality issues and concerns with regard the stability of some external providers which culminated in the decommissioning of a provider following sustained failure to deliver a corrective action plan. All service users were successfully safeguarded and the escalating concerns policy operated effectively to ensure a smooth transition to new domiciliary care providers. There has been intense work to develop the local domiciliary care market which has resulted in an increase in the numbers of providers, an improvement in the quality evidenced in contracting monitoring, and confidence of the market resulting in a number of new providers establishing basis in Neath Port Talbot.

The modernisation of the in-house homecare service has continued in 2013/14 delivering £500k further cashable savings. The service improvements which have been taken forward are:

- technological – the benefits of the electronic call monitoring system are being realised in the form of improved efficiencies in the service
- Harmonisation of contacts for all community care staff – 13 different contracts have been rationalised to 2.
- Continued focus on sickness management with a joined up approach with Trades Unions to address issues within the service which has resulted in sickness levels of less than 5% in the service compared with over 10% a year ago. This compares very favourably with comparable occupational groups, for example, in the NHS.
- The expansion of the service to provide capacity and resilience and reduce the requirement for overtime within the service.

In relation to residential care services for older people, the Council's long term residential care homes and 1 short term respite care home were transferred to Grwp Gwalia on 1st April 2012, as part of a 25 year partnership arrangements which will see the development of 4 new care homes in the County Borough over the next 3 years. The first new care home, Llys y Seren in Port Talbot, will open in the summer of 2014. There has been positive joint working between the Council and Gwalia to plan the move of residents from the 2 existing care homes in Port Talbot and Cwmavon to the new home and innovative commissioning to make use of the capacity in the home – to reflect reducing need for traditional residential care one unit of 10 beds will be jointly commissioned by ABMU and the Council as a residential reablement unit.

There is a robust approach to managing the partnership with Gwalia to ensure that benefits are realised. There is a formal contract governance board which meets on a quarterly basis which oversees work undertaken by a number of sub-groups focussing on performance management and quality standards, the development of the new homes, developing new services and operational issues. There is an agreed principle that beds need to be used flexibly to address need rather than stick to the long term residential care model if need for that service is declining (the current homes are 85% occupied). In delivering that principle, the following services will be developed in 2014/15:

- Short term residential reablement – this is proven to reduce long term
- Short term convalescence/ step down
- More units will be designated for dementia (recognising the need for residential care is 80% to meet dementia need)

- Explore, with NHS colleagues, designation of some units in the new homes for nursing care, sooner than later

The partnership with Gwalia has been tested by the proposed changes to the terms and conditions of the care workforce shortly after the end of the protection of the TUPE plus arrangement agreement as part of the contractual arrangements. Following negotiations, the period of protection for staff transferred from the Council was extended by a further 18 months.

The policy for respite has been reviewed following a pilot into a new short breaks allocation tool to ensure equitable access across all service user groups, a new policy has been developed and is being consulted on in early 2014/15.

In addition to the care provided Gwalia's residential care homes, the Council continued to commission residential care in 33 independent sector homes (17 Residential/19 Dual Reg.). [There are 24 care homes in NPT]. As at 31st March 2014, NPT CBC contracted 576 placements within the independent sector.

The Council agreed in March 2011 an unprecedented 4 year strategy to increase the fees paid to the independent sector, working in accordance with the approach within the Social Care Commissioning Guidance issued to Local Authorities in August 2010. Work is now progressed to fully implement the 'open book' approach to understanding the business model and of care home providers and there are now positive relationships with providers, via provider forums and individually which have been built up following the judicial review. Work with Western Bay partners is also progressing to implement a care home quality framework. A high priority for the Council is to agree a new fee regime for 2015/16 onwards

Monitoring of the independent sector homes continues to be undertaken in partnership with ABMU Health Board. In general, the care provided in the independent sector homes is good. However, where concerns have been highlighted regarding the quality of care or sustainability of the business, the Council has led the Escalating Concerns process working closely with partners to address the issues identified. In 2013/14, 3 care homes were the subject of escalating concerns processes. The process has been improved in the last year as experience in managing concerns has increased and a formal risk assessment process has been integrated into the process. NPT CBC is now very experienced at managing escalating concerns processes and uses a sophisticated risk management system and robust contract management to address issues where they arise through contract management and care management. The NPT Head of Service chairs the Western Bay Safeguarding Adult Board Escalating Concerns sub group and a priority within the 2014 work programme is a regional escalating concerns policy which clarifies roles and

responsibilities of all involved and reflects the lessons learned in the 4 years since the section 7 guidance was issued.

One care home closed in 2013 (a small home where the owners gave notice following a series of action plans to address quality were highlighted during contract monitoring) and the transition for residents to alternative care was managed smoothly by a multi-agency Home Operational Services Group working in accordance with the escalating concerns guidance. There was very positive joint working with Gwalia who supported the management of the care home during the transition ensuring a smooth move for all residents to new care homes.

The Council provides 5 day services for older people and 11 social centres, 4 of the 5 day services are co-located with residential care homes. In preparation for the development of the new homes, work has commenced to review the service model and premises of the day services. Following extensive consultation, changes were made to services in Neath and Pontardawe in 2012 and changes are now being made in Port Talbot, Glyn Neath and Croeserw to reflect a model which focuses day centre provision on people with the high levels of physical frailty and personal care needs. The Port Talbot service will be co-located with day provision for learning disabilities in July 2014. The social centre provision that the Council has provided will be transferred to the third sector this year.

Extra care services have been developed in Port Talbot and Neath and an innovative approach to integrating housing and additional support in valley communities has been developed in the Dulais Valley and will be rolled out to other valley areas. Work is underway with NPT Homes who manage the waiting list for extra care and sheltered accommodation, and Coastal Housing who own the 2 main extra care schemes, to improve the system to match people with current and future extra care needs to vacancies as they arise in the scheme and to integrate consideration of housing options into the Community Gateway and Community Resource Team. There will also be a review of housing related support for older people commissioned as part of the supporting people programme with a view to ensure it is available on the basis of need, not tenure.

There are a good range of services in place for older people's mental health services. There remain some gaps in services around intermediate care for people with mild to moderate dementia which will be considered as part of the intermediate care remodelling referred to above. There is also a need to consider the right balance between care home and intermediate care hospital beds and enhanced community provision, including uptake of assistive technology and specialist domiciliary care provision. This work is being taken

forward as a priority in partnership with the Health Board, Swansea and Bridgend through the Western Bay Health and Social Care Partnership.

There has been good progress to accelerate uptake of assistive technology into more care packages for people with dementia in the coming year and in considering the need for specialist domiciliary provision. An integrated business case has been developed which will utilise health technology fund capital funding and Western Bay Collaborative fund revenue expenditure to deliver a major investment in assistive technology.

Advocacy

There are effective advocacy services for people who lack mental capacity provided through the IMCA service. Part 4 of the Mental Health Measure provides for an extended statutory scheme of independent mental health advocacy, both for patients subject to compulsion under the Mental Health Act 1983 *and* incrementally for those in hospital informally (in other words not subject to the 1983 Act). Following a joint procurement exercise undertaken by ABMU and partner Local Authorities, Mental Health Matters is providing this service.

Age Cymru Swansea Bay is providing advocacy for older people. The Neath Port Talbot Advocacy Group is made up of various stakeholders from the Third Sector, Health Service, Local Authority, along with Supported Housing and the Residential Care Sector. These organisations provide and support advocacy, advice, information and befriending services, mainly for older people. Their aim is to develop further the scope, availability and sustainability of those services. It is also providing an opportunity to network and refer service users across the whole range of reciprocal services. An important development has been an improved service for independent advocacy support to those being discharged from hospital or considering residential care.

Carer's Services

The Carers' Strategy has been updated – a collaborative effort between carers, carer representatives and a range of local partners. A positive outcome has been feedback from carers that services have improved as a consequence of the initial strategy that was put in place. The updated strategy provides clear objectives for the next three years which partners are confident can be achieved during a period of reducing financial resources. The progress in achieving the objectives will be overseen by the Health, Social Care and Wellbeing Executive Board. The Carers' Strategic group itself continues to have strong partner and carer engagement.

Officers from NPT are have been heavily engaged in the Carer's Engagement Strategy which has been approved by Welsh Government. The strategy builds on the local strategies and its delivery will ensure that training is delivered to all health and social care staff who have regular contact with carers. An innovative approach in Neath Port Talbot is being taken to use of the resource that is made available to implement the strategy in that a carers' worker will be embedded within the Community Resource Team to address carers' issues that are identified by the service.

A range of services are commissioned for carers in NPT. The NPT Carers' Service is highly effective at combating social isolation and providing respite. This service has been commissioned by the Council deliberately to outreach to people who do not otherwise access services and due to the narrow definition of the current national performance indication, this important activity can not be used to demonstrate provision of a service. The Alzheimer's Society provides specific services to meet the needs of carer's of people with dementia. Crossroads provides domiciliary provision and sitting services to meet carers needs. The future shape of services is being shaped by 'what matters' to carers through the qualitative interviews and regular engagement forums led by the Cabinet Member for Social Services, Health and Housing who is also the Carer's Champion.

Learning Disability Services

There is a mixed market of provision in learning disability services. There are a range of services which are commissioned from external providers, including residential care, supported living and day opportunities. There are also a range of services provided by the Council, including:

- Adult Placement Scheme
- Local Day Services
- Vocational Skills Centre
- Home Support Team
- Complex needs day services and respite care services

A Learning Disability Modernisation Plan was approved by Cabinet in July 2012 which has prioritised a rebalance of service provision in response to the changes to social work practice modernisation being delivered through the *Pathways to Independence* project. As a consequence the commissioning strategy for learning disabilities has been updated and is under consultation. Key priorities in service terms are:

- Implementation of the pan-disability model of day opportunities for people with disabilities in Neath Port Talbot which is based on care and support, community independence and employment and training;
- A new respite, Trem y Mor, will open in June 2014. This will be a state of the art facility with 16 units which will replace the current provision in Rhodes House and Beaconsview which is not fit for purpose. There has been a review of the workforce and implementation of a new staffing structure in advance of the move to the new facility. The special needs day service currently located in Cadoxton will be co-located with the respite service to ensure the optimal use is made of the fantastic resources provided within Trem y Mor;
- The model of residential care and supported living will be challenged by the review of care packages. New services will be commissioned, for example, supported living for people with complex needs as a consequence of the *Closer to Home* project. Other services will be decommissioned, particularly traditional residential care which does not promote progression;
- A business case for expansion of the adult placement scheme has been approved and a procurement exercise with BCBC will be taken forward to identify a provider to expand the adult placement scheme.

Adult Mental Health Services

A Western Bay Adult Mental Health Project Board has been established. This Board has delivered an overarching service strategy for adult mental health. There has been positive joint working throughout 2012/13 to implement the requirements of the Mental Health Measure on a Western Bay wide basis.

Mental health services offer a range of in-house support, combined with support from the health service and key third sector providers such as Hafal and Gofal. The work to 'repatriate' service users who had been placed out of county alongside the development of local alternatives is proving successful accompanied by the lowering of demand for new placements and reduced cost pressures.

There is well developed service user and carer involvement in mental health services, although the effectiveness of engagement is under constant review. Service users are encouraged to visit services before engaging. In addition to

service user questionnaires, service users are involved in recruitment and selection processes and planning groups. Advocacy groups are fully engaged in service planning.

The Day & Employment Service takes referrals from CMHT's for people who are recovering from mental illness who wish to regain confidence and social skills. The service provides a wide range of socially inclusive activities to meet the needs of the service user. The Mental Health Rehabilitation Service also receives its referrals from CMHT'S and concentrates its activities on assisting recovering mentally ill persons to regain social and domestic coping skills towards living independently in the community. The service carries out most of its work in people's homes, but for those with greater needs the service has a staffed supported housing project in Pontardawe for more intensive rehabilitation work, and two supported houses, one in Neath and one in Port Talbot.

Substance Misuse

2013/14 has been another busy year for all agencies involved in working with those who misuse both alcohol and drugs. The Council works in partnership with three main agencies, West Glamorgan Council on Alcohol and Drug Abuse (WGCADA); The Community Drug and Alcohol Team (CDAT); and Group 4 Services (G4S).

NPT plays an active role in the work of the Area Planning Board. A commissioning strategy has been agreed by the APB and the focus is on delivering the service model set out in the strategy. NPT plays a key role as the banker for the APB pooled budget. NPT is moving towards an integrated service with the NHS and the 3rd sector with the aim of 1 assessment through the Substance Misuse Action Team (SMAT). 4 short-medium term accommodation have been developed specifically for substance misuse service users supported by the Council's Housing Options service. A 'bond board' called 'Crisis Smartmove' has been set up to support people who misuse substances to access private rented accommodation. A joint project with Bridgend, Swansea and the Wallich Clifford has been established to support people with social housing tenancies who misuse substances to maintain their tenancies.

COASTAL

Disabled adults of working age can also access a range of services and in addition, can access support from COASTAL, a European convergence funded regional project to support people with disabilities towards employment. 2013/14 has been a year of huge progress for the COASTAL service with all

required performance outcomes being achieved, services continuing to develop and a number of micro enterprises being developed, and a sustainable exit plan developed. Successful partnerships developed include:

- The Leadbitter canteen – 5 job opportunities have been created on the site of the 2nd Swansea University campus providing catering to the workforce delivering this major construction project. The partnership has included COASTAL, Social Firms Wales and NPT CBC and has been recognised by Welsh Ministers as an example of innovative working between public and private sectors.
- Intandem bicycle project provides bicycle maintenance and a bicycle re-use service. The Wecycle and Baycle partnership with Swansea University has been formed and plans are underway for a bicycle commuting scheme across Neath Port Talbot and Swansea.

In performance terms, COASTAL has worked with 1250 participants, achieved accredited training outcomes with 645 people and employment outcomes with 116 people. All COASTAL participants are people furthest from the labour market many of whom will not have worked for decades, if ever.

Involving People and Their Carers in Service Modernisation

The Council has recognised it is undertaking a major programme of service change and transformation and meaningful involvement of people with care and support needs, carers and the internal and external workforce has been a major priority. Service user and care involvement and advocacy is well developed in learning disability services. All day services have quality assurance groups established to encourage feedback from carers. 'Your Voice' run a service user group within Vocational Skills Centre to provide opportunities for feedback and co-chair the Learning Disability Planning Group. Hafal has supported mental health service users involvement in the consultation and implementation processes.

There have been a variety of methods used:

- Large meetings to which all carers have been invited
- Service specific carers meetings
- Client group specific coffee mornings with the Cabinet Member for Social Services Health and Housing
- 121 meetings with anyone who has requested one
- Newsletters and written communication

- Events run by advocacy services

A dedicated planning and engagement officer has supported this process but the workforce at every level has been very involved in ensuring people are fully involved and informed during this time of change. This has been well received. It should be stressed this approach is not just limited to times of formal consultation but has is central to the way we deliver adult services in Neath Port Talbot.

Performance Indicators

In relation to relevant performance indicators the rate of older people helped to live at home increased from 99.98 per 1000 aged over 65 to 108.02. This is very positive in terms of maximising independence. The rate of older people supported in residential forms of care has remained steady increasing slightly from 23.36 to 23.86%.

Similarly the percentage of adults aged 18-64 and those 65 plus supported in the community (throughout the year) has increased from 91.17 to 92.45%.

Safeguarding Adults at Risk of Abuse

There are robust arrangements in place to safeguard vulnerable adults in Neath Port Talbot. The CSSIW inspection of adult safeguarding arrangements (published March 2010) stated “risk is being appropriately considered and necessary actions undertaken to ensure people are safe”.

The Western Bay Safeguarding Adult Board was initiated in April 2013 and has provided effective strategic leadership of adult safeguarding work. There is a sub-group structure which is taking forward the priorities of the Board. All partners are strongly committed to leadership of safeguarding through the regional board.

Operational responsibility for adult protection is with the principal officer in adult care who is the Senior Co-ordinating Officer for adult protection, supported by senior designated lead managers (DLMs) and DLMs who work across the range of community care management teams. The Protection of Vulnerable Adults (POVA) co-ordinator and deputy are also DLMs and all POVA activity is co-ordinated through a central POVA office.

The introduction of threshold management has resulted in a reduction of issues being managed as POVAs. The introduction of the ‘Alert Screen’ which gave us the opportunity to record details from referrals we receive which did not meet the POVA threshold. When social work staff looked on the ‘client index’ page there was a box that would now identify if the person was known to POVA, either from a referral or an alert. Through this process we have seen a drop in the amount of referrals that proceed to POVA. Risk assessment tools

have been embedded and prompt and efficient responses to adult protection referrals and multi- agency working continue to be apparent.

The coming together of the POVA and Deprivation of Liberty safeguards (DoLS) capacity has proved beneficial in co-ordinating responses from these related functions. An urgent review of processes and capacity is underway to ensure that the impact of the Cheshire West judgement is responded to in a managed way. Opportunities for regional working are being actively explored.

Strategically and operationally, POVA is a multi-agency responsibility. Operationally, we have a robust multi-agency assessment process that delivers clear decision making. Integration of POVA, care management and contracting processes that deliver clear decision making, clarity of responsibility and manage risk are important. A key priority has been to address the recommendations of the MR case review which was commissioned by the former NPT AAPC and reported to the Western Bay Safeguarding Adult Board. Training in sound analysis and judgment has been delivered to all DLMs and the NPT safeguarding forum for all DLMs is promoting a holistic approach to safeguarding. Processes around out of county placements and IMCA referrals have been strengthened.

Operational performance and trends inform the strategic direction for adult safeguarding. There is monitoring of referral rates by category and client group and this informs the strategic work required. The POVA business plan pulls these strands together. The NPT safeguarding forum receives a presentation on at least 1 complex practice issues to consider the policy and strategic issues arising from it at each meeting.

Vulnerable adults and carers are involved as appropriate in the POVA process, in determining the appropriate level of risk and all aspects of assessment and decision making.

CHILDREN AND YOUNG PEOPLE SERVICES

Introduction

In last year's Directors report the Director of Social Services in Neath Port Talbot assessed the prospects for improvement in Children and Young People Services (CYPS) in 2013/13 as strong:

"Through our very strong political and corporate leadership and the undoubted commitment and resourcefulness of our staff, we are in a position to meet all of the current and in some cases difficult challenges facing us".

This has very much been the case and through careful prioritisation of the tasks that needed to be completed, the improvement journey has moved from strength to strength dealing effectively with the many challenges that have arisen.

This report sets out the progress made against the things that CYPS said it would do last year and outlines the priorities for the coming year.

Progress Against Priorities From 2012/13

In November 2012 the CSSIW Inspection Report that led to CYPS being placed on the Serious Concern Protocol described a service that was struggling with key aspects such as workforce stability, operational clarity, performance monitoring and strategic oversight. CSSIW were clear that there needed to be immediate progress in these key areas and that they would monitor this carefully through quarterly visits by inspectors to the service. Since that time the Service has been positively transformed in all of these areas and the Director of Social Services has utilised his drive and determination to ensure that the required pace of improvement has been maintained.

In addition to the 22 Recommendations from the CSSIW Inspection of CYPS in September 2012, in its Annual Review and Evaluation of Performance Report 2012/13 CSSIW noted the following priority areas for improvement:

- Timeliness of quality of response to referrals to children's services.
- Quality of planning and support for looked after children and those leaving care.
- Resilience and competence of staff and managers in children's services.

It is positive to be able to report that the workforce issues that beset the service have largely been resolved. There are now minimal vacancies across the Service, lower than average long term sickness rates and very few grievances and suspensions. A full complement of managers have been in place for over twelve months and are now becoming a force for positive

change. Importantly, despite these improvements the CYPS is determined not to become complacent and processes are in place to ensure that we listen to staff. These include holding 'all staff' surveys, regular all staff meetings, and Senior Management Team visits keep abreast of morale and culture.

The operational issues that faced the Service at the beginning of last year were widespread and debilitating. A 'back to basics' approach was adopted where the service concentrated on doing the simple things well. In 2013/14 the Framework for Assessing Children In Need and their Families was reintroduced, new computer systems built to support good practice and an Intake Team and Common Access Point were introduced. All social workers have been trained in assessment, safeguarding, care planning and analysis. The use of the All Wales Child Protection Procedures (AWCPP) has now been universally re-embedded across the Service. A comprehensive set of Policies and Procedures are being introduced and new Placement, Performance and Out of County Panels have become common practice. Staff now have clear opportunities to influence and play a part in setting the strategic direction of the service through the setting up of a Practice Improvement Group and Looked After Children Group. These groups, chaired by the Head of Service, meet regularly and are made up of representatives from all tiers of the Service. The end of year performance results for the service in 2013/14 demonstrate that this has led to significant improvements across almost every facet of service delivery. These can be found at Appendix 1 but include:

- Re-referrals reduced from 35.9% in 2012/13 to 22.1%;
- 97.2% of referrals received a decision within one working day in 2013/14 against a result of 93.1% the previous year;
- 94.1% of Initial Assessments were completed by a qualified social worker in 2013/14 a significant improvement on the previous year's figure of 48.5%;
- The number of Initial Assessments completed in the 7 day timeframe rose from 38.1% in 2012/13 to 80.6 % in 2013/14;
- The number of Core Assessments completed in the 35 day timeframe rose from 48.7% in 2012/13 to 70.2 % in 2013/14;

Owing to the amount of structural, procedural and practice based changes that have been introduced it was to be expected that it would take time to translate into high quality practice that could be evidenced across all aspects of service user files. Whilst the improving quality of care planning and child protection work can be evidenced through case audits as the year has

progressed it is only recently that the quality of Care Planning can be said to have become consistently robust. This remains an area where the service needs to be extra vigilant. There is an effective Quality Assurance Framework in place which is underpinned by fortnightly Performance Management meetings with Head of Service (HOS), Principal Officers (POs) and Team Managers attending alongside a monthly Business Improvement meeting chaired by the Director of Social Services that focuses on monitoring standards of practice.

Providing Direction

Political support for CYPS has remained strong. Members have been supported by external specialists who have helped them to develop appropriate questioning techniques and the challenge they now provide to officers is amongst the best in the Local Authority. Members and officers are working with the Centre for Public Scrutiny and an expert senior manager to provide continued improvement in this area. The Leader of the Council has provided professional and personal support to the improvement journey and has led on the setting up of a panel of Members who have completed visits to teams and heard the front line experiences of social workers, support workers, managers and business support officers.

A Corporate Parenting Panel has now been in place for over a year. It is chaired by the Leader of the Council and has a number of Cabinet Member attendees. With such a high profile the Panel has been able to make a real difference to the lives of Looked After Children. In particular they have influenced the availability of high quality move on accommodation for young people leaving care and are planning to hold a LAC celebration event in July 2014.

Leadership and Culture

In April 2013 CYPS established a full management team at Principal Officer level and this has enabled the many improvements made to progress at pace. At Team Manager level there has now been consistency that has enabled an improvement of practice to be fully embedded. A reduction in looked after children and children on the child protection register alongside a review of children in need cases which led to a reduction of cases in that area has had a positive impact on caseloads numbers across all areas of the service.

The management team supported by the Director of Social Services has worked to a set of priorities over the past year. The CSSIW Inspection Report of

January 2014 acknowledges that positive and tangible changes have been made in service delivery and workforce development at a sustainable pace.

Through pace, focus and prioritisation, the workforce has been transformed through 2013/14. Vacancies at social work level are minimised at 1.5 across the whole Service. There are no vacancies at Team Manager level or PO level. Sickness has been another important focus and long term sickness is no longer a major issue in the Service. This work was supported corporately by the positioning of 2 Human Resources (HR) Officers into the CYPS Management Team. The progress made is evidence of the good practice that can be achieved when managers and HR Officers work closely together.

There has been a comprehensive programme of training delivered to all social work staff and managers over the past year. The focus has been on doing the basics well and in depth training has been given on Child Protection Process amendment and analysis and care planning. This mandatory training led to an improvement in performance and quality of practice over the year and has progressed.

Performance Management

There has been significant progress in the management of performance and this has resulted in much improved figures on the priority PIs. However, as performance management has been embedded in the Service we have also seen improvements in other indicators across the whole service (see end of year results at Appendix 1).

Performance and improvement have been hugely improved by much greater visibility of easy-to-use, up-to-date Data. This has enabled management to take timely, accurate actions. It has enabled staff and all stakeholders to see rapid progress being made, for themselves.

Quality Assurance Framework (QAF)

CYPS have developed a comprehensive and detailed QAF which incorporates the importance of training, consultation, workforce stability, supervision as well as regular case auditing in the consistent improvement of quality of work. Quality assurance procedures are now much more systematic and results are reported regularly to the Business Improvement Meeting chaired by the Director of Social Services.

Multi-Agency Working

As evidenced by the report of the CSSIW Inspection of the service in November 2013 there have been significant improvements in relationships between CYPS and multi-agency partners. There are regular meetings between senior managers in both the Health Board and Police with CYPS Principal Officers and Head of Service which have led to a common understanding of roles, responsibilities and a joint approach to future practice. There is now a peer review group with representatives from key agencies and the manager of the Intake team which reviews the quality of referrals into the service and the quality of the response from the Intake team. This has proved to be beneficial in setting common thresholds across those agencies particularly tasked with safeguarding children in Neath Port Talbot.

Priorities For 2014/15

The CSSIW Inspection report, from their follow up inspection in November 2013, sets out priorities for improvement and this provides the focus for the work to be completed in 2014/15. In particular, the service will be working hard to find ways of gaining the involvement and views of the public in general and service users in particular to the improvements being made. The quality of the plans that are put in place for Looked After Children, those on the Child Protection Register and those in need will continue to be monitored and improvements made where necessary. The policies and procedures website will continue to be added to and refined so that all workers have access to clear instruction and guidance on practice issues and the standards that are expected of them.

Conclusion

There has been significant improvement in the performance of the CYPS in Neath Port Talbot throughout 2013/14. This is evidenced through end of year results across the range of performance indicators, the findings of the CSSIW Inspection in November 2013/14, the stability and capability of the workforce, feedback from staff and agency partners, internal and external case file audits and reducing numbers of complaints from service users. There remains more work to do to ensure that the quality of the work being completed is consistently of a high quality and that the progress made to date is embedded and built upon.

Performance Indicators 2013/14

PAM - Public Accountability Measure;

NSI - National Strategic Indicator;

SID - Service Improvement Data;

ADULT SERVICES

Performance Indicator	2012/13 Performance	2013/14 Performance
SCA/001 (NSI)	2012 - 13	2013 - 14
The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	5.97	3.49
SCA/002a (NSI)	as @ 31 st March 13	as @ 31 st March 14
The rate of older people (aged 65 or over): a) supported in the community per 1,000 population aged 65 or over at 31 March	99.98	107.80
SCA/002b (NSI)	as @ 31 st Mar 13	as @ 31 st March 14
The rate of older people (aged 65 or over): b) whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March	23.36	23.86
SCA/003a (SID)	2012 - 13	2013 - 14
The percentage of clients, in the following age groups, who are supported in the community during the year: a) Aged 18-64	91.17	92.45
Performance Indicator	2012/13 Performance	2013/14 Performance

SCA/003b (SID)	2012 - 13	2013 - 14
The percentage of clients, in the following age groups, who are supported in the community during the year: b) Aged 65+	79.37	81.98
SCA/007 (PAM)	as @ 31 st March 13	as @ 31 st March 14
The percentage of clients with a care plan at 31 st March whose care plans should have been reviewed that were reviewed during the year	76.1	81.7
SCA/018a (PAM)	2012 - 2013	2013 - 14
a) The percentage of carers of adults who were offered an assessment or review in their own right during the year	100	100
SCA/018b (SID)	2012 - 2013	2013 - 14
b) The percentage of carers of adults who had an assessment or review in their own right during the year	23.9	20
SCA/018c (SID)	2012 - 2013	2013 - 14
c) The percentage of carers of adults who were assessed or re-assessed in their own right during the year who were provided with a service	44.6	66.7
SCA/019 (PAM)	2012 - 2013	2013 - 14
The percentage of adult protection referrals completed where the risk has been managed	100	100

Performance Indicator	2012/13 Performance	2013/14 Performance
SCA/020 (PAM)	as @ 31 st March 13	as @ 31 st March 14
The percentage of adult clients who are supported in the community during the year	82.5	85

CHILDREN'S SERVICES

Performance Indicator	2012/13 Performance	2013/14 Performance
SCC/001 (SCC/001a [PAM])	2012 - 2013	2013 - 14
a) The percentage of first placements of looked after children during the year that began with a care plan in place	58.4	100
b) For those children looked after whose second review (due at 4 months) was due in the year, the percentage with a plan for permanence at the due date.	69.5	89.8
SCC/002 (NSI)	2012 - 2013	2013 - 14
The percentage of children looked after at 31 March who have experienced one or more change of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March	15.8	15.7
Performance Indicator	2012/13 Performance	2013/14 Performance

SCC/004 (PAM)	2012 - 2013	2013 - 14
The percentage of children looked after at 31 March who have had three or more placements during the year	8.7	6
SCC/006 (SID)	2012 - 2013	2013 - 14
Percentage of referrals during the year on which a decision was made within 1 working day.	93.1	97.2
SCC/007 (SID)	2012 - 2013	2013 - 14
The percentage of referrals during the year:		
a) Allocated to a social worker for initial assessment	48.5	94.1
b) Allocated to someone other than a social worker for initial assessment	6.3	4.4
c) Did not proceed to allocation for initial assessment	45.2	1.5
SCC/010 (SID)	2012 - 2013	2013 - 14
The percentage of referrals that are re-referrals within 12 months	35.9	22.1

Performance Indicator	2012/13 Performance	2013/14 Performance
SCC/011 (SCC/011a - PAM), (SCC/011b - SID)	2012 - 2013	2013 - 14
The percentage of initial assessments that were completed during the year where there is evidence that:		
a) The child has been seen by the Social Worker	79.2	68.3
b) The child has been seen alone by the Social Worker	43.1	38.7
SCC/013 (SID)	2012 - 2013	2013 - 14
a) The percentage of open cases who have an allocated social worker:		
i) Children on the child protection register	99.8	100
ii) Children looked after	95.2	99.1
iii) Children in need	66.3	68
b) The percentage of open cases who are allocated to someone other than a social worker where the child is receiving a service in accordance with her / his assessment plan:		
i) Children on the child protection register	0	0
ii) Children looked after	0.6	0.9
iii) Children in need	29.4	31.8

Performance Indicator	2012/13 Performance	2013/14 Performance
SCC/014 (SID)	2012 - 2013	2013 - 14
The percentage of initial child protection conferences due in the year which were held within 15 working days of the strategy discussion	67.8	93.5
SCC/015 (SID)	2012 - 2013	2013 - 14
The percentage of Initial Core Group Meetings due in the year which were held within 10 working days of the Initial Child Protection Conference	82.3	91.4
SCC/016 (SID)	2012 - 2013	2013 - 14
The percentage of reviews of child in need plans carried out in accordance with the statutory timetable	100	72.7
SCC/021 (SID)	2012 - 2013	2013 - 14
The percentage of Looked After children reviews carried out within statutory timescales during the year.	69.2	95

Performance Indicator	2012/13 Performance	2013/14 Performance
SCC/022 (SID)	2012 - 2013	2013 - 14
a) The percentage of attendance of looked after pupils whilst in care in primary schools;	90.1	93.1
b) The percentage attendance of looked after pupils whilst in care in secondary schools.	83.8	89.7
SCC/024 (SID)	2012 - 2013	2013 - 14
The percentage of children Looked After during the year with a Personal Education Plan (PEP) within 20 school days of entering care or joining a new school in the year ending 31 March	63.6	85.7
SCC/025 (PAM)	2012 - 2013	2013 - 14
The percentage of statutory visits to Looked After children in the year that took place in accordance with regulations.	68.3	86.9
SCC/030 (SCC/030a - PAM), (SCC/030b - SID)	2012 - 2013	2013 - 14
a) The percentage of young Carers known to Social Services who were assessed.	100	100
b) The percentage of young Carers known to Social Services who were provided with a service.	84.2	64.7

Performance Indicator	2012/13 Performance	2013/14 Performance
SCC/033 (NSI)	2012 - 2013	2013 - 14
a) The percentage of young people formerly looked after with whom the authority is in contact at the age of 19.	72.2	95.7
b) The percentage of young people formerly looked after with whom the authority is in contact, who are known to be in suitable, no-emergency accommodation at the age of 19.	92.3	100
c) The percentage of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19.	46.2	63.6
SCC/034 (SID)	2012 - 2013	2013 - 14
The percentage of child protection reviews carried out within statutory timescales during the year	87.2	97.5
SCC/035 (SID)	2012 - 2013	2013 - 14
The percentage of looked after children eligible for assessment at the end of Key Stage 2 achieving the Core Subject Indicator, as determined by Teacher Assessment.	52.9	42.11
SCC/036 (SID)	2012 - 2013	2013 - 14
The percentage of looked after children eligible for assessment at the end of Key Stage 3 achieving the Core Subject Indicator, as determined by Teacher Assessment.	33.3	55.56

Performance Indicator	2012/13 Performance	2013/14 Performance
SCC/037 (NSI)	2012 - 2013	2013 - 14
The average external qualifications points score for 16 year old looked after children, in any local authority maintained learning setting.	162	335
SCC/040 (SID)		
The percentage of placements started during the year where the child is registered with a provider of general medical services within 10 working days of the start of the placement	93	-
SCC/041 (SID)	2012 - 2013	2013 - 14
The percentage of eligible, relevant and former relevant children that:		
a) have pathway plans as required, and	20	69.8
b) have been allocated a personal advisor	96	100
SCC/042 (SID)	2012 - 2013	2013 - 14
a) The percentage of initial assessments completed within 7 working days	38.1	80.6
b) The average time taken to complete initial assessments that took longer than 7 working days to complete	30	18

Performance Indicator	2012/13 Performance	2013/14 Performance
SCC/043 (SID)	2012 - 2013	2013 - 14
a) The percentage of required core assessments completed within 35 working days	48.7	70.2
b) The average time taken to complete those required core assessments that took longer than 35 days	68	56
SCC/044 (SID)	2012 - 2013	2013 - 14
a) The percentage of children Looked After who were permanently excluded from school in the year 1 April - 31 March.	0	0
b) The average number of days spent out of school on fixed-period exclusions for children Looked After who were excluded in the year 1 April - 31 March	3.8	4
SCC/045 (PAM)	2012 - 2013	2013 - 14
The percentage of reviews of looked after children, children on the Child Protection Register and children in need carried out in line with the statutory timetable	-	82.2

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CASTELL-NEDD PORT TALBOT

COUNCIL 3rd SEPTEMBER, 2014

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

1. **MEMBERSHIP OF COMMITTEES AND REPRESENTATION ON
JOINT COMMITTEES, OUTSIDE AND OTHER PUBLIC BODIES**

Gilfach Quarry Liaison Committee

As part of the planning consent in relation to the Gilfach Quarry, a liaison committee has been established. A letter inviting Member representatives has been received and it is recommended that Councillor R.James and A.L.Thomas be approved as this Authority's representatives thereon.

Recommendation

That Council approves the above representatives on the liaison committee.

List of Background Papers

Local Government (Wales) Measure 2011 and Guidance Notes. Council's Constitution Document and Approval Notice Ref: P2013/0592.

Wards Affected

All

Officer Contact

Karen Jones, Head of Corporate Strategy and Democratic Services
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**COUNCIL
3RD SEPTEMBER 2014**

**FINANCE AND CORPORATE SERVICES
REPORT OF THE HEAD OF LEGAL SERVICES**

INDEX OF REPORT ITEM

Part 1 - Doc. Code: COUN-030914-REP-FS-DM

SECTION A - MATTER FOR DECISION		
Report Item	Page Nos.	Wards affected
1. Amendments to Constitution	2-11	All
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ITEM 1

PART 1 SECTION A

AMENDMENTS TO CONSTITUTION

1.1. Purpose of Report

To advise Members of changes which are required to the Council's Employment Procedure Rules as a result of new Welsh Government Regulations and to review Standing Orders in relation to the Standards Committee to bring them into line with existing Regulations and to obtain approval for amendment to the Constitution in both cases.

1.2. Officer Employment Procedure Rules

1.2.1. In 2006 a set of Regulations were introduced which required Local Authorities to make certain provisions in their Standing Orders relating to the employment and discipline of various posts and grades of staff concentrating on Chief Officers. The Welsh Government have now introduced the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 which amend the Regulations of 2006.

1.2.2. The changes required by the Regulations are a statutory requirement and the Council has no discretion but to apply these changes.

1.2.3. The new Regulations require all decisions on the remuneration of Chief Officers to be taken by full Council. Where the Council proposes to appoint a Chief Officer and the remuneration it proposes to pay is over £100,000 per annum the vacancy must be advertised externally. This does not apply where the Authority proposes to appoint a Chief Officer for a period of no longer than twelve months.

1.2.4. The Regulations also make some more minor changes in relation to disciplinary action against the Monitoring Officer or Head of Democratic Services.

1.2.5. The proposed new officer Employment Procedure Rules are set out in the appendix to this report. Although the Head of Human Resources has had an opportunity to look at this draft it is my intention to undertake a more thorough review to see whether we can improve the presentation and readability of these Rules although we do have to follow the statutory wording.

1.2.6. Members will know that there has been a certain amount of publicity recently about officers preparing and presenting reports which affect them in some way either by way of benefit or dis-benefit. In the absence of any clear guidance from the Wales Audit Office on this issue generally and in light of the fact that these changes are mandatory, then I can see no objection to this report being prepared and presented by and in the presence of officers affected by it in some way.

1.3. Recommendation

That Council adopt the Officer Employment Procedure Rules set out in the Appendix to the report in substitution for the existing Officer Employment Procedure Rules.

1.4. Background Papers

Officer Employment Procedure Rules.

1.5. Wards Affected

All

1.6. Officer Contact

For further information on this report please contact:-
Mr. D. Michael, Head of Legal Services and Monitoring Officer Tel. No. 763368 or e-mail d.michael@npt.gov.uk

APPENDIX

Officer Employment Procedure Rules

These Rules are designed to conform with the requirements of the Local Authorities (Standing Orders) (Wales) Regulations 2006 (“the Regulations”) as amended by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 (“the Amending Regulations”). Some of the Rules are also locally determined but in the event of any conflict with the Regulations, the latter shall prevail. The Rules covered by the Regulations cannot be amended other than by legislation. These Rules need to be read in conjunction with the full Regulations and Amending Regulations, copies of which are available from Legal Services.

In these Rules, the following terms have the meaning prescribed by the Regulations:

- (a) “Chief Officer” means the Head of its Paid Service ; a statutory Chief Officer in paragraph (a), (c) or (d) of Section 2(6) of the Local Government and Housing Act 1989 (“the 1989 Act”); a non-statutory Chief Officer within the meaning of Section 2(7) of the 1989 Act above; the Monitoring Officer and Head of Democratic Services; and any reference to an appointment or purported appointment of a Chief Officer includes a reference to the engagement or purported engagement of such an Officer under a contract of employment.
- (b) “Head of Paid Service” means the officer designated under Section 4(1) of the 1989 Act.
- (c) “Chief Finance Officer” means the officer having responsibility for the purposes of Section 151 of the Local Government Act 1972.
- (d) “Monitoring Officer” means the officer designated under Section 5(1) of the 1989 Act.
- (e) “Head of Democratic Service” means the officer designated under Section 8 of the Local Government (Wales) Measure 2011.
- (f) “Deputy Chief Officer” means a person within the meaning of Section 2(8) of the 1989 Act.

(g) “disciplinary action” in relation to a member of staff of the Council means any action occasioned by alleged misconduct which, if proved, would, according to the usual practice of the Council, be recorded on the member of staff’s personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term. ¹

(h) “member of staff “ means a person appointed to or holding a paid office or employment, under the Council.

(i) “remuneration” has the same meaning as in Section 43(43) of the Localism Act 2011

1. Recruitment and appointment

1.1 Declarations

The Council will require any candidate for appointment to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or senior officer of the Council at Head of Service level or above; or of the partner of such persons.

1.2 Seeking support for appointment.

1.2.1. the Council will disqualify any applicant who directly or indirectly seeks the support of any officer involved in the appointments process (other than as referee) or councillor, for any appointment with the Council. The content of this paragraph will be included in any recruitment information.

1.2.2. no councillor will seek support for any person for any appointment with the Council.

1.2.3. no councillor shall give a written or oral testimonial of the candidate’s ability, experience or character for submission to the Council with an application for an appointment.

¹ This definition derives from Regulation 2 of the Regulations
COUN-030914-REP-FS-DM

2. **Recruitment of Chief Officers**

- 2.1. Where the Council propose to appoint a Chief Officer within the terms of the Regulations and the remuneration which it proposes to pay to the Chief Officer is £100,000 or more per annum it shall take the steps set out in paragraph 2.2.3.
- 2.2. Where the Council proposes to appoint a Chief Officer and where it is not proposed to pay to the Chief Officer the remuneration mentioned in paragraph 2.1. and it is not proposed that the appointment be made exclusively from among its existing officers it shall take the steps set out in paragraph 2.2.3.
- 2.2.3. The Council shall:-
- (a) draw up a statement specifying —
 - (i) the duties of the officer concerned, and
 - (ii) any qualifications or qualities to be sought in the person to be appointed
 - (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it and
 - (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.
- 2.2.4. The requirement to advertise contained in paragraph 2.2.3. (b) does not apply where the proposed appointment under paragraph 2.1. is for a period of no longer than twelve months.
- 2.3.1. Where the Chief Executive (acting on the advice of the Head of Human Resources) considers that the number of qualified applicants for a vacancy make it difficult for the Special Appointments Committee to prepare a final shortlist for consideration by Council then the Chief Executive may compile and submit an initial list of qualified applicants for consideration by the Special Appointments Committee.
- 2.3.2. In exercising the delegation set out in rule 2.3.1. the Chief Executive shall consider the views of the Head of Human Resources, the Leader of Council and the Leader of the largest non-executive political group.

- 2.3.3. In cases other than as set out in Rule 2.3.1. the Chief Executive shall refer all qualified applicants to the Special Appointments Committee.
- 2.3.4. The Special Appointments Committee shall either:-
- (a) Refer all qualified applicants submitted to it by the Chief Executive to full Council for selection, or
 - (b) Compile a shortlist of qualified applicants from the qualified applicants submitted to it by the Chief Executive and refer that shortlist to full Council for selection.
- 2.4. The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.
- 2.5. The Council shall interview all applicants referred to it for interview by the Special Appointments Committee in accordance with Paragraph 2.3.4.
- 2.6. Where no qualified person has applied, or if the Council decides to re-advertise the appointment, the Council may make further arrangements for advertisement in accordance with procedure rule 2.2(b).
- 2.7. Where the duties of a chief officer include the discharge of functions of two or more relevant authorities in pursuance of section 101(5) of the Local Government Act 1972 or section 20 Local Government Act 2000 and the authorities have agreed that it will be a joint appointment -
- 2.7.1 the steps taken under paragraph 2.2.3., 2.3.4., 2.5. and 2.6. above may be taken by a joint committee of those relevant authorities, a subcommittee of that committee or a chief officer of any of the relevant authorities concerned; and
 - 2.7.2. any chief officer may be appointed by such a joint committee, a subcommittee of that committee or a committee or sub-committee of any of those relevant authorities.
- 2.8 The Council shall determine the level, and any change in the level, of remuneration to be paid to a Chief Officer

2.9. The full Council shall make all decisions relating to the appointment of the Head of Paid Service.

3. **Appointment of Monitoring Officer and Deputy Chief Officers**

3.1 The Special Appointments Committee will shortlist applicants and appoint the Monitoring Officer and Deputy Chief Officers (ie in Neath Port Talbot the Heads of Service). The relevant Regulatory Committee Chair may also attend the Committee in an advisory capacity.

3.2 The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.

4. **Other Appointments**

4.1 The function of appointment of a member of staff of the Council (other than Chief Officers, Deputy Chief Officers, and persons to whom regulations made under Section 35(4) and (5) of the Education Act 2002 apply – teachers and other staff of schools) must be discharged, on behalf of the Council, by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Accordingly, the following shortlisting and appointment arrangements shall apply in respect of all appointments below Deputy Chief Officer level:

<u>Posts</u>	<u>Method</u>
With pay scale commencing at scp 39 and above, or equivalent.	Chief Officer or Deputy Chief Officer
With pay scale commencing at scp 38 and below, or equivalent	Chief Officer or Deputy Chief Officer or Accountable Manager or Line Manager

Other appointment provisions

4.2 The starting salary for all posts, other than those graded in accordance with salary scale 1, will normally be at the minimum point of the scale, but the starting point may be other than the minimum at the discretion of the authorised Officer making the appointment.

4.3 For appointments of:-

4.3.1. Officers and Assistant Officers in Charge of Residential children's establishments and

4.3.2. basic grade social workers working with children,

these appointments are to be carried out by a Panel of three Officers in accordance with the recommendations as set out in the Adrienne Jones and Warner Reports.

4.4 For joint appointments with schools, representative Headteachers will be involved in the appointment at shortlisting and interview stages.

4.5 The Director of Education, Leisure and Lifelong Learning is also required to give statutory advice to School Governing Bodies on the appointment and dismissal of persons to whom regulations made under section 35(4) and (5) of the Education Act 2002 apply.

5. **Disciplinary action and Dismissal**

5.1 The function of dismissal of, and taking disciplinary action against, a member of staff of the Council (other than Chief Officers, Deputy Chief Officers, Chief Finance Officer, and persons to whom regulations made under Section 35(4) and (5) of the Education Act 2002 apply – teachers and other staff of schools) must be discharged, on behalf of the Council, by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Accordingly, the disciplinary procedures set out the Officer functions.

- 5.2 For the purposes of Paragraphs 5.1 and 5.7, Chief Officers, Deputy Chief Officers and Chief Finance Officer shall be taken to include any officer identified in paragraph 5.1 who was, but at the time of the proposed disciplinary action no longer is, one of these officers and the alleged misconduct or, as the case may be, the reason for the proposal for dismissal, occurred during the period when the officer was an officer identified in paragraph 5.1
- 5.3 Where a Committee or Sub Committee or Officer is discharging on behalf of the Council, the function of dismissal of an officer designated as the Head of Paid Service, the Council must approve that dismissal before notice of dismissal is given. The power to approve the dismissal of the Head of Paid Service must be exercised by the Council itself, and accordingly Section 101 of the Local Government Act 1972 does not apply to the exercise of that power.
- 5.4 Where a Committee or Sub Committee is discharging on behalf of the Council the function of the dismissal of Head of Paid Service, Chief Officer or Deputy Chief Officer within the meaning of the Regulations, any such Committee or Sub Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.
- 5.5 Nothing in the paragraphs above prevents a person from serving as a member of any Committee or Sub Committee established by the Council to consider an appeal by a member of staff of the Council against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff.
- 5.6 Disciplinary Action or dismissal of teachers and other staff of schools employed by the local education authority is dealt with by regulations made under Section 35(4) and (5) of the Education Act 2002.

- 5.7. In respect of the Head of Paid Service; Chief Finance Officer; Head of Democratic Services and Monitoring Officer, the following provisions shall apply:-
- 5.7.1. In paragraph 5.7.2., “head of the authority’s paid service”; “chief finance officer”; “monitoring officer”; “head of democratic services” and “disciplinary action” have the same meaning as in Regulation 2 of the Regulations, and “designated independent person” has the same meaning as in Regulation 9 of those Regulations.
- 5.7.2. No disciplinary action (other than action to which paragraph 5.7.3. applies in respect of the head of the authority’s paid service, the chief finance officer, the monitoring officer and the Head of Democratic Services, may be taken by the Council, or by a committee or a sub-committee (or a joint committee on which the Council is represented or any other person acting on behalf of the Council), other than in accordance with a recommendation in a report made by a designated independent person under Regulation 9 of the Regulations
- 5.7.3. The action to which this paragraph applies is suspension of the officer for the purpose of investigating the alleged misconduct occasioning the action; provided such suspension is on full pay and terminates no later than the expiry of two months beginning on the day on which the suspension takes effect.
- 5.7.4. The procedures under Regulation 9 of the Regulations must apply in respect of any investigation of alleged misconduct against the head of the authority’s paid service, the chief finance officer, the monitoring officer or the Head of Democratic Services.
- 5.8. The full Council must determine any matter relating to the dismissal of the Head of Paid Service
- 5.9. All members of staff shall be subject to the relevant approved disciplinary procedures and every member of staff shall have rights of appeal as set out in those procedures against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff

ITEM 2

PART 1 SECTION A

STANDARDS COMMITTEE

2.1. Purpose of Report

To advise Members of changes which are required to the Council's Employment Procedure Rules as a result of new Welsh Government Regulations and to review Standing Orders in relation to the Standards Committee to bring them into line with existing Regulations and to obtain approval for amendment to the Constitution in both cases.

2.2. Background

2.2.1. The Regulations covering the Constitution etc of Standards Committees in Wales are found in the Standards Committees (Wales) Regulations 2001 as amended in 2006. Recently we have looked at the term of office of the members of Standards Committee and have concluded that it would be appropriate to bring the Standing Orders in relation to our own Standards Committee into line with the maximum periods of office as set out in the Regulations.

2.3. Recommendations

1. That the Community Council member and any substitute should be appointed for no more than four years or until the next election of the Community Council of which they are a member whichever is the shorter subject to reappointment for one further consecutive term.
2. That independent members shall be appointed for not less than four year no more than six subject to one further consecutive term which cannot then exceed four years.
3. That the Chairperson and Vice Chairperson of the Standards Committee shall be elected by the members of that Committee from its independent members for a period of not less than four no more than six years or until the term of office of that person comes to an end. **Note** this would allow the Chair or Vice Chair to serve a second term as an independent member.

2.4. Background Papers

Standards Committees (Wales) Regulations 2001 as amended in 2006

2.5. Wards Affected

All

2.6. Officer Contact

For further information on this report please contact:-

Mr. D. Michael, Head of Legal Services and Monitoring Officer Tel. No. 763368 or e-mail d.michael@npt.gov.uk

COUNCIL

3RD SEPTEMBER, 2014

REPORT OF THE CORPORATE PARENTING PANEL

CORPORATE PARENTING PANEL ANNUAL REPORT 2013/14

1. Purpose

The Terms of Reference for the Corporate Parenting Panel provides for an Annual Report to be produced for full Council, as detailed at Appendix 1 to the circulated report.

The Report outlines the work of the Panel over the last year and highlights the progress that has been made. It also identifies future work of the Panel and some of the initiatives and actions it will aim to achieve in 2014/15.

Since this Annual Report was prepared the Information and Fun Day for Looked After Children has taken place. The Event was a success and was enjoyed by all that attended. A detailed evaluation of the event will be considered at the next meeting of the Corporate Parenting Panel.

2. Recommendation

That Council notes the report.

3. List of Background Papers

CSSIW Inspection Report of Children's Social Services in Neath Port Talbot County Borough Council January 2014.

Children and Young People Services Strategic Improvement Plan 2013-2016.

4. **Wards Affected**

All

5. **Officer Contact**

Karen Jones, Head of Corporate Strategy and Democratic Services
Contact: k.jones3@npt.gov.uk or telephone 01639 763284.

Corporate Parenting Panel Annual Report 2013/14

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Chair's Foreword

It gives me great pleasure to present the first Annual Report of the Corporate Parenting Panel. I decided to set up this Panel of Members to ensure the children the Council look after have the same opportunities as others in the County Borough and to ensure the Council is undertaking its duty as corporate parents. This includes Elected Members having responsibility for ensuring that Looked After Children receive a standard of care that they would deem good enough for their own children.

The Care Leavers and Foster Carers representatives who sit on the Panel have provided an invaluable contribution. They have provided an insight into the issues faced by those they represent and provide a constant reminder of the impact decisions have on them. I would like to thank them for their contribution. I would also like to thank the Elected Members on the Panel for their attendance, commitment and enthusiasm. The guidance and support of officers given to the Panel has ensured that the work of the Panel has made an impact at a quick pace.

Reading through the Annual Report it is an opportunity to reflect on the challenges and successes of the Panel. The work programme for the first year of the Panel has focussed on three key areas:

- Educational attainment
- Accommodation for Care Leavers
- Revising and updating the Council's Corporate Parenting Policy

Good progress has been made in all of these areas, which is outlined throughout this report. The forthcoming year will see further development and I have no doubt that the Panel will continue to play an important role in improving outcomes for children under the care of the Council.

One of the first achievements for the 2014/15 civic year will be the Information and Fun Day being arranged in July. This event will demonstrate the commitment of Council, both officers and Elected Members, to our looked after children. It will also be an opportunity to consult on some important policies and provide them with information on what they can expect from us. Other areas of work will include Member development and training in their role as Corporate Parents.

All Elected Members are corporate parents and I hope the work undertaken by the Panel, which is outlined in this report, will be of

interest to you. It may also assist Members in identifying opportunities for their development and understanding.

Councillor Alun Thomas OBE
Chair of Corporate Parenting Panel.

1. Introduction

The main aim of this report is to highlight the work that has been undertaken by the Corporate Parenting Panel during 2013/14. It outlines future work of the Panel and some of the initiatives and actions it will aim to achieve in 2014/15. The document may also facilitate discussions on items that could be included within the work programme for 2014/2015.

The Care and Social Services Inspectorate Wales invoked their Serious Concerns Protocol in relation to Children's Services in Neath Port Talbot Council in November 2012. The delivery of safeguarding services to children and young people was identified as being in significant need of improvement. In response to the recommendations made by the Inspectorate the Council developed and implemented a Strategic Improvement Plan. As part of this work it was identified that there was a significant gap in relation to Elected Members understanding their Corporate Parenting role. With the assistance of the Independent Support Team, two Corporate Parenting All Member Seminars were held. The recommendation resulting from these events was that a Corporate Parenting Panel was set up and it was agreed by full Council that the Panel would be established during the 2013/14 Civic Year.

The Corporate Parenting Panel met for the first time in July 2013. The Terms of Reference for the Panel provides for an Annual Report to be produced by the Panel to full Council.

The Panel is chaired by the Leader of the Council and is made up of twelve Elected Members, including the Cabinet Members for Children and Young People and Education and Lifelong Learning. A Foster Carer Representative and two Care Leaver Representatives are also invited to the Panel. Support is given to the Panel by the Scrutiny Team, the Director of Social Services, Health and Housing, the Head of Children's Services and other Council officers as and when required.

During the most recent Care and Social Services Inspectorate Wales Inspection of Children's Services, the Inspectors observed a meeting of the Panel and the Report from November 2013 stated the following:

“A Corporate Parenting Panel has been convened and although still in the development stage is making progress in beginning to look at how it can drive improved outcomes for children and young people.”

The Inspectors’ visit was during the early stages of the Panel and was a fair reflection of the position at that time. Since then the Panel has made quick progress and has begun to set its own agenda and drive forward work to improve outcomes for Looked After Children.

2. The Work of the Corporate Parenting Panel during 2013/2014 and Future Actions

Purpose of Panel

Looked After Children are one of the most vulnerable groups in our society and improving the lives of these children is a national priority. Providing care and support for them is the job of staff employed by the Council, partner agencies, foster carers and Elected Members. The Council’s Elected Members all have a role as ‘corporate parents’ and this means that they are responsible for ensuring that Looked After Children receive a standard of care that they would deem good enough for their own children. The role of the Corporate Parenting Panel is to champion the rights of these children and young people to ensure their needs are being met, they are safe and have the best chances in life.

Number of Meetings

The Corporate Parenting Panel meets on a six weekly basis and there have been nine meetings in the 2013/14 Civic Year.

The Work Programme

The Work Programme included:

- Agreeing the Terms of Reference for the Panel, included in Appendix 1.
- To commission relevant data and information to assist Members of the Panel with agreeing priority areas.
- Improving Educational Attainment for Looked After Children.
- Improving accommodation options for Care Leavers.

- To revise and update Corporate Parenting Policy.
- To develop a new Online Safety Policy for Looked After Children.
- To monitor information that impacts on Looked After Children and hold partners and officers to account.
- To arrange an information and fun day for Looked After Children.

Corporate Parenting Policy

Progress so far:

It was highlighted to the Panel that the current Corporate Parenting Policy was out of date and it was a lengthy and cumbersome document. The Panel considered different styles and content of policies from other areas. Members commissioned an updated and more accessible Policy to be developed based on their preferred style. A draft Policy has been completed.

Future Actions:

Following further consultation with children and young people the final Corporate Parenting Policy will be reported to Children, Young People and Education Scrutiny Committee and Cabinet Board for formal agreement in September 2014 and will subsequently be taken to full Council for formal adoption.

Online Safety Policy

Progress so far:

Following a report to the Panel on safeguarding it was noted that there was a gap in clear guidance for online safety for Looked After Children. The Panel commissioned an Online Safety Policy to be written and the draft Policy has now been developed by a working group and considered by the Panel.

Future Actions:

Further consultation on the Policy will be undertaken with Foster Carers and Children and Young People. The Policy will be reported to Children, Young People and Education Cabinet Board for formal

adoption. The final Policy will be included in the packs that are given to Foster Carers to provide them with further and up to date guidance.

Improving Educational Attainment for Looked After Children

Progress so far:

The Panel requested data and information on the educational attainment of Looked After Children to be presented to them.

Appendix 2 is an example of some of the data that was considered by the Panel. In examining this data it became apparent that the attainment of Looked After Children was significantly lower than any other group. It was agreed that earlier intervention was required and in particular to concentrate on literacy levels. The Panel directed officers to develop an action plan for a co-ordinated approach to targeting literacy support for Looked After Children.

The development of the action plan was co-ordinated by the Head of Learning and Inclusion and the Looked After Children Education Officer. The action plan has been supported by the Panel and has started to be implemented.

Future Actions:

The plan has been implemented since February 2014 and success will be measured in July 2015 when reading scores will be available to compare three years' worth of performance data. Success will also be measured against key milestones within the action plan which will be reported to the Panel on a quarterly basis. The proof will be translating the actions into improved literacy levels for Looked After Children.

A Policy is also currently being developed to complement this work and will reflect the actions and expectations within the plan. The draft Policy will be considered to the Corporate Parenting Panel in July 2014. Once the Panel is satisfied with the draft Policy it will be taken to Children, Young People and Education Cabinet Board for approval.

Accommodation for Care Leavers

Progress so far:

Accommodation for Care Leavers was raised as an area that required significant improvement. It was recognised that some Care Leavers were ending up in Bed and Breakfasts or private rented accommodation which was not suitable. The Panel tasked the Director of Social Services, Health and Housing to take forward improvement work in this area.

Registered Social Landlords that operate in the County Borough were engaged with to establish if they were willing to work in partnership and what they could offer. A matching exercise was undertaken between the Care Leavers requiring accommodation, their level of need, the accommodation available and the allocated budget.

From the matching exercise it became apparent that there is a sufficient supply and good mix of accommodation and in future this should result in no-one being placed in Bed and Breakfast or private residential accommodation that does not meet the Council's standards. The only exception to this will be in emergency situations. Elected Members can have assurances that the Council is now in a position such that:

- No young person will be placed in accommodation which does not meet the Council's standards.
- The amount of accommodation which is available, including the 'new' accommodation is of a good standard.
- That there is sufficient accommodation to meet all of the levels of support requirements.

There have been some additional outcomes from the project, which has included identifying contracts with some providers that require re-negotiation. The management of contracts and relationships will be specifically included in the design of the Common Commissioning Unit, proposed for the Social Services, Health and Housing Directorate.

The project has also resulted in greatly improved interaction and relationships between Children's Social Care and the Housing

Options Service, which will lead to greater responsiveness and flexibility about future accommodation requirements. It has also helped to address issues around intentionally homeless. However, the new legislative framework for homelessness, which takes effect in April next year, is likely to require the Council to consider which if any specific categories it intends to exclude from the Intentionality Test. In the meantime as noted above, Children's Social Care and Housing Options will be working closely to continue to ensure that every possible opportunity to avoid the application of this test is taken in respect of young people for whom the Council is Corporate Parent.

The work around accommodation for care leavers will significantly improve the outcomes for Care Leavers and is a major achievement for the Panel. The recommendations put forward by the Panel was reported to Children, Young People and Education Scrutiny Committee and Cabinet Board on 19th June 2014 and adopted as Council policy.

Future Actions:

Monitoring of this project will be on-going and six monthly update reports will be scheduled into the work programme. The monitoring reports will set out the available supply of accommodation, together with matching of available supply to Care Leavers' needs and certify that all accommodation allocated is of a suitable standard.

At a future meeting of the Panel there will be a presentation on the workings of contracts with Housing organisations that have an impact on Care Leavers.

Future Satisfaction Survey will be undertaken with Care Leavers regarding their experiences of accommodation which will be benchmarked with available national data and with Councils which have an outstanding or good reputation for their Children's Service. This information will be feedback to the Panel periodically.

Information and Fun Day

Progress so far:

The Corporate Parenting Panel is planning an Information and Fun Day for Looked After Children. The day will be an opportunity to provide information to children, young people and their carers about the role of corporate parents and their responsibilities. It will also be an opportunity to consult on policies and services to ensure they are fit for purpose. It will demonstrate the commitment of the Council to children and young people and be a fun day.

Several activities will be taking place during the day that are linked to the main sections in the draft Corporate Parenting Policy and the Council's Improvement priorities. These will include: healthy activities (such as smoothie bike and rugby skills), recycling activities and games, the rolling zone, consultation activities and lots more. Members of the Corporate Parenting Panel will be at the event and will be getting involved in the activities.

Future Actions:

Following the event a feedback report will be developed by the Panel and circulated to all Members.

The consultations on the Corporate Parenting Policy and the Online Safety Policy will be feed into the Equality Impact Assessments that will form part of the reports for Scrutiny and Cabinet Board.

Consultation

Progress so far:

The other role the Corporate Parenting Panel has been as an additional consultation forum for policies such as, the Finance Policy for Foster Carers, regionalisation of adoption services and safeguarding.

Future Actions:

The Panel will continue with a consultation role as and when required.

3. Challenges

In undertaking its work the Panel has faced several challenges, which have included:

- Identifying care leavers and foster carer representatives to be invited to meetings of the Panel. A Foster Carer Representative regularly attends the meetings. Care Leaver representatives have been identified and they have attended meetings, however, further encouragement is required for them to attend on a regular basis.
- Identifying priority areas and the development of a work programme. It was important to not cross over with the work of other groups and avoid duplication. Where appropriate the work of the Panel should dovetail and compliment other work.
- Identifying and commissioning the relevant data and information for Members of the Panel to be able have a full picture of the situation for Looked After Children. This has been achieved for educational attainment and a lot of data was requested and considered by the Panel. However, there are other areas which the Panel will need to consider (for example, health).
- Developing mechanisms to ensure all Elected Members are aware of the work the Panel is undertaking and their role and responsibilities as Corporate Parents. Also identifying suitable training and development opportunities for Members. Work in this area is still on-going and will be a priority for the Panel during 2014/15.

4. Future Work

The previous section of the report provides an overview of the work carried out by the Panel since its inception. It has made good progress over the short period of time and the next step is to consider the future work of the Panel. So far, the following areas have been identified:

- Stability of placements, which is included in the work programme for 2014/15.
- The Panel wants to ensure that all Elected Members understand their role as Corporate Parents and have access to appropriate information. This work will be progressed during 2014/15 and will include improving information mechanisms, guidance and training for Elected Members.
- Other areas of work identified by the Panel, which will improve the outcomes for Looked After Children, will be added to the Forward Work Programme.
- Revision of the Terms of Reference to ensure they remain fit for purpose.

5. Conclusions

It has been a busy year for the Corporate Parenting Panel and progress has been made in a number of key areas, as outlined in the report. The action taken by the Panel to address educational attainment, accommodation for care leavers and the revision of the Corporate Parenting Policy will have a significant impact on improving the outcomes for Looked After Children. The acid test will be in evaluating and monitoring what the impacts have been.

The Report highlights future areas of work and development and Members will be kept informed of the progress of the Panel. The Panel looks forward to bringing further information to Members and reporting on progress.

6. Contact Information

The Corporate Parenting Panel is supported by the Scrutiny Team located in the Chief Executive's Democratic Services Department and their contact details follow:

Name	Position	Contact Details
Catherine Gadd	Scrutiny Officer	E-mail c.gadd@npt.gov.uk Tel: 01639 763118
Neil Evans	Senior Scrutiny and Member Development Officer	E-mail g.n.evans@npt.gov.uk Tel: 01639 763747

CORPORATE PARENTING PANEL

TERMS OF REFERENCE/MEMBERSHIP

1. A Corporate Parenting Panel is formally established as part of the Annual Meeting arrangements with clear terms of reference, membership and reporting lines.
2. The Panel to meet six weekly in the first year.
3. The terms of reference are:
 - To ensure looked after children and young people are seen as a priority by the whole of the Council and its partners.
 - Scrutinise the policies, opportunities and procedures in place across the Council to support looked after children and young people in achieving their potential and make recommendations, where appropriate to the Cabinet, for improvement.
 - Gather the views of, and act as advocate for looked after children and young people and care leavers.
 - To monitor and evaluate the responsiveness of partners in supporting children and young people looked after to achieve their potential.
 - To hold officers and partners to account.
4. Membership
 - Chairman: Cllr A H Thomas (Leader of the Council)
 - Cllr P A Rees
 - Cllr P D Richards
 - Cllr Mrs K Pearson
 - Cllr M Harvey
 - Cllr Ms C Morgans
 - Cllr S Paddison
 - Cllr S Rahaman
 - Cllr I B James
 - Cllr D Keogh
 - Cllr M Ellis
 - Cllr J D Morgan

Attendees to include:

- Foster Parent
- Care Leaver
- Director of Social Services, Health and Housing
- Head of Children and Young People
- Principal Officer with responsibility for looked after children
- Education Co-ordinator
- Others subject to the business of the Committee (to include wider partners)

5. Initial Work Programme

To include:

- To prepare a corporate parenting policy statement.
- To understand the outcomes being achieved by looked after children in Neath Port Talbot and identify areas where improvement work should be concentrated in the first instance, starting with improving educational achievements.
- Ensuring all elected members have appropriate opportunities to ensure they fully understand their corporate parenting responsibilities. This is to include initial induction, clear role descriptions, and suitable training and guidance.
- To commission suitable information to support Elected Members in their corporate parenting roles. To include identifying what information is important, what insight it provides for Members and how to determine if the information is highlighting good or poor performance.
- Reporting Arrangement –letter from Panel Chairperson to the Cabinet Member for Children and Young People. Letter from chairperson to other Members as appropriate. Annual report from the Panel to full Council.

Appendix 2

2013 National Tests - Age Standardised Scores by Year Group for LAC & Non LAC Pupils											
NCY	Literacy Test - English						Numeracy Test				
	Non LAC Pupils No's	Non LAC Ave Score	LAC Pupils No's	LAC Ave Score	Diff (LAC - non LAC)		Non LAC Pupils No's	Non LAC Ave Score	LAC Pupils No's	LAC Ave Score	Diff (LAC - non LAC)
2	1215	105.7	24	99.2	-6.5		1475	98.8	24	90.0	-8.8
3	1464	103.1	15	91.9	-11.1		1562	99.3	15	92.1	-7.2
4	1401	101.9	23	88.4	-13.4		1392	98.7	23	86.0	-12.7
5	1329	103.0	20	92.3	-10.7		1322	99.1	20	92.6	-6.5
6	1347	104.7	16	92.8	-11.9		1344	98.3	16	89.2	-9.2
7	1468	100.5	16	85.8	-14.7		1460	100.0	16	92.1	-7.9
8	1475	103.2	24	97.0	-6.2		1471	100.5	24	91.2	-9.3
9	1529	100.6	18	89.1	-11.5		1523	99.9	18	89.6	-10.4
All	11228	102.7	156	92.5	-10.2		11549	99.4	156	90.2	-9.2

EXECUTIVE DECISION RECORD

CABINET

25TH June, 2014

Cabinet Members:

Councillors: M.L.James, Mrs.S.Miller, P.A. Rees, P.D.Richards, J.Rogers,
A.J.Taylor and A.N.Woolcock

Officers in Attendance:

J.Flower, H.Jenkins, A.Evans, N.Jarman, Mrs.K.Jones, R.Gordon,
Mrs.R.Crowhurst and Mrs.A.Manchip

Report of the Head of the Corporate Directors' Group

1. REVENUE OUTTURN AND RESERVES POSITION STATEMENT 2013/14

Decision:

That the following be commended to Council for determination and approval:

- the Revenue Outturn position for 2013/14;
- the Specific Reserves attached at Appendix 4 to the circulated report;
- the General Reserve attached at Appendix 5 to the circulated report;
- The draft Statement of Accounts incorporate these proposals.

Reason for Decision:

To agree the Revenue Outturn Position and Reserves Schedules for 2013/14.

Implementation of Decision:

The decision will be implemented immediately after consultation with the relevant Scrutiny Committee and determination by Council

Consultation

This item has been included in the Forward Work Programme.

2. **CAPITAL PROGRAMME OUTTURN 2013/14**

Decision:

That the 2013/14 Capital Programme outturn position, as contained in the circulated report, be noted.

Report of the Head of Resources and Commissioning

2. **STRATEGIC SCHOOL IMPROVEMENT PROGRAMME- PROPOSAL TO AMALGAMATE CWMAFAN INFANT AND CWMAFAN JUNIOR SCHOOLS**

Decisions:

1. That the statutory publication of a proposal to establish a new primary school to replace Cwmafan Infant and Cwmafan Junior schools, both of which would subsequently close, be approved;
2. That the intended date of implementation be 1st January, 2015;
3. That Notice of the proposal be published on 26th June 2014, allowing four weeks for receipt of objections.

Reasons for Decisions:

To enable the Council to:

- a. promote high standards and the fulfillment of every child's potential;
- b. meet its duty to secure efficient education in its area;
- c. comply with legislative requirements.

Implementation of Decisions:

The decisions are for immediate implementation, the Chairman of the relevant Scrutiny Committee had agreed to this course of action and there would therefore be no call in of these decisions.

Consultation:

Consultation with interested parties has been undertaken during the period 12th May to 22nd June, 2014.

CHAIRMAN

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EXECUTIVE DECISION RECORD
CABINET BOARD – 15th MAY, 2014
CHILDREN, YOUNG PEOPLE AND EDUCATION

Cabinet Board Members:

Councillors: P.A. Rees (Chairman) and P.D. Richards

Officers in Attendance:

Mrs. H. Lewis, I.Guy and Mrs.J.Woodman-Ralph

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor P.A. Rees be appointed Chairman for the meeting.

Report of the Head of Resources and Commissioning

2. **SCHOOL TERMS AND HOLIDAY DATES 2015/2016**

Decision:

That the school term and holiday dates for the academic year 2015/2016, as detailed in the circulated report, be approved.

Reasons for Decision:

To meet the Authority's statutory requirement to determine school terms and holiday dates for LA maintained schools.

Implementation of Decision:

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

3. **SCHOOL ADMISSION POLICY 2015/2016**

Decision:

That the 2015/2016 admission arrangements, as detailed in Appendix A to the circulated report, be approved.

Reasons for Decision:

To enable the Authority to meet its statutory duties.

Implementation of Decision:

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

CHAIRMAN

EXECUTIVE DECISION RECORD
CABINET BOARD – 19th JUNE, 2014
CHILDREN, YOUNG PEOPLE AND EDUCATION

Cabinet Board Members:

Councillors: P.A.Rees (Chairman) and P.D.Richards

Officers in Attendance:

N.Jarman, A.Jarrett, Mrs.A.Thomas, I.Guy, Ms.C.Gadd and
Mrs.J.Woodman-Ralph

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor P.A.Rees be appointed Chairman for the meeting.

2. **MINUTES OF THE CHILDREN, YOUNG PEOPLE AND
EDUCATION CABINET BOARD HELD ON THE 8th MAY, 2014**

Noted by Committee.

Report of the Director of Social Services, Health and Housing

3. **ACCOMMODATION FOR CARE LEAVERS**

Decisions:

1. That the proposals in relation to Accommodation for Care Leavers, as set out in the circulated report, be approved.
2. That the Corporate Parenting Panel Work Programme include the following:

- (a) To receive a report on a six monthly basis containing details of the accommodation required by Care Leavers and suitable standard accommodation available for those Care Leavers;
- (b) To receive a presentation and report from Caer Las giving details of the Caer Las contract;
- (c) To receive a presentation and report containing details of Clarewood Foyer;
- (d) To ensure a Satisfaction Survey is undertaken with Care Leavers and the outcomes be benchmarked with national data of Outstanding/Good Councils;
- (e) That the management of contracts and relationships be included in the design of the Common Commissioning Unit.

Reason for Decisions:

To ensure that the recommendations from the Corporate Parenting Panel which is part of the Improvement Plan within Children's Services is approved and adopted into Policy.

Implementation of Decisions:

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

4. **EARLY INTERVENTION AND PREVENTION SERVICES (EIP) – EARLY HELP OFFER**

Decision:

That the CPR2 of the Council's Procedure Rules relating to the invitation of tenders be suspended, and that the Director of Social Services, Health and Housing be authorised to extend the contracts in relation to the Early Intervention and Prevention Services (EiP Early Help Offer), as detailed in Appendix 1 to the circulated report, from the 1st April 2014 to the 31st March 2015.

Reason for Decision

To ensure that there is a contractual basis for payment to these vital support services during 2014/2015.

Implementation of Decision

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

Report of the Head of Business Strategy and Public Protection

5. CHILDREN AND YOUNG PEOPLE SERVICES – PERFORMANCE MONITORING, END OF YEAR REPORT

Members considered the request made by the Children, Young People and Education Scrutiny Committee in regard to adding targets to the Performance Monitoring Data. The data contained in the circulated report was prepared in accordance with the guidelines and requirements of the Welsh Government on an all Wales basis. As part of the proposed workshops with Children, Young People and Education Scrutiny Committee consideration could be given to this issue.

It was agreed that any proposal to add targets to the data monitoring report be given consideration at a corporate level before being implemented.

CHAIRMAN

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EXECUTIVE DECISION RECORD
CABINET BOARD – 9th JULY, 2014
CHILDREN, YOUNG PEOPLE AND EDUCATION
(SPECIAL)

Cabinet Board Members:

Councillors: P.A.Rees (Chairman) and P.D.Richards

Officers in Attendance:

R.M.Davies and Mrs. J.Woodman-Ralph

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor P.A.Rees be appointed Chairman for the meeting.

Report of the Head of Resources and Commissioning

2. **APPOINTMENT AND REMOVAL OF LOCAL AUTHORITY GOVERNOR REPRESENTATIVES**

Decisions:

1. That, in line with approved Policy, Local Authority Governor representatives be appointed to the existing and forthcoming vacancies up to and including the end of the Autumn Term 2014/15, as follows:-

Blaendulais Primary School	Mr. Emyr Lewis
Blaenhonddan Primary School	Mrs. Penny Peet
Bryn Primary School	Mr. Anthony Hart

Coedffranc Primary School	Cllr. Arthur Davies Mr. Stephen James
Eastern Primary School	Cllr. Anthony Taylor
Glan Afan Comprehensive School	Cllr. Mrs. Marian Lewis
Groes Primary School	Mr. Andrew Vollans
Sandfields Comprehensive School	Mrs. Lorna Evans
Ynysmaerdy Primary School	Mr. Peter Nedin

2. That consideration of appointment of Local Authority Representatives to the following schools, be deferred:-

Baglan Primary School
Blaengwrach Primary School
Central Junior School
Coedffranc Primary School
Eastern Primary School
Llansawel Primary School
Tairgwaith Primary School
Tywyn Primary School
YGG Castell-Nedd
YGG Tyle'r YNN
YGGD Cwmllynfell
YGGD Trebannws

Reason for Decisions:

To enable the Local Authority to contribute to effective school governance through representation on School Governing Bodies and Pupil Referral Unit Management Committees.

Implementation of Decisions:

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

3. **URGENT ITEM**

Because of the need to deal now with the matter contained in Minute No.4 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

Verbal Report of the Head of Resources and Commissioning

4. **RHOS PRIMARY SCHOOL**

Decision:

1. That, in line with approved Policy, Local Authority Governor representatives be appointed to the following vacancy.

Rhos Primary School

Mrs. Dawn Warren

Reason for Decision:

To enable the Local Authority to contribute to effective school Governance through representation on School Governing Bodies and Pupil Referral Unit Management Committees.

Implementation of Decision:

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

5. **ACCESS TO MEETINGS**

Decision:

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

Private Report of the Head of Resources and Commissioning

6. **TO CONSIDER THE RECEIPT OF ANY POSITIVE DBS CERTIFICATES RECEIVED FOR LOCAL AUTHORITY GOVERNOR REPRESENTATIVES**

Decisions:

Members considered the private circulated report in relation to the approved policy and the appointment and removal of LA Governor Representatives if a positive DBS Certificate was received. Member were verbally informed that one positive DBS Certificate had been received.

DECISION: that no action be taken.

CHAIRMAN

EXECUTIVE DECISION RECORD
CABINET BOARD – 29TH MAY, 2014
ENVIRONMENT AND HIGHWAYS

Cabinet Board Members:

Councillors: E.V.Latham (Chairman) and Mrs.S.Miller

Officers in Attendance:

D.Griffiths, M.Roberts, M.Bateman and Miss.G.Cirillo

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor E.V.Latham be appointed Chairman for the meeting.

2. **MINUTES OF THE ENVIRONMENT AND HIGHWAYS CABINET BOARD HELD ON THE 17TH APRIL, 2014**

Noted by the Committee.

Report of the Head of Planning

3. **BUSINESS PLAN – PLANNING SERVICE**

Decision:

That, having regard to the Equalities Impact Assessment screening, the Business Plan 2014/15 for the Planning Service, as detailed in the circulated report, be endorsed.

Reason for Decision:

To implement the Council's revised performance management framework.

Implementation of Decision:

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

4. **NAMING OF ROAD IN NEATH EAST WARD**

Decision:

That, as no negative representation had been received to the proposal contained in the circulated report, the name Nelson Mandela Way/Ffordd Nelson Mandela be adopted to the section of highway, as detailed therein.

Reason for Decision:

To provide a name for the Neath South Access Road.

Implementation of Decision:

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

Report of the Head of Engineering and Transport

5. **BUSINESS PLAN – ENGINEERING AND TRANSPORT**

Decision:

That, having due regard to the Equalities Impact Assessment screening, the Business Plan 2014/15 for the Engineering and Transport Division, as detailed in the circulated report, be endorsed.

Reason for Decision:

To implement the Council's revised performance management framework.

Implementation of Decision:

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

6. **LIST OF APPROVED CONTRACTORS**

Decision:

That, having due regard to the Equalities Impact Assessment screening;

1. Contractors 1- 6 be included on the Select List for the relevant categories;
2. Contractor 7 – be included on the Select List for additional categories;
3. Contractors 8 - 43 be removed from the Select List;
4. Bethell Construction be removed from Categories 5, 73, 74, 76, 80, 94 and 95.

Reasons for Decisions:

1. To keep the Select List up to date and as far as possible ensure a competitive procurement process;
2. For the purpose of supplying a List of Contractors for invitation to tender within the relevant category.

Implementation of Decisions:

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

7. **SUMMARY OF WELSH GOVERNMENT GRANT APPROVALS RECEIVED FOR HIGHWAYS AND TRANSPORT 2014/15**

Decision:

That the report be noted.

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 Paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

Private Report of the Head of Engineering and Transport

9. **PROPOSED RE-TENDERING SUNDAY BUS SERVICES**

Decision:

That the funding received from SWITCH be used to support local bus services, as detailed in the private circulated report.

Reason for Decision:

The funding received from SWITCH had been given to support local bus services. This service would provide inclusion to people in outlying areas, enabling them to access the commercial bus service to Port Talbot and Swansea.

Implementation of Decision:

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

CHAIRMAN

EXECUTIVE DECISION RECORD
CABINET BOARD – 11TH JULY, 2014
ENVIRONMENT AND HIGHWAYS

Cabinet Board Members:

Councillors: E.V.Latham (Chairman) and A.J.Taylor

Officers in Attendance:

D.Griffiths, S.Owen, M.Bateman and Mrs T.Davies

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor E.V.Latham be appointed Chairman for the meeting.

2. **MINUTES OF THE ENVIRONMENT AND HIGHWAYS CABINET BOARD HELD ON THE 29TH MAY, 2014**

Noted by the Committee.

Report of the Environment and Highways Scrutiny Committee

3. **REVIEW OF REPORTING CUSTOMER SERVICES DATA RELATING TO ENVIRONMENT AND HIGHWAYS SERVICES**

Decision:

That the report be noted.

Report of the Head of Planning

4. **OFFICER URGENCY ACTION**

Decision:

That the following urgency decision taken by the Head of Planning, in consultation with the requisite Members, be noted:-

Officer Urgency Action No. 0145 dated the 27th May, 2014

Footbridge on Footpath 24, Seven Sisters.

Report of the Head of Streetcare

5. **WINTER MAINTENANCE SERVICE REVIEW**

Decisions:

1. That the revised precautionary gritting network, as detailed in the circulated report, be adopted, and the Council's Winter Maintenance Plan amended accordingly;
2. That Streetcare Officers consult closely with Members who have concerns regarding the final exclusions within the Winter Maintenance Plan 2014/15.

Reason for Decisions:

To achieve the savings laid out in the FFP whilst minimising the impact that the reduction in resource has on the service.

Implementation of Decisions:

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

6. **BUSINESS PLAN- HEAD OF STREECTCARE**

Decision:

That the Streetcare Services Business Plan 2014/15, as contained within the circulated report, be approved.

Reason for Decision:

To implement the Business Plan as part of the Council's revised performance management framework.

Implementation of Decision:

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

7. **WASTE STRATEGY PROGRESS**

Decisions:

1. That the progress being made, including achievement of the current statutory target, be noted;
2. That the release of a further £492,000 from the Strategy Waste Reserve to the Head of Streetcare, in order to support continued implementation of the Council's strategy, specifically actions (i) and (iii) as set out in the circulated report, be approved;
3. That further bids for funding be made to Welsh Government under the Collaborative Change Programme.

Reason for Decisions:

To maintain progress in increasing the Council's recycling and composting performance in line with increasing statutory requirements, and to avoid the imposition of fines on the Council by Welsh Government for any failure to achieve specified targets.

Implementation of Decisions:

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

Report of the Head of Engineering and Transport

8. **PROPOSED PROHIBITION OF WAITING, LOADING OR UNLOADING AT ANY TIME, PROHIBITION OF WAITING AT ANY TIME, AND REVOCATION OF EXISTING NO WAITING AT ANY TIME AT: COMMERCIAL ROAD, LANE TO REAR OF COMMERCIAL ROAD AND ACCESS LANE TO SUPERMARKET, TAIBACH, PORT TALBOT**

Decision:

That the objection in relation to proposed prohibition of waiting, loading or unloading at any time, prohibition of waiting at any time, and the revocation of existing no waiting at any time at Commercial Road, lane to rear of Commercial Road and access lane to supermarket, Taibach, Port Talbot be over ruled, the scheme be implemented as advertised and the objector informed accordingly.

Reason for Decision:

To prevent indiscriminate parking, in the interests 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.

9. **REGIONAL TRANSPORT FORUM – BUS FUNDING UPDATE**

Decision:

That the report be noted.

10. **THE LOCAL TRANSPORT PLAN PROCESS**

Decision:

That the report be noted.

11. **OFFICER URGENCY ACTION**

Decision:

That the following urgency decision taken by the Head of Engineering and Transport, in consultation with the requisite Members, be noted:-

Officer Urgency Action No. 1263 dated the 30th May, 2014

Experimental Traffic Orders, A48 Pentyla Road, Baglan / Ty-Draw Hill, Port Talbot and A4241 Seaway Parade (Rutherglen Roundabout).

12. **OFFICER URGENCY ACTION**

Decision:

That the following urgency decision taken by the Head of Engineering and Transport, in consultation with the requisite Members, be noted:-

Officer Urgency Action No. 1264 dated the 30th May, 2014

Speed Limit Orders on A48 Fabian Way and Brunel Way, Baglan.

13. **ACCESS TO MEETINGS**

Decision:

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

Private Report of the Head of Engineering and Transport

14. **SERVICE X60 NEATH TO MORRISTON HOSPITAL**

Decisions:

1. That the Head of Engineering and Transport be authorised to seek quotations for the provision of the X60 Neath to Morriston Hospital service for a period of six months from 26th August 2014 with an option in favour of the Council to extend the contract up to a maximum period of two years ending in August 2016 or until the service becomes commercially viable.
2. That Rule 2.1 of the Council's Contracts Procedure Rules relating to the invitation of tenders be suspended, and that the Head of Engineering and Transport be authorised to seek quotations in line with Rule 2.2 the Council's Contracts Procedure Rules.

Reason for Decisions:

To ensure that continuity of service may be maintained after the 22nd of August 2014 when the current contract ends.

Implementation of Decisions:

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

CHAIRMAN

EXECUTIVE DECISION RECORD
CABINET BOARD – 17TH JULY, 2014
SOCIAL CARE, HEALTH AND HOUSING

Cabinet Board Members:

Councillors: P.D.Richards and J.Rogers (Chairman)

Officers in Attendance:

Mrs A.Thomas, Mrs C.Marchant and Mrs T.Davies

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor J.Rogers be appointed Chairman for the meeting.

2. **MINUTES OF THE SOCIAL CARE, HEALTH AND HOUSING CABINET BOARD HELD ON THE 5TH JUNE, 2014**

Noted by the Committee.

Report of the Head of Business Strategy and Public Protection

3. **ENVIRONMENTAL HEALTH AND TRADING STANDARDS - FOOD AND FEED LAW ENFORCEMENT SERVICE DELIVERY PLAN**

Decision:

That the Food and Feed Law Enforcement Service Delivery Plan 2014/15, as detailed within the circulated report, be approved.

Reason for Decision:

To set out the 2014/2015 work plan for the food and feed enforcement, satisfying the Authority's duty under the Food Standards Act 1990.

Implementation of Decision:

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

4. **BUSINESS STRATEGY AND PUBLIC PROTECTION BUSINESS PLAN 2014/2015**

Decision:

That the Business Strategy and Public Protection Business Plan 2014/2015, as detailed within the circulated report, be approved.

Reason for Decision:

To set out the Business Strategy and Public Protection Business Plan 2014/2015.

Implementation of Decision:

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

5. **NEW COMPLAINTS PROCEDURE**

Decision:

That the report be deferred from consideration at today's meeting, to a joint Scrutiny Committee meeting of the Social Care, Health and Housing and Children, Young People and Education Scrutiny Committees, and thereafter to Cabinet for decision, as the information contained within the report relates to both service areas.

6. **SOCIAL SERVICES HEALTH AND HOUSING, QUARTERLY PERFORMANCE INDICATOR DATA**

Decision:

That the report be noted.

Report of the Head of Community Care and Housing Services

7. **HOUSING RENEWAL AND ADAPTATION SERVICE FINANCIAL ALLOCATIONS 2014/2015 – HOUSING GRANT ASSISTANCE, GENERAL CAPITAL FUND ALLOCATION AND SPECIFIC CAPITAL GRANT ALLOCATION**

Decisions:

1. That the General Capital Fund allocation in relation to the Housing Renewal and Adaptation Service be apportioned, as detailed within the circulated report;
2. That the extension of the Sandfields East and Aberavon Renewal Area to August 2017, as detailed within the circulated report, be approved;
3. The Specific Capital Grant allocation be split as indicated within the circulated report, and apportioned to the individual operational categories for each Renewal Area.

Reason for Decisions:

To enable the Authority to utilise its Capital Allocations for 2014/15.

Implementation of Decisions:

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

8. **COMMUNITY CARE AND HOUSING BUSINESS PLAN 2014/15**

Decision:

That the Business Plan 2014/15 for the Community Care and Housing service area, be approved.

Reason for Decision:

To implement the Authority's revised performance management framework.

Implementation of Decision:

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

9. **DRAFT POLICY ADULT SERVICES RESIDENTIAL OVERNIGHT SHORT BREAKS AND ALLOCATION TOOL**

Decision:

That the Adult Services Residential Overnight Short Breaks Policy and Allocation Tool, as outlined at Appendix 3 to the circulated report, be approved.

Reason for Decision:

To ensure the number of overnight short breaks allocated to adult service users and their carers is equitable, fair and transparent.

Implementation of Decision:

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

Consultation:

The item has been subject to a 30-day consultation with service users and Carers.

10. **NEW SOCIAL WORK MODEL**

Decision:

That the proposed new Social Work Model, as outlined in the circulated report, be subject to a 60 day consultation/engagement process.

Reason for Decision:

To modernise the delivery of adult care services in line with the Social Services Well-Being Act, The Corporate Improvement Plan and the Authority's new Social Care Policy and to allow the Authority to meet the required savings under the Forward Financial Plan.

Implementation of Decision:

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

Consultation:

The item will be subject to a 60-day engagement with service users, stakeholders and the workforce.

11. **URGENT ITEM**

Because of the need to deal now with the matter contained in Minute No. 12 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.

Urgent Report of the Head of Community Care and Housing Services

12. **MARKET POSITION STATEMENTS**

Decision:

That a 90 day consultation be undertaken with strategic partners and providers on the market position statements, as detailed within the urgent report (which had been circulated prior to the meeting), be approved.

Reason for Decision:

To enable the Authority and adult social care to fulfill its strategic and commissioning responsibilities.

Implementation of Decision:

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

Consultation:

The item will be subject to a 90 day consultation period with external providers.

13. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraphs 12, 13 and 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

Private Report of the Head of Community Care and Housing Services

14. **HOUSING RENEWAL AND ADAPTATION SERVICE - ANNUAL REVIEW OF GRANT SECTION BILL OF QUANTITIES AND SCHEDULE OF RATES**

Decision:

That the revised bill of quantities, and schedule of rates, as contained within the circulated report, be introduced in respect of all grant applications approved after 1st May 2014 within the 2014/2015 financial year.

Reason for Decision:

To ensure that the Authority's grant schedule of rates reflects the current local and national cost of carrying out domestic building works.

Implementation of Decision:

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

15. **HOUSING RENEWAL AND ADAPTATION SERVICE - REPAYMENT OF GRANT MONIES - RENEWAL AREA IN SANDFIELDS EAST AND ABERAVON**

Decision:

That, having regard to the circumstances of the case, which would be covered by C and D of the considerations, as detailed within the private circulated report, the full repayment be waived.

Reason for Decision:

To ensure the Authority exercises its discretion under The Private Sector Housing Renewal Strategy and Policy published in July 2003, pursuant to the Regulatory Reform ((Housing Assistance) England & Wales) Order 2002.

Implementation of Decision:

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

CHAIRMAN

EXECUTIVE DECISION RECORD
CABINET BOARD – 19TH JUNE, 2014
POLICY AND RESOURCES

Cabinet Board Members:

Councillors: P.A.Rees and A.N.Woolcock

Officers in Attendance:

Mrs.K.Jones, D.Michael, D.Rees and N. Evans

1. **APPOINTMENT OF CHAIRMAN**

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

2. **MINUTES OF THE POLICY AND RESOURCES CABINET BOARD HELD ON THE 8TH MAY, 2014**

Noted by the Committee.

Report of the Head of Corporate Strategy and Democratic Services

3. **QUARTER FOUR (FULL YEAR) PERFORMANCE MANAGEMENT DATA – 2013/2014**

Decision:

That the report be noted.

Report of the Head of Financial Services

4. **REPAYMENT OF GRANT MONIES – HOUSING RENEWAL AND ADAPTATION SERVICES**

Decision:

That, for the reasons contained in the circulated report, the offer of repaying £2,770.25 from the solicitors dealing with Mr Williams' estate, be accepted.

Reason for Decision:

To ensure the Authority exercises its discretion under the Private Sector Housing Renewal Strategy and Policy published in July 2003, pursuant to Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

Implementation of Decision:

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

5. **MISCELLANEOUS GRANT APPLICATION**

Decision:

That the request for additional grant monies received from Cymmer Afan Community Library be refused.

Reason for Decision:

By agreeing to the application it was felt that it would set a precedent and in the current economic climate this would result in additional financial pressures for the Council.

Implementation of Decision:

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

6. **TREASURY MANAGEMENT MONITORING**

Decision:

That the report be noted.

7. **FINANCE AND CORPORATE SERVICES BUSINESS PLANS**

Decision:

That the report be noted.

8. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 5(2) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

Private Report of the Head of Financial Services

9. **HOUSING BENEFIT WRITE OFFS**

Decision:

That the write off of housing benefit, as contained in the private circulated report, be approved.

Reason for Decision:

The accounts were irrecoverable for the reasons detailed in the private circulated report.

Implementation of Decision:

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

CHAIRMAN

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EXECUTIVE DECISION RECORD
CABINET BOARD – 24th JULY, 2014
POLICY AND RESOURCES

Cabinet Board Members:

Councillors: P.A.Rees (Chairman), Mrs.S.Miller and A.N.Woolcock

Officers in Attendance:

H.Jenkins, D.Rees, S.John, Mrs.A.Hinder and Miss G.Cirillo

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor P.A. Rees be appointed Chairman for the meeting.

2. **MEMBER'S DECLARATION OF INTEREST**

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

Councillor.A.N.Woolcock - Re: Private Report of the Head of Financial Services – Item 2 Council Tax Write Offs - as one of the individuals listed is known to him.

3. **MINUTES OF THE POLICY AND RESOURCES CABINET BOARD HELD ON THE 19TH JUNE, 2014**

Noted by the Committee.

Report of the Director of Finance and Corporate Services

4. **MISCELLANEOUS GRANTS**

Decision:

That the following applications be refused:

- (a) Kids Cancer Charity, Christian Lewis Trust, Cardiff;
- (b) Noddfa Community Centre, Glyncorrwg.

Reasons for Decision:

- (a) Kids Cancer Charity, Cardiff – not in accordance with criteria;
- (b) Noddfa Community Centre, Glyncorrwg – to award a grant would set precedence.

Implementation of Decision:

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

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

Decision:

That the following applications be approved:

- (a) Gwaun Cae Gurwen Community Council;
- (b) Crynant Community Council.

Reason for Decision:

The applications are in accordance with criteria.

Implementation of Decision:

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

Report of the Head of Corporate Strategy and Democratic Services

6. **WELSH LANGUAGE SCHEME: ANNUAL MONITORING REPORT 2013/2014 AND CORPORATE ACTION PLAN 2013/2016**

Decision:

That the report be noted.

Report of the Head of ICT and Procurement

7. **21ST CENTURY SCHOOLS LEARNING PROGRAMME**

Decision:

That Contract Procedure Rule 2 of the Council's Contract Procedure Rules relating to the invitation of tenders be suspended, and authorisation given to formally contract with Aspire2Be to provide the learning programme, as detailed in the circulated report, for a period of 2 years commencing 1st September 2014.

Reason for Decision:

To ensure that an appropriate provider is appointed to deliver the learning programme within relevant timescales.

Implementation of Decision:

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

8. **APPROVAL AND ADOPTION OF THE CORPORATE ICT STRATEGY**

Decision:

That the publication and adoption of the Corporate ICT Strategy be approved.

Reason for Decision:

To provide an Authority wide Strategy to be used by all Members, Council Staff and Service Managers to engage with the ICT Service in order to transform their services and delivery options to achieve associated improvements in citizen outcomes.

Implementation of Decision:

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

9. **FINANCE AND CORPORATE SERVICES BUSINESS PLANS**

Decision:

That the report be noted

10. **COUNCIL TAX AND BUSINESS RATES – REPRESENTATION AT MAGISTRATES COURT PROCEEDINGS**

Decisions:

1. That Lesley Lewis be authorised to represent the Authority in Proceedings before a Magistrates Court for the purpose of the recovery of Council Tax, and that Lynda Griffiths be removed from the list of authorised people;
2. That the revised list of people to represent the Authority in proceedings before a Magistrates Court for the purpose of the recovery of Council Tax and Business Rates, as detailed in the circulated report and listed below, be approved:
Ms A Hinder
Mrs P Hill
Mrs R Stanbury
Mrs S MacFarlane
Mr A MacFarlane
Mrs A Greenway
Miss V Edwards
Mrs L Lewis
Mrs P Roberts
Mrs I Smith

Reason for Decisions:

To update and confirm Officers authorised to represent the Authority at Magistrates Court proceedings, in pursuant to Section 223 of the Local Government Act 1972.

Implementation of Decisions:

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

11. **BANK TENDER EVALUATION**

Decision:

That the contract for the provision of banking services be awarded to Santander for an initial period of five years commencing on the 1st November 2014 (and following the initial five year period, the contract may be extended annually for a further five years).

Reason for Decision:

To agree arrangements for the ongoing provision of banking services.

Implementation of Decision:

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

12. **TREASURY MANAGEMENT MONITORING REPORT**

Decision:

That the report be noted.

13. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraphs 12, 13 14, and 16 of Part 4 of Schedule 12A to the Local Government Act 1972.

Private Report of the Head of Legal Services

14. **VACANCY IN THE POST OF SENIOR CORONER FOR SWANSEA AND NEATH PORT TALBOT CORONER AREA**

Decision:

That the Head of Legal Services be given delegated authority to provide any nominations to the City and County of Swansea in order to constitute an appointment panel for a Senior Coroner and to take any other action necessary in order to secure the prompt appointment of a Senior Coroner, as detailed in the private circulated report, in consultation with the relevant Cabinet Member and the Chairman of the Policy and Resources Scrutiny Committee.

Reason for Decision:

To facilitate the prompt appointment of a permanent Senior Coroner.

Implementation of Decision

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

Private Report of the Head of Financial Services

15. **HOUSING BENEFIT WRITE OFFS**

Decision:

That the write off of Housing Benefit in the amounts as described in the private circulated report, be approved.

Reason for Decision:

The accounts are irrecoverable for the reasons given.

Implementation of Decision:

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

16. **COUNCIL TAX WRITE OFFS**

(Councillor Woolcock re-affirmed his interest in this item and withdrew from any discussions or voting thereon. Councillor Mrs.S.Miller substituted for this item only.)

Decision:

That the amount of Council Tax write offs, as described in the private circulated report, be approved.

Reason for Decision:

The accounts are irrecoverable.

Implementation of Decision:

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

17. **URGENT PRIVATE ITEM**

Because of the need to deal now with the matter contained in Minute No. 18 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:

In order to provide the Cabinet Board with current information.

Urgent Private Report of the Head of Legal Services

18. **THIRD SECTOR REVIEW – INTERPLAY, JUDICIAL REVIEW**

Decision:

That the Cabinet Board note the success of the Authority in resisting judicial review on the matter.

CHAIRMAN

EXECUTIVE DECISION RECORD
CABINET BOARD – 27th JUNE, 2014
ECONOMIC AND COMMUNITY REGENERATION

Cabinet Board Members:

Councillors: M.L.James (Chairman) and Mrs.S. Miller

Officers in Attendance:

G.Nutt, M.Bateman and Miss G.Cirillo

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor Mrs.S. Miller be appointed Chairman for the meeting.

2. **MINUTES OF THE ECONOMIC AND COMMUNITY REGENERATION CABINET BOARD HELD ON THE 15th MAY, 2014**

Noted by the Committee.

Report of the Head of Education, Leisure and Lifelong Learning

3. **NEATH PORT TALBOT LEISURE AND CULTURAL STRATEGY, JUNE 2014**

Decisions:

1. That the proposal to combine the Sport and Active Living Strategy and the Cultural Strategy into one document entitled the Neath Port Talbot Leisure and Cultural Strategy 2014-2024, as detailed in the circulated report, be approved.

2. That the Neath Port Talbot Leisure and Cultural Strategy 2014-24 be subject to Consultation with the Authority's key stakeholders, as detailed in the circulated report, prior to formal adoption.

Reason for Decisions:

To provide an Authority wide Strategy that will ensure that participating in leisure and cultural activities enriches the lives of citizens by creating a County Borough where everyone has an equal chance to be healthier, happier, safer and prosperous.

Implementation of Decisions:

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

Consultation:

The Neath Port Talbot Leisure and Cultural Strategy 2014-24 will be subject to Consultation with the Authority's key stakeholders.

4. **NEW CATERING CONTRACT AT PONTARDAWE ARTS CENTRE**

Decisions:

1. That the Contract Procedure Rule 2 of the Council's Contracts Procedure Rules relating to the invitation of tenders, as outlined in the circulated report, be suspended;
2. That authorisation to engage with a single provider to determine its suitability to operate the new café and catering operation at Pontardawe Arts Centre for an initial period of twelve months, be approved, with an option in favour of the Council to extend the initial period on an annual basis, up to a maximum period of five years and to enter into an Operating Agreement and a Lease with the single provider for the provision of the service for the duration thereof.

Reason for Decisions:

To provide a catering service in the newly refurbished facility in Pontardawe Arts Centre in return for a fixed fee for an initial period of twelve months and to satisfy the conditions of grant aid.

Implementation of Decisions:

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

5. **PERFORMANCE INDICATOR MONITORING REPORT – 4TH QUARTER 2013-2014**

Decision:

That the report be noted.

Report of the Head of Planning

6. **BUSINESS PLAN FOR THE PLANNING SERVICE 2014-2015**

Decision:

That having regard to the Equalities Impact Assessment screening, the Business Plan for the Planning Service, as contained in the circulated report, be approved.

Reason for Decision:

To implement the Council's revised performance management framework.

Implementation of Decision:

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

7. **NEATH PORT TALBOT UNITARY DEVELOPMENT PLAN –
REVIEW OF AFFORDABLE HOUSING SUPPLEMENTARY
PLANNING GUIDANCE**

Decisions:

1. That the proposed amendments to the Affordable Housing Supplementary Planning Guidance, as detailed in the circulated report, be approved.
2. That the Supplementary Planning Guidance consultation and documentation arrangements, as detailed in the circulated report, be implemented.

Reasons for Decisions:

1. To improve the clarity of the Supplementary Planning Guidance in order to assist the Council in its Affordable Housing negotiations with developers;
2. That consultation on the revised Supplementary Planning Guidance be authorised.

Implementation of Decisions:

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

Report of the Head of Property and Regeneration

8. **BUSINESS PLAN FOR THE PROPERTY AND REGENERATION
SERVICE 2014-2015**

Decision:

That having regard to the Equalities Impact Assessment screening, the Business Plan for the Property and Regeneration Service, as contained in the circulated report, be approved.

Reason for Decision:

To implement the Council's revised performance management framework.

Implementation of Decision:

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

9. **TREM Y MOR RESPITE CENTRE**

Decision:

That the report be noted.

10. **ECONOMIC AND COMMUNITY REGENERATION
PERFORMANCE INDICATORS FOR QUARTER FOUR OF 2013-
2014**

Decision:

That the report be noted.

11. **CORPORATE COMMENTS, COMPLIMENTS AND
COMPLAINTS POLICY PROCEDURE MONITORING REPORT**

Decision:

That the report be noted.

12. **ACCESS TO MEETINGS**

Decision:

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

Private Report of the Head of Property and Regeneration

13. **LAND OPPOSITE PURCELL AVENUE SANDFIELDS, PORT TALBOT**

Decision:

That this item be deferred from consideration at today's meeting to allow further discussions to be held.

14. **ABERAVON SEA FRONT – SITES A AND B**

Decision:

That the report be noted.

Private Joint Report of the Head of Property and Regeneration and the Director of Education, Leisure and Lifelong Learning

15. **PROPOSED LEASE OF NODDFA COMMUNITY CENTRE, DUNRAVEN STREET, GLYNCORRWG, PORT TALBOT**

Decision:

That the terms and conditions of the lease of the Noddfa Community Centre in Glyncorrwg, as detailed in the private circulated report, be approved.

Reason for Decision:

To enable the Community Centre to continue to be used for the benefit of the community.

Implementation of Decision:

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

16. **PROPOSED LEASE OF TENNIS COURTS AT BRYN RECREATION GROUND, BRYN, PORT TALBOT**

Decision:

That the grant of lease of the Tennis Courts at Bryn Recreation Ground to Bryn Residents Action Group, as detailed in the private circulated report, be approved.

Reason for Decision:

The lease will permit the tennis courts to be converted for use as a skateboard park, multi-use games area, and tennis court for the benefit of the community.

Implementation of Decision:

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

17. **PROPOSED LEASE OF PLAYING FIELD AND ADJOINING AREAS AT PARC YNYSYDERW, PONTARDAWE TO THE TRUSTEES OF PONTARDAWE TOWN AFC**

Decision:

That the grant of the lease of the playing field and adjoining areas at Parc Ynysderw, Pontardawe, to the Trustees of Pontardawe Town AFC, as detailed in the private circulated report, be approved.

Reason for Decision:

The lease will allow for improvements to the pitch surround and boundary fencing for the benefit of the club and the local community.

Implementation of Decision:

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

CHAIRMAN

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EXECUTIVE DECISION RECORD
CABINET BOARD – 11TH JULY, 2014
ECONOMIC AND COMMUNITY REGENERATION
(SPECIAL)

Cabinet Board Members:

Councillors: A.J.Taylor (Chairman) and A.N.Woolcock

Officers in Attendance:

Ms.N.Pearce, C.Morris, K.Davies and Miss.G.Cirillo

1. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor A.J.Taylor be appointed Chairman for the meeting.

Report of the Head of Planning

2. **NEATH PORT TALBOT DEPOSIT LOCAL DEVELOPMENT PLAN (LDP): CONSIDERATION OF: THE RESPONSES AND RECOMMENDATIONS TO THE REPRESENTATIONS RECEIVED FOLLOWING CONSULTATION; SCHEDULE OF PROPOSED FOCUSED CHANGES; SCHEDULE OF PROPOSED MINOR EDITING CHANGES; SUSTAINABILITY APPRAISAL AND HABITATS REGULATIONS APPRAISAL OF PROPOSED FOCUSED CHANGES; AND SUPPLEMENTARY PLANNING GUIDANCE**

Decision:

That the Planning and Development Control Committee be consulted on the Neath Port Talbot Deposit Local Development Plan (LDP):
Consideration of: The Responses and Recommendations to the

Representations received following Consultation; Schedule of Proposed Focussed Changes; Schedule of Proposed Minor Editing Changes; Sustainability Appraisal and Habitats Regulations Appraisal of Proposed Focussed Changes; And Supplementary Planning Guidance, as contained in the circulated report.

Reason for Decision:

In accordance with the Authority's Constitution, it is necessary for this Board to consult with the Planning and Development Control Committee before making its decision on the recommendations. This is because the document relates to the LDP preparation.

Implementation of Decision:

The decision will be implemented after consultation with the Economic and Community Regeneration Scrutiny Committee, the Planning and Development Control Committee and determination by Council.

Consultation:

The document has been the subject of internal and external consultation and its final form reflects the outcome of that process.

CHAIRMAN

COUNCIL

(Civic Centre, Port Talbot)

Members Present:

2nd July, 2014

The Mayor: Councillor H.N.James

The Deputy Mayor: Councillor A.P.H.Davies

Councillors: H.M.Bebell, Mrs.P.Bebell, A.Carter, Mrs.A.Chaves, D.W.Davies, Mrs.R.Davies, Mrs.J.Dudley, S.K.Hunt, I.B.James, A.Jenkins, Mrs.D.Jones, E.E.Jones, R.G.Jones, E.V.Latham, R.Lewis, A.Llewelyn, A.R.Lockyer, J.Miller, Mrs.S.Miller, J.D.Morgan, Mrs.S.Paddison, Mrs.K.Pearson, Mrs.S.M.Penry, M.Protheroe, L.M.Purcell, S.Rahaman, P.A.Rees, C.E.Richards, P.D.Richards, J.Rogers, A.Taylor, A.J.Taylor, A.L.Thomas, R.Thomas, J.Warman, D.Whitelock, I.D.Williams, Mrs.L.G.Williams, Mrs.A.Wingrave and A.N.Woolcock

Officers in Attendance: S.Phillips, H.Jenkins, J.Flower, N.Jarman, A.Evans, Mrs.K.Jones, D.Michael, R.Gordon, R.George, Mrs.A.Manlipp and Mrs.T.Davies

Representatives of the Translation Service: Present

1. **PRAYERS**

Prior to the commencement of the meeting, the Mayor's Chaplain, the Reverend Zoe King, Area Dean of Neath and Priest in Charge Llansawel, Briton Ferry, said prayers.

2. **MAYOR'S ANNOUNCEMENTS**

It was with deep regret that the Mayor advised Council of the death of the wife of Councillor Glyn Rawlings, Mrs Rita Rawlings. As a mark of respect, Council stood for a moment's silence.

Members were pleased to note that following a recent admission to hospital, the Leader of Council, Councillor A.H.Thomas, was now back at home and making progress in his recovery.

It was with great pleasure that the Mayor announced the following local recipients in the Queen's Birthday Honours:-

- Mrs Julie Dawn Harvey – Paediatric Physiotherapist, AMBU, for services to Healthcare and charitable services to children with Disabilities (Neath) – MBE.
- Mrs Susan Anne Jones, Lead Nurse School Health Nursing ABMU for services to Children and Young People in Neath Port Talbot (Port Talbot) – MBE.
- Mrs Marian Jarvis, Pupil Wellbeing and Deputy Headteacher at Maesteg Comprehensive School for services to Education in South Wales (Port Talbot) – BEM.

3. **MINUTES OF COUNCIL MEETING 2013/14**

RESOLVED: that the Minutes of the following meeting of Council be confirmed:-

Council	16.04.14
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4. **MINUTES OF COUNCIL MEETINGS 2014/15**

RESOLVED: that the Minutes of the following meetings of Council be confirmed:-

Council	16.05.14
Council	21.05.14
Council	06.06.14

Report of the Corporate Directors' Group

5. REVENUE OUTTURN AND RESERVES POSITION STATEMENT 2013/14

Members received an overview of the above report of the Director of Finance and Corporate Services, which had been commended to Council by Cabinet held on 25th June, 2014.

- RESOLVED:**
- (a) that the Revenue Outturn position for 2013/14, contained in the circulated report, be approved;
 - (b) that the Specific Reserves, as contained in Appendix 4 to the circulated report, be approved;
 - (c) that the General Reserve, as contained in Appendix 5 to the circulated report, be approved;
 - (d) that the draft Statement of Accounts incorporates the above decisions.

Joint Report of the Chief Executive and the Director of Education, Leisure and Lifelong Learning

6. STRATEGIC SCHOOL IMPROVEMENT PROGRAMME – ARRANGEMENTS FOR DETERMINING SCHOOL ORGANISATION PROPOSALS

Members received an overview of the circulated report which gave details of the Strategic School Improvement Programme, and the arrangements for determining school organisation proposals.

Members discussed the scrutiny arrangements under the proposed new scheme.

- RESOLVED:**
- (a) that Cabinet be authorised to approve and determine school organisation proposals [other than proposals made by the Welsh Ministers]

under Sections 51 and 53 of the School Standards and Organisation [Wales] Act 2013;

- (b) that the Head of Legal Services be authorised to amend page 3.36 of the Council's Constitution {version dated 28.01.14} by inserting the above Cabinet function as a new bullet point in Part 3. Responsibility for Functions – Annex G Executive Functions [Specific] – C. Children, Young People and Education – Paragraph (b) Education and Lifelong Learning which will read:-

“Approval and determination of school organisation proposals [other than proposals made by the Welsh Ministers] under Sections 51 and 53 of the School Standards and Organisation [Wales] Act 2013.”

Report of the Head of Corporate Strategy and Democratic Services

7. STRENGTHENING AND MODERNISING ARRANGEMENTS IN NEATH PORT TALBOT

Council received an overview of the circulated report, and welcomed the proposals. Members noted that it had been a very valuable experience to have been part of the process, which had included visiting other Authorities to assess their scrutiny arrangements. Members hoped that scrutiny would become more meaningful and relevant to their constituents.

Members discussed the importance of development within their role, and it was noted that some Members who were in full time employment found it difficult to attend seminars and training courses during the daytime. Officers explained that this had been taken into consideration going forward, and that for the budget seminar, scheduled for mid-July, two dates had been arranged, one of which would be held in the evening, to make it possible for more Members to attend. Officers welcomed any further suggestions from Members regarding strengthening and modernising arrangements within the Authority.

- RESOLVED:**
- (a) that the programme of improvements set out in the report entitled “Strengthening and Modernising Democratic Arrangements in Neath Port Talbot County Borough Council”, as put before the Modernisation Group on 25th April 2014, be approved;
 - (b) that the Head of Corporate Strategy and Democratic Services be authorised to establish a programme of improvement work enabling the improvements identified in (a) above to be delivered.

8. **OFFICER URGENCY ACTION**

RESOLVED: that the following urgency decision taken by the Head of Corporate Strategy and Democratic Services, in consultation with the requisite Members, be noted;

Officer Urgency Action No. 0010 dated the 17th April, 2014

At the meeting of Council on 16th April 2014, Councillors A.H.Thomas, P.A.Rees, Mrs K.Pearson and Mrs L.H.James were appointed to the Joint Appointments Panel for the appointment of the Head of Education Improvement.

Subsequently Councillor Mrs James advised that she was unable to attend the scheduled meetings. The Leader of the Plaid Cymru Group was consulted and Councillor J.D.Morgan was appointed in place of Councillor Mrs James.

Report of the Head of Legal Services

9. LOCAL RESOLUTION PROCEDURE

Members received an overview of the circulated report which gave details of the Local Resolution Procedure, and voiced their concerns regarding electronic communications, and the possibility of people being attacked via this medium. Officers pointed Members towards the WLGA guide on the use of electronic media, as a useful resource.

RESOLVED: that the Local Resolution Procedure, as contained within the circulated report, be approved.

Joint Report of the Head of Corporate Strategy and Democratic Services and the Head of Legal Services

10. FAMILY ABSENCE FOR MEMBERS

Members made note of the provisions available under The Family Absence for Members of Local Authorities (Wales) Regulations 2013, as detailed within the circulated report.

RESOLVED:

- (a) that the Standing Orders in respect of The Family Absence for Members of Local Authorities (Wales) Regulations 2013, as attached hereto as Appendix 1, be approved;
- (b) that the Head of Legal Services be authorised to alter the Council's Constitution by the insertion of the new Standing Orders.

11. EXECUTIVE DECISIONS OF CABINET AND CABINET BOARDS

RESOLVED: that the following Executive Decisions of Cabinet and Cabinet Boards be noted:-

Cabinet 02.04.14

(Note: Members discussed the Williams' Report and noted that the position was still unclear, which in turn was having an effect on Local Authorities in moving forward.)

Cabinet	09.04.14
Cabinet	14.05.14
Cabinet (Special)	21.05.14
Policy and Resources	27.03.14
Policy and Resources	29.04.14
Policy and Resources	08.05.14
Economic and Community Regeneration	03.04.14
Economic and Community Regeneration	15.05.14
Children, Young People and Education	08.05.14
Environment and Highways	17.04.14
Social Care, Health and Housing	24.04.14
Social Care, Health and Housing	05.06.14

CHAIRMAN

Amendments to Constitution consequential on the Family Absence for Members of Local Authorities (Wales) Regulations 2013

**Functions of the Head of Democratic Services – revisions to Annex J
Section 9 Local Government (Wales) Measure 2011**

To exercise the functions of Head of Democratic Services under Section 9 of the Local Government (Wales) Measure 2011 and in particular to make recommendations under Section 9 (1) (h) of the Measure regarding the number, grades, appointment and organisation (together with the proper management) of staff required for discharging Democratic Services functions.

Family Absence for Members of Local Authorities (Wales) Regulations 2013 (“the Family Absence Regulations”)

- (1) The Head of Democratic Services must inform relevant persons of any notifications of periods of family absence received and periods of family absence taken. The relevant persons are defined as the Mayor, the Chair of the Democratic Services Committee and the leader of each political group¹.
- (2) The Head of Democratic Services must maintain a record of all notifications of periods of family absence and periods of family absence taken.²
- (3) Where the Head of Democratic Services has reasonable grounds to suspect that a Member who has provided notification of a period of family absence, is not entitled to that absence she/he must inform Council of that fact³.
- (4) Where Council decides to cancel a period of family absence before it begins or bring a period of family absence to an end the Head of Democratic Services must provide the Member concerned with written notification of that decision⁴.

¹ Regulation 33 (1) and (2) Family Absence Regulations

² Regulation 32 (1) Family Absence Regulations

³ Regulation 34 (1) Family Absence Regulations

⁴ Regulation 34 (3) Family Absence Regulations

(5) The Head of Democratic Services must refer to the Mayor any complaint received from a Member regarding a decision by Council to cancel a Member's period of family absence before it begins or bring a period of family absence to an end⁵.

(6) The Head of Democratic Services must refer to the Mayor any complaint received from a Member regarding a decision by the Mayor to refuse an application by a Member on maternity absence or parental absence (under the Family Absence Regulations) for permission to attend particular meetings or descriptions of meetings, or to perform particular duties or duties of a particular description⁶.

Amendment to functions of Full Council (Article 4.01)

(21) Following receipt of information under Regulation 34 (1) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 from the Head of Democratic Services, to consider whether to cancel a Member's period of family absence before it begins or bring a period of family absence to an end⁷.

(22) Where a Member has failed to return from a period of family absence on the date specified under Regulation 34 (3), to consider whether to withhold the Member's remuneration⁸.

Existing paragraph 21 to be renumbered (23).

Role and Functions of the Mayor (Article 5.01)

7. To receive complaints (referred to her/him) by the Head of Democratic Services) regarding a decision made by the Council under Regulation 34 (2) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 and to refer such complaints to the Family Absence Appeal Panel⁹.

⁵ Regulation 35 (3) and 34 (2) Family Absence Regulations

⁶ Regulation 38 (5) Family Absence Regulations

⁷ Regulation 34 (2) Family Absence Regulations

⁸ Regulation 34 (4) Family Absence Regulations

⁹ Regulation 35 (3) Family Absence Regulations

8. To receive applications from a Member on maternity absence or parental absence under the Family Absence Regulations to attend particular meetings or descriptions of meetings, or to perform particular duties or duties of a particular description, and to determine those applications after informing the leaders of each political group of the Council¹⁰.
9. To receive complaints (referred by the Head of Democratic Services) in respect of a decision by the Mayor regarding a refusal of permission under paragraph 8 for a referral to the Family Absence Appeals Panel¹¹.

Functions of the Family Absence Appeal Panel

1. To exercise appeal functions under Regulation 36 (4) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to either confirm a decision of Council to cancel a Member's period of family absence before it begins (or bring it to an end) or to substitute its own decision.
2. To exercise appeal functions under Regulation 38 (7) of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to either confirm a decision of the Mayor to refuse an application by a Member on maternity absence or parental absence to attend particular meetings to descriptions of meetings (or to perform particular duties or duties of a particular description) or to substitute its own decision.

¹⁰ Regulation 38 (1) – (3) Family Absence Regulations

¹¹ Regulation 38 (5) and 38 (6) Family Absence Regulations