



## **CABINET**

***Immediately Following Scrutiny Committee on  
WEDNESDAY, 16 JANUARY 2019***

***COUNCIL CHAMBER - PORT TALBOT CIVIC CENTRE***

### **PART 1**

1. Appointment of Chairperson
2. Declarations of Interest
3. Minutes of Previous Meeting (*Pages 3 - 16*)
4. Forward Work Programme 2018 (*Pages 17 - 20*)
5. Joint Coroner Service (*Pages 21 - 38*)  
Report of the Head of Legal Services
6. WAO Compliance Certificate (*Pages 39 - 44*)  
Report of the Assistant Chief Executive and Chief Digital Officer
7. Project Proposal - Members Community Fund, Dyffryn (*Pages 45 - 50*)  
Report of the Head of Transformation
8. Project Proposal - Members Community Fund, Neath North (*Pages 51 - 56*)  
Report of the Head of Transformation
9. Project Proposal - Members Community Fund, Sandfields East (*Pages 57 - 62*)  
Report of the Head of Transformation

10. Urgent Items

Any urgent items (whether public or exempt) at the discretion of the Chairperson pursuant to Section 100b (4)(B) of the Local Government Act 1972.

**S.Phillips**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**Thursday, 10 January 2019**

**Cabinet Members:**

**Councillors:** R.G.Jones, A.J.Taylor, C.Clement-Williams,  
D.W.Davies, D.Jones, E.V.Latham, A.R.Lockyer,  
P.A.Rees, P.D.Richards and A.Wingrave

**Notes:**

- (1) *The views of the earlier Scrutiny Committee are to be taken into account in arriving at decisions (pre decision scrutiny process). The Chairperson and Vice Chairperson of the relevant Scrutiny Committee will be invited to be present at this meeting.*

## EXECUTIVE DECISION RECORD

24 OCTOBER, 2018

CABINET

### **Cabinet Board Members:**

Councillors: C.Clement-Williams, D.W.Davies, A.R.Lockyer, P.A.Rees,  
P.D.Richards and A.J.Taylor

Invitees: Councillor A.N. Woolcock (Chairperson of the Scrutiny  
Committee)  
Councillor S.Rahaman (Vice Chairperson of the Scrutiny  
Committee)

### **Officers in Attendance:**

S.Phillips, H.Jones, A.Jarrett, C.Griffiths, D.Griffiths and N.Headon

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#### 1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor A.J.Taylor be appointed as Chairperson.

#### 2. **MINUTES OF PREVIOUS MEETINGS HELD ON 6 SEPTEMBER, 12 SEPTEMBER AND 3 OCTOBER, 2018**

Noted by Committee.

#### 3. **FORWARD WORK PROGRAMME 2018**

Noted by Committee.

4. **PROPOSAL FOR THE INTRODUCTION OF NON-REFUNDABLE CEREMONY BOOKING DEPOSITS FOR NEATH PORT TALBOT REGISTRATION SERVICES**

**Decision:**

That booking deposits for ceremonies conducted within Neath Port Talbot Registration Service, be non-refundable and set at a rate of £50, with implementation for all customer bookings made after 1 January, 2019.

**Reason for Decision:**

The proposal, if implemented could not only result in income generation but will assist in improving administrative support at the Neath Registration Office, with the aim of enhancing customer choice and experience and allowing for better preparedness for busy periods for ceremonies and staffing requirements.

**Implementation of Decision:**

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

5. **PUBLIC SERVICE OMBUDSMAN FOR WALES ANNUAL REPORT 2017/2018**

That the report be noted.

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**

**31 OCTOBER, 2018**

**CABINET**

**Cabinet Members:**

Councillors: R.G.Jones (Chair), A.J.Taylor, C.Clement-Williams,  
D.W.Davies, A.R.Lockyer, P.D.Richards and A.Wingrave

Invitees: Councillor A.N. Woolcock (Chairperson of the Scrutiny  
Committee)

**Officers in Attendance:**

S.Phillips, K.Jones, C.Griffiths, H.Jenkins, A.Evans, G.Nutt, H.Jones,  
C.Furlow, N.Headon and C.Davies

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor R.G. Jones be appointed as Chairperson.

2. **DECLARATIONS OF INTEREST**

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

Councillor R.G.Jones	Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he a Governor at Ysgol Cwm Brombil and Coed Hirwaun Primary School and has a daughter working at a school in Neath Port Talbot.
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- Councillor A.J.Taylor Re: Report of Corporate Directors Group on the Draft Budget for Consultation 2019/20 as he is a Governor at Eastern Primary School and his sister-in-law works as a Teacher in Baglan Primary School.
- Cllr. C.Clement-Williams Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as she has a family member working at Hillside Secure Unit.
- Councillor A.R. Lockyer Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a Governor at YGG Castell-nedd and Gnoll Primary School, has grandchildren in the school system and his son works at Dwr-y-Felin Comprehensive School.
- Councillor P.D.Richards Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a Vice Chair of Governors at Baglan Primary School and Blaenbaglan Primary School, and his grandson attends Blaenbaglan Primary School.
- Councillor D.W. Davies Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a Governor at Ynysfach Primary School and Llangatwg Comprehensive School, and his sister-in-law is employed in the Education Department.
- Councillor A.Wingrave Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as she has grandchildren attending Coedffranc

3. **FORWARD WORK PROGRAMME 2018/19**

Noted by Committee.

4. **REVENUE BUDGET MONITORING 2018/19**

**Decisions:**

1. That the budget monitoring information be noted and management arrangements put in place to minimise overspends and the adverse impacts on reserves;
2. That the additional grants received, be noted;
3. That the proposed reserve movements and budget virements, be approved and commended to Council as appropriate.

**Reason for Decisions:**

To update the Council's budget for additional grants received, budget virements and reserve movements in line with the Council's Constitution.

**Implementation of Decisions:**

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

5. **CAPITAL BUDGET MONITORING 2018/19**

**Decisions:**

1. That the proposed 2018/2019 Capital Programme Budget, totalling £47.721m, be commended to Council for approval;
2. That the position in relation to expenditure as at 30 September, 2018, be noted.

**Reason for Decisions:**

To update the Capital Programme for 2018/19 and inform Members of the current year spend to date.

**Implementation of Decisions:**

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

6. **DRAFT BUDGET FOR CONSULTATION 2019/20**

Cabinet noted that the Director of Finance and Corporate Services would prepare a response to be submitted to the Welsh Government in relation to the Provisional Settlement, taking account of comments raised by Scrutiny Members at the Scrutiny Committee held earlier in the day.

**Decision:**

That the draft savings and additional income proposals, as set out at Appendix 1 of the circulated report, be approved for consultation purposes and the Chief Executive be authorised to carry out the said consultation.

**Reason for Decision:**

To commence the draft budget consultation for 2019/20.

**Implementation of Decision:**

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

7. **TREASURY MANAGEMENT MONITORING 2018/19**

That the report be noted.



## 8. **THIRD SECTOR GRANTS SCHEME**

### **Decisions:**

1. That the revised Third Sector Grant Scheme, as set out Appendix 1 to the circulated report, be approved.
2. That Members support the principle of allocating a higher proportion of the funds available to support the sustainability of strategic partners, the detail to be determined by Members once applications had been received and analysed;
3. That the Neath Port Talbot Council for Voluntary Services (CVS) be asked to respond to the consequential impact, arising from the recommendation set out at Paragraph 29 of the circulated report for those organisations that may be adversely affected by prioritising investment in Strategic Partners.
4. That the CVS be asked to provide assistance to other third sector organisations to seek out other fundraising opportunities which can include seeking assistance from Council Officers;
5. That the Council provides an opportunity to third sector organisation to advertise volunteering opportunities through its vacancy bulletin and through its Voluntary Redundancy Scheme;
6. That Officers explore the business case for adopting a Volunteering Policy for the Council's workforce;
7. That the other issues raised in this report, as set out in Paragraph 18 (h) be formally raised in the Voluntary Sector Liaison Forum, with a view to the issues being incorporated into the existing work programme of the Forum as proposed in this report.

### **Reason for Decisions:**

To ensure the Third Sector Scheme is aligned with the Council's Corporate Plan 2018-2022.

### **Implementation of Decisions:**

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

9. **MEMBERS COMMUNITY FUND - PELENNNA**

**Decision:**

That approval be granted under the Members' Community Fund, to provide financial support of £3,090 for renewal of a defective heating boiler, Tonmawr RFC, Dan-y-Coed, Peleenna.

**Reason for Decision:**

To approve the Application for funding received under the Members' Community Fund. The Members' Community Fund will continue to receive bids until the due deadline date of 31 March, 2020.

**Implementation of Decision:**

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

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**

**21 NOVEMBER, 2018**

**CABINET**

**Cabinet Members:**

Councillors: A.J.Taylor (Chair), R.G.Jones, C.Clement-Williams, D.W.Davies, E.V.Latham, A.R.Lockyer, P.A.Rees and P.D.Richards

Invitees: Councillor A.N. Woolcock (Chairperson of the Scrutiny Committee)  
Councillor S.Rahaman (Vice Chairperson of the Scrutiny Committee)

**Officers in Attendance:**

S.Phillips, K.Jones, H.Jenkins, A.Jarrett, C.Griffiths, C.Furlow and N.Headon

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor A.J.Taylor be appointed as Chairperson.

2. **FORWARD WORK PROGRAMME 2018**

Noted by Committee.

3. **CALCULATION OF COUNCIL TAX BASE FOR 2019/20**

**Decisions:**

1. That the Council Tax Base for the 2019/2020 financial year, be set in the sum of £47,348.79, for the whole of the County Borough, be approved;

2. That the following amounts, in relation to Town and Community Council areas, be approved:

Blaengwrach	360.90
Blaenhonddan	4,568.74
Briton Ferry	1,832.46
Clyne and Melincourt	253.98
Coedffranc	3,568.17
Crynant	677.29
Dyffryn Clydach	1,089.34
Glynneath	1,365.22
Neath	6,416.95
Onllwyn	371.38
Pelenna	392.96
Resolven	721.37
Seven Sisters	619.25
Tonna	890.32
Cilybebyll	1,886.25
Cwmlllynfell	377.09
Gwauncaegurwen	1,315.93
Pontardawe	2,460.77
Ystalyfera	1,570.89

**Reason for Decisions:**

To determine the Council Tax Base for 2019/20.

**Implementation of Decisions:**

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

4. **PROPOSAL FOR INTRODUCTION OF FEES FOR APPLICATIONS IN RELATION TO COMMON LAND**

**Decision:**

That the fee structure, as outlined in Appendix 1 of the circulated report, for applications under the Commons Act 2006 (Correction, Non-Registration or Mistaken Registration) (Wales) Regulations 2017 (“the Regulations”), be approved.

**Reason for Decision:**

To enable the Council, as the Commons Registration Authority, to meet its statutory requirements under the Commons Registration Act 1965, Commons Act 2006 and associated statutory regulations, comply with its duties accordingly.

**Implementation of Decision:**

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

5. **IMPLEMENTATION OF THE COMMONS ACT 2006 (CORRECTION, NON-REGISTRATION OR MISTAKEN REGISTRATION) (WALES) REGULATIONS 2017**

**Decision:**

That the Head of Legal Services be given delegated authority to undertake the administration and maintenance of the Commons Register under the Commons Registration Act 1965, and any administrative tasks in relation to applications received under the Commons Act 2006 and any ancillary statutory regulations.

**Reason for Decision:**

In order to implement the legislative framework which has been set down by the Government and ratified by the Welsh Government. To not implement the same would be going against statute and could leave the Council open to judicial challenge.

**Implementation of Decision:**

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

6. **HALF YEAR PROGRESS REPORT - CORPORATE GOVERNANCE IMPROVEMENT ACTION PLAN FOR 2018/19 - PERIOD 1 APRIL 2018 TO 30 SEPTEMBER 2019**

Noted by Committee.

7. **CORPORATE PLAN KEY PERFORMANCE INDICATORS 2018/2019 -  
QUARTER 2 PERFORMANCE (1 APRIL 2018- 30 SEPTEMBER 2018)**

Noted by Committee.

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**

**7 NOVEMBER, 2018**

**CABINET**

**Cabinet Members:**

Councillors: R.G.Jones (Chair), A.J.Taylor, C.Clement-Williams,  
D.W.Davies, E.V.Latham, A.R.Lockyer, P.A.Rees and  
A.Wingrave

**Officers in Attendance:**

H.Lewis and N.Headon

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor R.G.Jones be appointed Chairperson.

2. **ACCESS TO MEETINGS**

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

3. **GLAMORGAN FURTHER EDUCATION TRUST FUND**

**Decisions:**

1. That the applications for awards as detailed in Appendices B, C and D of the private circulated report, under the Glamorgan Further Education Trust Fund for the academic year 2018/2019 to eligible applications received on or before the closing date, be approved.

2. That arrangements be made for future applications under the Glamorgan Further Education Trust Fund to be considered by the Cabinet (Finance) Sub Committee.

**Reason for Decisions:**

To provide appropriate financial support for students who would otherwise suffer hardship.

**Implementation of Decisions:**

The decisions are proposed from implementation after the three day call in period.

**CHAIRPERSON**



**Cabinet – Forward Work Programme**

<b>Meeting Date</b>	<b>Agenda Items</b>	<b>Type (Decision/ Monitoring Or Information)</b>	<b>Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)</b>	<b>Contact Officer/ Head of Service</b>
<b>16 January 2019</b>	Members Community Fund Applications	Decision	Monthly	P.Hinder
	Coroners Pay – Job Evaluation	Decision	Topical	C.Griffiths
	WAO Compliance Certificate Info	Information	Topical	C.Furlow

<b>Meeting Date</b>	<b>Agenda Items</b>	<b>Type (Decision/ Monitoring Or Information)</b>	<b>Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)</b>	<b>Contact Officer/ Head of Service</b>
<b>23 January 2019</b>	Members Community Fund Application	Decision	Monthly	P.Hinder
	Risk Register	Information	Topical	H.Jones
	Port Talbot Waterfront Enterprise Zone	Decision	Topical	G.Nutt
	Ethical Employment Policy	Decision	Topical	C.Griffiths

**Cabinet – Forward Work Programme**

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Forwarded to: CDG, CMB, Cabinet, Council	Contact Officer/ Head of Service
<b>13 February 2019</b>	Quarterly Budget Monitoring	Information	Quarterly	23.1.19 - CMB	H.Jenkins
	Quarterly Capital Programme	Information	Quarterly	23.1.19 - CMB	H.Jenkins
	Budget	Information	Quarterly	23.1.19 - CMB	H.Jenkins
	Quarter 3 2018/18 Quarterly Performance Reporting Data	Monitoring	Quarterly	-	C.Furlow
	Members Community Fund Application	Decide	Monthly	-	P.Hinder
	Western Bay <b>Contact Officer: Nicola Trotman - Date TBC</b>	Information	Topical	-	

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Forwarded to: CDG, CMB, Cabinet, Council	Contact Officer/ Head of Service
<b>20 February 2019</b>	Members Community Fund Application	Decision	Monthly	-	P.Hinder

**Cabinet – Forward Work Programme**

<b>Meeting Date</b>	<b>Agenda Items</b>	<b>Type (Decision/ Monitoring Or Information)</b>	<b>Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)</b>	<b>Forwarded to: CDG, CMB, Cabinet, Council</b>	<b>Contact Officer/ Head of Service</b>
<b>6 March 2019</b>	Members Community Fund Application	Decision	Monthly	-	P.Hinder

<b>Meeting Date</b>	<b>Agenda Items</b>	<b>Type (Decision/ Monitoring Or Information)</b>	<b>Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)</b>	<b>Forwarded to: CDG, CMB, Cabinet, Council</b>	<b>Contact Officer/ Head of Service</b>
<b>27 March 2019</b>	Members Community Fund Application	Decision	Monthly	-	P.Hinder

<b>Meeting Date</b>	<b>Agenda Items</b>	<b>Type (Decision/ Monitoring Or Information)</b>	<b>Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)</b>	<b>Forwarded to: CDG, CMB, Cabinet, Council</b>	<b>Contact Officer/ Head of Service</b>
<b>17 April 2019</b>	Members Community Fund Application	Decision	Monthly	-	P.Hinder



## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### CABINET

16 January 2019

#### REPORT OF THE HEAD OF LEGAL SERVICES – MR C GRIFFITHS

##### Matter for Decision

Wards Affected: All

**Adoption of the JNC Framework in setting Coroner Pay and review of the financial contributions made to the Joint Coroner Service between Neath Port Talbot County Borough Council and City and County of Swansea**

##### Purpose of the Report

1. To seek approval from Members to increase the financial contributions made to the Joint Coroner Service between Neath Port Talbot County Borough Council and the City and County of Swansea as a result of the adoption of the JNC Framework for Coroners pay.

##### Background

2. The Coroners and Justice Act 2009 (Alteration of Coroner areas) Order 2013 formally amalgamated The City and County of Swansea (“Swansea”) with Neath Port Talbot County Borough Council (“NPT”) for the purposes of a single Coroner area. The cost of the service is split using a formula between the two authorities based on place of death. City and County of Swansea is the “relevant authority” in law and is required to appoint and agree the remuneration of the Senior Coroner. Presently NPT contributes the sum of £248,030 in the financial year 2017/2018 and it was originally proposed the same amount would have been made in 2018/2019.
3. The budget for the amalgamated Coroners Services see NPT contribute the sum of 34.5% of the total budget costs. The percentage is based on the number of deaths registered in the areas of Swansea and NPT and is reviewed on an annual basis. Swansea pay all the core team costs and then recharge NPT on a quarterly basis based on the percentage split allocated.

NPT and Swansea each then pay all non-core team costs in relation to their respective cases

4. Coroners are independent judicial officers who are appointed and funded by local authorities. They are not employees of Swansea. Swansea budget and facilitate payment of the salary and provision of services commensurate to the post through their internal budget management and payroll.
5. The Coroners and Justice Act 2009 places the responsibility for coroner salaries with local authorities. The amount of salary is whatever is from time to time agreed by the Senior Coroner and the relevant authority. If the Senior Coroner and the authority cannot agree a salary either of them may refer the matter to the Lord Chancellor who may determine the amount of the salary and the date on which it is to become payable. Assistant Coroners do not attract a salary but are entitled to fees paid as a daily rate. The amount of the fees is to be whatever is from time to time agreed by the Assistant Coroners and the relevant authority. The Act is silent as to dispute resolution process.
6. In light of a wide disparity as to Coroners pay the JNC for Coroners agreed to undertake a job evaluation exercise to assess the roles set out in the Coroners and Justice Act 2009. Having considered pay benchmarking data and the outcome of a technical evaluation exercise the JNC reached agreement on a new national pay framework and guidance for Coroners pay as set out in Circular No's 61 and 62 which are attached at Appendix 1.
7. The salary range for Senior Coroners, in line with the JNC Guidance, is within a range of £117,000 to £130,000. The salary includes statutory out of hours work. Presently, the Acting Senior Coroner for the Swansea and Neath Port Talbot area has a salary of £91,420 per annum.
8. The daily rate for Assistant Coroners is within a range of £375 to £454 with a ceiling/floor mid-point for less complex/highly complex areas. The level of pay is to be determined locally, in line with the complexity of the coroner area. In making the assessment of the relevant pay level to be applied it should be on the basis that all the duties and responsibilities are being performed at full capability. Swansea presently pay a £400 daily rate to Assistant Coroners and there is no proposal to amend this as it is felt that the figure of £400 is appropriate in line with the recommended rates suggested by the JNC.
9. In deciding the appropriate salary, work has been undertaken by Swansea in conjunction with the Head of Legal Services of NPT to assess complexity of work covered by the Swansea and Neath Port Talbot coroner area. Factors such as presence of institutions i.e. prisons and hospitals are considered and are set out in Appendix 2. With around 2,350 – 2,600 reported deaths a year, Swansea and Neath Port Talbot is considered a busy coroner area

10. Some benchmarking has been undertaken with neighbouring coronial areas in relation to Senior Coroner salaries. Bristol City Council (covering Bath and North East Somerset, Bristol City, North Somerset and South Gloucestershire Council) remunerate their senior Coroner at £130,000 - the top of the pay range.
11. Discussions have been held by Swansea with the present Acting Senior Coroner and an in principle agreement has been reached subject to resolution of each respective Cabinet to the new salary and NPT authorising the additional increase that it will require to be made to the Coroner's Service as a result of this proposed change. It is proposed that the new salary should be set at £127,000 per annum and will require backdating to the 1<sup>st</sup> November 2017 when the JNC Framework was first initially published. This represents an additional sum of £35,580 in salary costs per annum, with additional sums necessary to meet on-costs and pension contributions.
12. This will ultimately require the financial contribution that NPT makes to the Coroner Service to be increased in this financial year (2018/2019) in the sum of £26,059 to meet the backdating of costs, pension contributions and on costs. From April 2019, onwards our contribution to the Coroners Service will then increase in line with our 34.5% share of the increase in salary and on costs.

### **Financial Impact**

13. As indicated above, NPT contributes the sum of £248,030 to Swansea for the running and administration of the Coroners Service. The Acting Senior Coroner is presently receiving a salary of £91,420, with a proposal to increase the same to £127,000. The budget for the amalgamated Coroners Services sees NPT contribute the sum of 34.5% of the total budget costs. The percentage is based on the number of deaths registered in the areas of Swansea and NPT and is reviewed on an annual basis. This will ultimately require the financial contribution that NPT makes to the Coroner Service to be increased in this financial year (2018/2019) in the sum of £26,059 to meet the backdating of costs, pension contributions and on costs. From April 2019, onwards our contribution to the Coroners Service will then increase in line with our 34.5% share of the increase in salary.

### **Equality Impact Assessment**

14. There are no equality impacts associated with this report.

### **Workforce Impacts**

15. There are no immediate workforce impacts associated with this report.

## **Legal Impacts**

16. The Coroners and Justice Act 2009 places the responsibility for coroner salaries with local authorities. The amount of salary is whatever is from time to time agreed by the Senior Coroner and the relevant authority.

## **Consultation**

17. There is no requirement for external consultation on this matter though ongoing dialogue has taken place between NPT and Swansea to discuss this matter and to agree a suitable figure.

## **Recommendations**

18. It is recommended that
  - (a) Members endorse the decision by the City and County of Swansea to increase the annual salary of the Acting Senior Coroner from £91,420 to £127,000 (in line with JNC Guidance)
  - (b) Members authorise the additional sum of £26,059 (which comprises the pay award, back pay and pension contributions and which represents our 34.5% split of the cost) in this financial year (2018/2019) to be paid to the City and County of Swansea in respect of backdating costs of the revised salary to November 2017.
  - (c) Members note the additional financial increase that will be made to the amalgamated Coroner's Service in line with the current contribution rate of 34.5% contribution rate as a result of the change in salary from April 2019 onwards.

## **Appendices**

19. JNC Coroners Circulars 61 and 62
20. JNC Senior Salary Considerations

## **List of Background Papers**

21. None

## **Officer Contact**

Mr Craig Griffiths

Head of Legal Services

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Email: [c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)





**SENIOR CORONER SALARY CONSIDERATIONS**

THE LEVEL OF PAY IS TO BE DETERMINED LOCALLY IN LINE WITH THE COMPLEXITY OF THE CORONER AREA.

FACTORS TO BE CONSIDERED INCLUDE:

<b>Factor</b>	<b>Consideration</b>	<b>Comments</b>
Prison and other institutions of state detention	Are there any? Type of institution/s – where more vulnerable people are detained eg local prisons, young offender institutions, female prisons and/or immigration detention centres. Number of institutions?	HMP Swansea  Hillside Secure Unit
Mental Health Unit(s)	Are there any? Type of such units ie in-patients Number of units.	<u>Adult Mental Health</u> Acute assessment & admission – provided at Cefn Coed Hospital (CCH), Neath Port Talbot Hospital (NPTH)  <u>Older Mental Health Services</u>  Assessment & admission – provided at Cefn Coed Hospital (CCH), Neath Port Talbot Hospital (NPTH), Tonna Hospital, Ystradgynlais Community Hospital Continuing Care and Respite – provided at Cefn Coed Hospital (CCH), Garngoch Hospital, Neath Port Talbot Hospital (NPTH), Tonna Hospital,  New £18 million Ysbryd y Coed unit for patients with dementia, built in the grounds of Cefn Coed Hospital. It is a 60-bed unit with three wards of ensuite bedrooms, and purpose built for patients with dementia.

<p>Hospitals with areas of specialism</p>	<p>Type of such hospitals eg tertiary hospital (tertiary characterised by offering specialised consultative care, usually on referral from primary or secondary medical care personnel, by specialists working in a centre that has personnel and facilities for special investigation and treatment., hospitals with specialist units eg neurological, stroke, neo-natal units. Number of such hospitals.</p>	<p><b>Morrison Hospital</b> is one of the largest in Wales, and has around 750 beds. It provides acute general medical / care of the elderly beds, (including medical sub-specialties) facilities; it has a well developed trauma and orthopaedic service and a range of surgical / urological specialties. Morrison also has one of the busiest Emergency Department (A&amp;E) in Wales. It is also home to the Welsh Centre for Burns and Plastic Surgery, and provides the bariatric (obesity surgery) service for Wales. The hospital is currently undergoing a massive £100m-plus redevelopment with brand new buildings replacing pre-war estate.</p> <p>The range of specialist tertiary services provided at Morrison Hospital includes renal medicine, neurology, oral and maxillofacial Surgery, and the regional tertiary cleft service for children and adults. The hospital offers one of two cardiac centres in Wales (pictured right). Rheumatology and palliative medicine are also provided to a wide catchment area. These services are supported by critical care facilities.</p> <p>Morrison Hospital is also the site of the major Emergency Department (A&amp;E) for Swansea and, with its accessibility to the South West Wales population, is recognised as the major trauma centre for South West Wales.</p> <p>The hospital also a paediatric unit with two teams caring for children undergoing plastic surgery, maxillofacial surgery, orthopaedics, trauma and general medical paediatrics. The unit has a 4-bedded HDU caring for children with complex needs and there also an outpatients department. In August 2009, the</p>

		<p>children's wards and paediatric Assessment Unit at Singleton Hospital moved to Morriston Hospital. A full range of high quality diagnostic and therapeutic services are also provided at Morriston Hospital.</p> <p><b>Singleton Hospital</b>, with 550 beds, provides acute general medical services, care of the elderly, surgical, ophthalmology, ENT and radiotherapy services. It also offers a High Dependency Unit and obstetric and gynaecological departments. A number of these departments provide sub-regional services as well as secondary care services (e.g. ophthalmology, ENT, dermatology). These services are supported by intensive care and high dependency beds, and a range of high quality therapeutic and diagnostic services.</p> <p>The hospital provides specialist regional oncology services as well as complex cancer cases within the other specialties onsite (e.g. oral maxillofacial, ENT, colorectal, upper GI). The South West Wales Cancer Institute and a separate Chemotherapy Day Unit are also at Singleton</p> <p><b>Gorseinon Hospital</b> has a total of 44 beds which provide assessment and rehabilitation for the elderly.</p> <p><b>Neath Port Talbot Hospital</b> has 270 beds and provides a range of inpatient, outpatient and day case services for the people of Neath and Port Talbot</p>
Caseload	Caseload of the	2,350 – 2,600 reported deaths a year with a

	<p>respective coroner. It should be noted that it may be possible for a coroner to have a low but quite complex caseload due to a number of factors of complexity and that would need to be taken into account in determining the local pay point. Conversely, it may be possible for a coroner to have a high case load of low complexity.</p>	<p>high percentage of complex inquests including Jury cases. The Acting Senior Coroner has been tackling and reducing a back log of inherited complex legacy cases over 12 months. He has limited support from 2 part time assistant coroners</p>
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Other factors	Exceptional local factor	Waterfront location including a Marina adding to potential complexity
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## JOINT NEGOTIATING COMMITTEE FOR CORONERS

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**To: Chief Executives (London Boroughs, Metropolitan Districts, County Councils and Unitary Councils in England and Wales) (copy for Treasurer)**

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2 November 2017

### CORONERS' CIRCULAR No 61

Dear Sir/Madam

#### **Coroners' pay**

We are writing to update you on our negotiations regarding the pay of coroners.

As you are aware the JNC for Coroners agreed to undertake a job evaluation (JE) exercise to assess the roles set out in the Coroners and Justice Act 2009.

We commissioned Korn Ferry Hay Group to undertake the job evaluation exercise to enable us to develop a grading arrangement based on broader criteria than the population based approach taken in the past. That exercise has created new model job profiles and has been able to take account of criteria relevant to both local authority and judicial contexts. It has also been the first opportunity to consider through the JNC pay recommendations with regard to Area and Assistant Coroners. Having considered the outcome of the technical evaluation exercise and looked at a wide range of potential pay benchmark data, the two sides have reached agreement in principle on an approach, details of which are set out below.

- Senior coroners - a range of £117,000 to £130,000. The salary includes statutory out of hours work as set out in legislative provisions. The current JNC 5.5% salary pension supplement will no longer apply.
- Part-Time senior coroners – a base salary of £20,000 and then a daily rate range of £440 to £500 with earnings capped at the level of a full-time senior coroner in a similarly complex area. The 5.5% pension allowance provision would fall as would the current provision in some authorities of 'county loadings' of at least 10% of salary. This would also see the abolition of long inquest payments. Legislation requires that all senior coroners are salaried which precludes falling back solely on a day rate for part-timers. A fixed salary will also cover the need for coroners to be available at all times even given they are notionally part-time. The proposed range of day rates is based on removing the suggested level of £20,000 from the senior coroner range and then dividing by 220 to achieve a range of daily rates which is transparent and equitable. The

salary includes statutory out of hours work as set out in legislative provisions.

- Area coroners – a range from £87,000 to £100,000. The JNC 5.5% pension allowance will not to be sought in addition (Area Coroners have not previously been covered by the JNC). The salary would include statutory out of hours responsibility to the extent that it applies to Area Coroners as set out in legislative provisions.
- Assistant coroners – daily rate from £375 to £454 with a ceiling/floor mid-point for less complex/highly complex areas. This approach takes account of the 2 levels within the single role that Korn Ferry Hay identified in its job evaluation exercise. The 5.5% pension allowance would not be sought in addition should access to the LGPS be provided to assistant coroners.

Joint guidance will be produced before the end of 2017 to assist local decision-making in respect of the above approach. Until that happens, no action is necessary.

Background information in relation to this work is contained in past circulars which can be found at the following link: <https://www.local.gov.uk/our-support/workforce-and-hr-support/coroners>

We are grateful to the technical advisers from local authorities who have worked with us on this exercise.

Yours faithfully

**SIMON PANNELL**  
**JENNIFER LEEMING**

Joint Secretaries



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## JOINT NEGOTIATING COMMITTEE FOR CORONERS

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**To: Chief Executives (London Boroughs, Metropolitan Districts, County Councils  
and Unitary Councils in England and Wales)**

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8 January 2018

### CORONERS' CIRCULAR No 62

Dear Sir/Madam

#### **Coroners' pay guidance**

This guidance must be read in conjunction with JNC circular No. 61 (copy attached). This sets out the principles of the agreement reached and indicated that the JNC would produce guidance to assist local decision-making in respect of the approach to be taken in determining pay within the appropriate range. That guidance is now set out below.

The level of pay will be determined locally, in line with the complexity of the coroner area. This guidance is intended to provide assistance to councils on how the factors should be interpreted, without directing or being overly prescriptive. It aims to provide those whose responsibility it is to determine and decide on a local evidential basis, the appropriate level of pay. This joint guidance seeks to identify factors to consider in determining the complexity of a coroner's area in order to consider the appropriate pay point at a local level.

In making the assessment of the relevant pay level to be applied locally it should be on the basis that all the duties and responsibilities are being performed at full capability as outlined within the jointly agreed and adopted job descriptions (within the KFH report commissioned by the JNC). Councils are reminded that the pay framework does not cover non-statutory out of hours duties. The KFH report can be found at <https://www.local.gov.uk/our-support/workforce-and-hr-support/coroners> .

The factors should be considered holistically in order to arrive at a balanced overarching picture of an Area's complexity. It is not intended to be a simple numbers exercise.

In considering the factors below the assessment of the relative complexity of a coronial area should be considered in terms of the likelihood of the presence of these factors to require additional coronial intervention beyond that which would be normally expected and cannot be addressed solely through additional Assistant Coroner capacity. Similarly, the absence of such factors should be considered in

terms of a reduction in the likelihood of coronial intervention compared to that normally expected. In practical terms, the difference in the types of an institution present in an area are likely to provide for different demands upon the coronial service (e.g. local prison as compared to an open prison or a large acute hospital compared to a community hospital) and the overall assessment should be on the basis of the coronial area as a whole.

In considering all factors local knowledge/experience/risk will be a feature and should be evidence based. These factors include:

<b>Factor</b>	<b>For consideration</b>
Prisons and other institutions of state detention.	Are there any? Type of institution/s - where more vulnerable people are detained e.g. local prisons, young offenders institutions, female prisons and/or immigration detention centres. Number of institutions.
Mental Health Unit(s)	Are there any? Type of such units i.e. in-patients Number of units.
Hospitals with areas of specialism	Type of such hospitals e.g. tertiary hospital (tertiary characterised by offering specialised consultative care, usually on referral from primary or secondary medical care personnel, by specialists working in a centre that has personnel and facilities for special investigation and treatment.), hospitals with specialist units e.g. neurological, stroke, neo-natal units. Number of such hospitals.
Caseload	Caseload of the respective coroner  It should be noted that it may be possible for a coroner (including a part-time coroner) to have a low but quite complex caseload e.g. due to a number of factors of complexity and that would need to be taken into account in determining the local pay point. Conversely, it may be possible for a coroner to have a high caseload of low complexity.

In addition to the above factors there may be an exceptional local factor that it is determined is appropriate to be taken into account e.g. a major transport hub such as an international airport or military port/hub. As with all other factors you will wish to be mindful of the number, type, and local evidence of risk/complexity.

## **Senior and Area Coroners**

The factors set out above would apply to both Senior (full-time and part-time) and Area Coroners and we would anticipate them being placed at the same point within the appropriate range for the coronial area.

## **Part-time Senior Coroners**

Part-time senior coroners must keep a note of time spent on coronial business including details of days worked, indicating time worked (half or full day), where and what work undertaken and they may be required to provide a "fee note" in this respect. How such a note would look in practice is a matter for local determination. How and when payment is made to part-time senior coroners is a matter for local determination. Earnings will be capped at the level of a full-time senior coroner in a similarly complex area.

## **Assistant Coroners**

We would expect a broad correlation between the pay of a Senior Coroner and the daily rate determined for Assistant Coroners working within that same coroner area. Where the Senior Coroner role is paid at the mid-point or below then the mid-point of the Assistant's range should be a ceiling. Where the Senior Coroner role is paid above the mid-point then that same figure should be a floor. Assistant Coroners will be expected to operate across the complexity of the area/role as per the jointly agreed job description.

## **Other issues**

Performance management - local authorities will be aware that at present, they are unable to formally performance manage coroners. This matter is outside of the remit of the JNC. However, it is believed that the Chief Coroner at some future stage will be providing guidance on performance management.

Next review - The JNC's pay ranges will next be reviewed in September 2018 with a view that any agreed changes would be implemented from 1<sup>st</sup> April 2019.

Yours faithfully

**SIMON PANNELL**  
**JENNIFER LEEMING**

Joint Secretaries

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## JOINT NEGOTIATING COMMITTEE FOR CORONERS

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**To: Chief Executives (London Boroughs, Metropolitan Districts, County Councils and Unitary Councils in England and Wales) (copy for Treasurer)**

---

2 November 2017

### CORONERS' CIRCULAR No 61

Dear Sir/Madam

#### **Coroners' pay**

We are writing to update you on our negotiations regarding the pay of coroners.

As you are aware the JNC for Coroners agreed to undertake a job evaluation (JE) exercise to assess the roles set out in the Coroners and Justice Act 2009.

We commissioned Korn Ferry Hay Group to undertake the job evaluation exercise to enable us to develop a grading arrangement based on broader criteria than the population based approach taken in the past. That exercise has created new model job profiles and has been able to take account of criteria relevant to both local authority and judicial contexts. It has also been the first opportunity to consider through the JNC pay recommendations with regard to Area and Assistant Coroners. Having considered the outcome of the technical evaluation exercise and looked at a wide range of potential pay benchmark data, the two sides have reached agreement in principle on an approach, details of which are set out below.

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Joint guidance will be produced before the end of 2017 to assist local decision-making in respect of the above approach. Until that happens, no action is necessary.

Background information in relation to this work is contained in past circulars which can be found at the following link: <https://www.local.gov.uk/our-support/workforce-and-hr-support/coroners>

We are grateful to the technical advisers from local authorities who have worked with us on this exercise.

Yours faithfully

**SIMON PANNELL**  
**JENNIFER LEEMING**

Joint Secretaries

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**CABINET**  
**REPORT OF THE**  
**ASSISTANT CHIEF EXECUTIVE AND CHIEF DIGITAL OFFICER**  
**K. JONES**  
**23 January 2018**

**SECTION B - MATTER FOR INFORMATION**

**WARD(S) AFFECTED: ALL**

**Title of Report**

Wales Audit Office Certificate of Compliance - Audit of Neath Port Talbot County Borough Council's assessment of 2017-18 performance

**Purpose of Report**

To present the Wales Audit Office's Certificate of Compliance issued in November 2018 (Appendix 1) for their Audit of Neath Port Talbot County Borough Council's assessment of 2017-18 performance (2017-18 Annual Report - Part 2).

**Background**

Under section 17 and 19 of the Local Government (Wales Measure) 2009, the Auditor General is required to report on his audit and assessment work in relation to whether the Council has discharged its statutory duty to publish an assessment of performance, before 31 October in the financial year following that to which the information relates, or by any other such date as Welsh Ministers may specify by order.

**Main Findings**

From the Compliance Certificate (contained in Appendix 1), it is pleasing to report the Auditor General concluded that: "the Council has discharged its duties under section 15(2), (3), (8) and (9) of the Measure

and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties of the Measure.”

The Council published an [assessment of performance for the 2017-18](#) financial year on 12<sup>th</sup> September 2018.

## **Financial Appraisal**

The audit work undertaken by the Wales Audit Office has been delivered within the budget allocated for audit and inspection work. Performance reported in the 2017-18 Annual Report – Part 2 was delivered against a challenging financial backdrop.

## **Equality Impact Assessment**

This report is not subject to an Equality Impact Assessment.

## **Workforce Impacts**

There are no workforce impacts.

## **Legal Impacts**

Under Sections 17 and 19 of the Local Government (Wales) Measure 2009, the Auditor General for Wales is required to carry out an audit of the Council’s Improvement Plan.

## **Risk Management**

The Council also has a general duty under the local Government (Wales) Measure 2009, to annually publish an assessment which describes its performance before 31 October in the financial year following that to which the information relates, or by any other such date as Welsh Ministers may specify by order. Failure to complete and publish an annual assessment of performance report for the Council would mean that the Council has not complied with statutory guidance, which could result in statutory recommendations the Council would be obliged to address.



## **Consultation**

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

## **Recommendations**

It is recommended that Members note the Wales Audit Office : Audit of Neath Port Talbot County Borough Council's assessment of 2017-18 performance, attached at Appendix 1.

## **Appendices**

Appendix 1 – Wales Audit Office: Audit of Neath Port Talbot County Borough Council's assessment of 2017-18 performance.

## **List of Background Papers**

- Neath Port Talbot County Borough Council, Corporate Plan 2017-22 - [Annual Report – 2017-18 Part 2](#)
- Local Government (Wales) Measure 2009

## **Officer Contact**

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

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**Reference:** 9202018-19

**Date issued:** November 2018

## Audit of Neath Port Talbot County Borough Council's assessment of 2017-18 performance

### Certificate

I certify that I have audited Neath Port Talbot County Borough Council's (the Council) assessment of its performance in 2017-18 in accordance with section 17 of the Local Government (Wales) Measure 2009 (the Measure) and my Code of Audit Practice.

As a result of my audit, I believe that the Council has discharged its duties under sections 15(2), (3), (8) and (9) of the Measure and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties.

### Respective responsibilities of the Council and the Auditor General

Under the Measure, the Council is required to annually publish an assessment which describes its performance:

- in discharging its duty to make arrangements to secure continuous improvement in the exercise of its functions;
- in meeting the improvement objectives it has set itself;
- by reference to performance indicators specified by Welsh Ministers, and self-imposed performance indicators; and
- in meeting any performance standards specified by Welsh Ministers, and self-imposed performance standards.

The Measure requires the Council to publish its assessment before 31 October in the financial year following that to which the information relates, or by any other such date as Welsh Ministers may specify by order.

The Measure requires that the Council has regard to guidance issued by Welsh Ministers in publishing its assessment.

As the Council's auditor, I am required under sections 17 and 19 of the Measure to carry out an audit to determine whether the Council has discharged its duty to publish an assessment of performance, to certify that I have done so, and to report whether I believe that the Council has discharged its duties in accordance with statutory requirements set out in section 15 and statutory guidance.

## Scope of the audit

For the purposes of my audit work I will accept that, provided an authority meets its statutory requirements, it will also have complied with Welsh Government statutory guidance sufficiently to discharge its duties.

For this audit I am not required to form a view on the completeness or accuracy of information. Other assessment work that I will undertake under section 18 of the Measure may examine these issues. My audit of the Council's assessment of performance, therefore, comprised a review of the Council's publication to ascertain whether it included elements prescribed in legislation. I also assessed whether the arrangements for publishing the assessment complied with the requirements of the legislation, and that the Council had regard to statutory guidance in preparing and publishing it.

The work I have carried out in order to report and make recommendations in accordance with sections 17 and 19 of the Measure cannot solely be relied upon to identify all weaknesses or opportunities for improvement.



**Adrian Crompton**

**Auditor General for Wales**

CC: Alun Davies – Cabinet Secretary for Local Government and Public Services  
Colin Davies, Manager  
Alison Lewis, Performance Audit Lead

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

### **Cabinet**

16 January 2019

### **Report - Head of Transformation (ELLL) Andrew Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Dyffryn

#### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been submitted by the respective Ward Member.

#### **Executive Summary**

2. The Members Community Fund was approved in its present form at Cabinet Board on the 16.05.18 and was launched at an All Members Seminar on the 14.06.18. The Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Project Proposal**

### **3. Greening initiative in the Ward of Dyffryn.**

A bid to make the area more attractive, encourage biodiversity and increase community spirit by installing 16 raised planters and establishing wildflower areas on sections of the grass roadside verges throughout the Ward.

This bid has been developed to 'enhance existing Council Services' and has the full support of NPTCBC's Streetcare Services.

The funding being sought in this application will be used to finance the supply and installation of the planters (1m x 1m with a depth of 45cm) by the NPTCBC's Streetcare Services, growing medium, plants (Roses and Lavender) and native wildflower seeds.

Once installed, members of the community have agreed to adopt the planters as their own (as has been the case with a previously successful pilot project within the Ward) to ensure that they are regularly maintained. Pupils from Abbey Primary School will be involved with the sowing of the wildflower areas.

The demand for this initiative has come to the attention of the local Councillor. Local residents have communicated the need to soften the look of the area and make it more visually attractive in the hope

that it will encourage people to take better care of their surroundings. Although the majority of residents in Dyffryn are model citizens there is unfortunately a high degree of littering, anti-social behaviour and irresponsible parking.

The long term sustainable benefits associated with the project include making the Ward more vibrant and a better place to live, an increase in species habitat for local flora and fauna and denying those residents who would otherwise choose to park recklessly on grass verge areas.

The request for Grant aid from the Members Community Fund is for £10,000, the entire allocation attributed to Councillor Martyn Peters, Elected Member for the Ward of Dyffryn.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

The proposed locations for the planters are currently maintained by NPTCBC's Streetcare Services and that arrangement will continue following their installation. The Streetcare Team have agreed to absorb the small amount of additional maintenance associated with strimming the grass around the bases of the planters at no additional cost. Advice has been taken to ensure that the planters will be situated in places that will not create an obstacle or any interference to a visual splay that might otherwise be dangerous to pedestrians or motorists.

The small amount of maintenance associated with the upkeep of the planters will be adopted by volunteers from the local community. Should this arrangement go awry in the long term, the Dyffryn Clydach Community Council will commit their own handyman/ ground staff to ensure they are well kept into the foreseeable future.

The raised planters will be procured through a local company, 'Second Life Products Wales Ltd' of Cwmgors, and constructed from 100% recycled plastic. They are maintenance free, waterproof, UV resistant, vandal resistant and extremely durable.

This project places no additional revenue or financial burden on NPTCBC.

### **Equality Impact Assessment**

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

### **Workforce Impacts**

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

### **Legal Impacts**

7. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

### **Risk Management**

8. There are no risk management issues associated with this report.

### **Consultation**

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

### **Recommendations**

10. That the project proposal for the Greening Initiative (as detailed within the circulated report) be approved, and £10,000 financial support, from Councillor Martyn Peter's allowance under the Members Community Fund, be awarded.



## **Reasons for Proposed Decision**

11. To approve the Application for funding that has been received under the Members Community Fund. The Members Community Fund will continue to receive bids until the due deadline date of 31.03.2020.

## **Implementation of Decision**

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

## **List of Background Papers**

13. This Dyffryn initiative has been developed from the Members Community Fund Application Form submitted by Councillor Martyn Peters which has been retained for reference.

## **14. Officer Contact**

Paul Hinder, Project Development & Funding Manager, (ELLL).

Tel: 01639 763390, email: [p.hinder@npt.gov.uk](mailto:p.hinder@npt.gov.uk)



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

### **Cabinet**

16 January 2019

### **Report - Head of Transformation (ELLL) Andrew Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Neath North

### **Project Proposal made to the Members Community Fund**

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

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Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Project Proposal**

3. Development of accessible washroom and changing facilities (compliant with the Equality Act 2010) at the Neath YMCA building, Lletty Nedd, Neath.

This bid has been developed to 'Assist Voluntary Sector provision.'

The proposal is to renew and upgrade the existing male washroom facilities at the Neath YMCA by installing a new toilet, wash hand basin, hand rails, disabled call system and emergency lighting. The investment will also include the provision of a fully accessible showering and changing area with new heating, automatic lighting, an appropriate ventilation system, benches, mirrors, lockers and a hand dryer.

This scheme has been defined and specified by a LABC (Local Authority Building Control) certified designer, 'Moore Interiors Ltd' of Swansea. This will ensure that the completed works meet all of the necessary requirements and guarantee that the new facilities are fully accessible.

The plumbing and electrical works associated with the project will be undertaken by local reputable tradespeople. Work associated with the fabrication of new interior walls and ceilings will be undertaken pro bono by individuals enrolled on the 'Buildback Programme', an

initiative led by 'Dragon Training and Recruitment' of Swansea. This programme is managed in partnership with Neath Port Talbot College, the Job Centre and the Construction Industry Training Board, and provides opportunities for the unemployed and disengaged to train in trades within the construction industry. Following completion of the programme participants are guaranteed an interview with a local contractor and many of those who have previously participated in the programme have since been gainfully employed. All materials associated with the 'Buildback Programme' are procured and donated by the Swansea City Football Club Community Trust.

The need for the project has been identified through ongoing consultation exercises with current YMCA users and the wider community via questionnaires, focus groups and social media. The most recent consultation concluded that people see the lack of appropriate washroom and changing facilities as a barrier to taking part in physical activity classes at the YMCA, and that participation would greatly increase if the amenities were improved.

The ongoing community benefits associated with the project include providing improved amenities at a popular community facility making it more appealing and accessible, promoting an increase in sports participation and physical exercise.

The total cost of this scheme is £9,558.75, which includes the £1,600.00 attributed to the voluntary labour provided by participants in the 'Buildback Programme' and £759.75 for their materials. The YMCA have also secured £709.00 from the Neath Sportsmen's Trust and Barclays Bank. The request for Grant aid from the Members Community Fund is for £6,490, split equally between the Members Fund allocations attributed to the two Neath North Ward Members - a £3,245 contribution from Cllr Alan Lockyer, and a £3,245 contribution from Cllr Mark Protheroe.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

The YMCA have forecasted a 60% reduction in water and electricity rates and a dramatic decrease in costs associated with the repair and maintenance of the building following the completion of this project. These savings combined with the anticipated increase in participation resulting from the improvements made to the facility will help to ensure the future sustainability of the YMCA.

The Young Men's Christian Association (YMCA) are the Leaseholders of the building in Lletty Nedd, Neath, and are fully responsible for any ongoing maintenance. The project places no additional revenue or financial burden on NPTCBC.

### **Equality Impact Assessment**

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

### **Workforce Impacts**

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

### **Legal Impacts**

7. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

### **Risk Management**

8. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

10. That the project proposal for the Development of an accessible male washroom and changing facilities at the Neath YMCA (as detailed within the circulated report) be approved, and that £3,245 financial support from Councillor Alan Lockyer's allowance under the Members Community Fund, and £3,245 financial support from Councillor Mark Protheroe's allowance under the Members Community Fund, be awarded.

### Reasons for Proposed Decision

11. To approve the Application for funding that has been received under the Members Community Fund. The Members Community Fund will continue to receive bids until the due deadline date of 31.03.2020.

## **Implementation of Decision**

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

## **List of Background Papers**

13. This Neath North initiative has been developed from the Members Community Fund Application Form submitted by Councillor Alan Lockyer and Councillor Mark Protheroe which has been retained for reference.

## **14. Officer Contact**

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

### **Cabinet**

16 January 2019

### **Report - Head of Transformation (ELLL) Andrew Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Sandfields East

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been submitted by the respective Ward Members.

#### **Executive Summary**

2. The Members Community Fund was approved in its present form at Cabinet Board on the 16.05.18 and was launched at an All Members Seminar on the 14.06.18. The Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Project Proposal**

3. Improvement to the provision currently on offer at Vivian Park Play Area, Sandfields East.

This bid has been developed to 'enhance existing Council services' and has the full support of the NPTCBC Park and Cemeteries Department.

The proposal is to remove and dispose of two pieces of fixed play equipment which are no longer fit for purpose and replace with new, inclusive apparatus including a Basket Swing, 'Curlicue' spinner and a flush fitting roundabout. The preferred contractor, 'Sutcliffe SW', will also refurbish all of the existing equipment in order to prolong its lifespan, i.e. replacing a vertical play net which has exposed wires, installing new play panels, replacing worn chains on the swings and de-scaling and re-painting the corroded metal vertical uprights. The play area will also receive a new layer of brightly coloured wet pour safety surfacing throughout to ensure it is a safe environment for play and recreation.

Vivian Park has seen little in the way of investment in recent years due to budget constraints imposed on the NPTCBC Parks and Cemeteries Department. The most recent RoSPA inspection for the play area highlighted a number of concerns. The safety surfacing was found to be in very poor condition, presenting many trip hazards

where there had been damage to the surface and shrinkage/ separation from the concrete underneath. Items of equipment were assessed as being worn out, heavily corroded and many have fixtures loose or missing. This proposal will cure all of the deficiencies highlighted in the RoSPA Report and guarantee the safety of future users.

Feedback from local residents indicates that the amenity is lacking in appeal and play value. In its current condition it does little to contribute to ongoing developments within the Ward (which includes a new school and two new housing complexes) but with capital investment the play area will augment Sandfields East making it a more vibrant and a better place to live.

The long term sustainable benefits associated with the proposal include providing a safe and secure environment for play, making the play area more inclusive for those who are less ambulant, improved health and wellbeing and better physical, social and cognitive development amongst children.

The total cost of this scheme is £54,905. The project has already secured £28,980 in Section 106 monies attributed to the Ward of Sandfields East, £8,500 from the Welsh Government 'All Wales Play Opportunities' Grant and £1,035 from NPTCBC's Project Development and Funding Unit. The request for Grant aid from the Members Community Fund is for the whole of Councillor Sean Pursey's allocation of £10,000, £3,195 from Councillor Mathew Crowley's allocation and £3,195 from Councillor Edward Latham's - this will complete the funding package and make the proposal a reality.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

The project has the full support of NPTCBC's Parks and Cemeteries Department, who will be responsible for the ongoing insurance, maintenance and inspection of the Park for the foreseeable future.

The fixed play equipment will be of robust construction. All of the play apparatus included in the proposal will have been tested and certified

to the European Standard EN1176. The safety surfacing is certified to EN1177. 'Sutcliffe SW' offers extensive equipment and installation guarantees. As a consequence the Council will not be exposed to the costs of repair/replacement of any of the fixed play equipment or its components for quite some time after work has been completed on the project. The project proposal will provide a revitalised play area. Under warranty, the investment will be secure for many years to come.

The NPTCBC Parks and Cemeteries Department will continue to carry out routine maintenance, litter picking and site supervision, as it does now, to ensure the play area is kept clean and safe.

### **Equality Impact Assessment**

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

### **Workforce Impacts**

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

### **Legal Impacts**

7. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

### **Risk Management**

8. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

10. That the project proposal for improvements to the provision of play equipment currently on offer at Vivian Park Play Area, Sandfields East, be approved and Councillor Sean Pursey's allocation of £10,000, Councillor Mathew Crowley's allocation of £3,195 and Councillor Edward Latham's allocation of £3,195, under the Members Community Fund, be awarded.

## **Reasons for Proposed Decision**

11. To approve the Application for funding that has been received under the Members Community Fund. The Members Community Fund will continue to receive bids until the due deadline date of 31.03.2020.

## **Implementation of Decision**

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

## **List of Background Papers**

13. This Sandfields East initiative has been developed from the Members Community Fund Application Form submitted by Councillor Edward Latham, Councillor Mathew Crowley and Councillor Sean Pursey. Quotations from 'Sutcliffe SW' and the RoSPA Report dated 14.02.18 have been retained for reference.

## **14. Officer Contact**

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