



Y CABINET

DYDD MERCHER, 20 CHWEFROR 2019

**YN SYTH AR ÔL CYFARFOD PWYLLGOR CRAFFU POLISIŶAU AC
ADNODDAU'R CABINET**

**SIAMBR Y CYNGOR – CANOLFAN DDINESIG CASTELL-NEDD PORT
TALBOT**

Rhan 1

1. Periodi cadeirydd
2. Datganiadau o gysylltiadau
3. Cofnodion y Cyfarfod Blaenorol (*Tudalennau 3 - 6*)
4. Blaenraglen Waith 2018 (*Tudalennau 7 - 8*)
5. Monitro Perfformiad Chwarter 3 (*Tudalennau 9 - 22*)
Adroddiad gan y Prif Weithredwr Cynorthwyol a'r Prif Swyddog Digidol
6. Adolygiad o'r Gofrestr Risgiau 2018-19 ar 31 Rhagfyr 2018
(*Tudalennau 23 - 50*)
Adroddiad y Pennaeth Cyllid
7. Cyfraniadau Gwirfoddol Ychwanegol (*Tudalennau 51 - 56*)
Adroddiad y Pennaeth Cyllid
8. Cronfa Gymunedol yr Aelodau - Aberdulais (*Tudalennau 57 - 62*)
Adroddiad gan y Pennaeth Trawsnewid
9. Cronfa Gymunedol yr Aelodau - Bryn a Chwmafan

(Tudalennau 63 - 68)
Adroddiad gan y Pennaeth Trawsnewid

10. Cronfa Gymunedol yr Aelodau - Pontardawe *(Tudalennau 69 - 74)*
Adroddiad gan y Pennaeth Trawsnewid
11. Eitemau brys
Unrhyw eitemau brys (cyhoeddus neu wedi'u heithrio) yn ôl
disgresiwn y Cadeirydd yn unol ag Adran 100b (4)(B) Deddf
Llywodraeth Leol 1972

S.Phillips
Prif Weithredwr

Canolfan Ddinesig
Port Talbot

Dydd Iau, 14 Chwefror 2019

Aelodau'r Y Cabinet:

Y Cyngorwyr 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 a/ac A.Wingrave

EXECUTIVE DECISION RECORD**23 JANUARY, 2019****CABINET****Cabinet Members:**

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

Officers in Attendance:

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

Invitees:

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

1. APPOINTMENT OF CHAIRPERSON

Agreed that Councillor A.Wingrave be appointed Chairperson, for the meeting.

2. MINUTES OF MEETING HELD ON 5 DECEMBER, 2018

That the Minutes of the previous meeting of Cabinet, held on 5 December, 2018, be noted.

3. FORWARD WORK PROGRAMME 2018/19

Noted by Committee.

4. ETHICAL EMPLOYMENT IN SUPPLY CHAIN POLICY

Decision:

That the adoption of the Neath Port Talbot County Borough Council Ethical Employment in Supply Chains Policy, be approved.

Reason for Decision:

To support the requirements of the Welsh Government Ethical Employment Code of Practice and to demonstrate commitment to the principles therein.

Implementation of Decision:

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

5. PROVISION OF LOAN FUNDING TO BLAENGWRACH AND SEVEN SISTERS COMMUNITY COUNCILS

Members considered and agreed with the recommendations of the Scrutiny Committee (held immediately before the meeting) concerning any possible rise in the Bank of England base rate, and these are reflected as the additional text, in bold and italic, in Decision numbers 1 and 2 below.

Decisions:

1. That a maximum loan of £37,000 to Blaengwrach Community Council Limited at an interest rate of 1% for a maximum period of 15 months, be approved, ***but should the Bank of England base rate increase before the loan is taken out, the interest rate be increased by the same percentage rise;***
2. That a maximum loan of £156,000 to Seven Sisters Community Council at an interest rate of 1% for a maximum period of 9 months, be approved, ***but should the Bank of England base rate increase before the loan is taken out, the interest rate be increased by the same percentage rise;***
3. That delegated authority be granted to the Director of Finance and Corporate Services (in consultation with the Head of Legal Services) to enter into a loan agreement detailing the

arrangements between the Council and each Community Council, referred to in Decisions 1 and 2 above.

Reason for Decisions:

To enable the Community Councils to deliver their community projects.

Implementation of Decisions:

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

6. **MEMBERS' COMMUNITY FUND - SANDFIELDS WEST**

Decision:

That the provision of 120 linear metres of fixed guard rail at Purcell Avenue, Sandfields West be approved, and that Councillor Suzanne Paddison's allocation of £7,728.58 and Councillor Oliver Stewart Davies's allocation of £7,728.58, under the Members' Community Fund, be awarded.

Reason for Decision:

To approve the Application for funding received under the Members' Community Fund.

Implementation of Decision:

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

CHAIRPERSON

Mae'r dudalen hon yn fwriadol wag

2018/19 FORWARD WORK PLAN

CABINET

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
6 March 2019	Members Community Fund Application	Decision	Monthly	P.Hinder
	Port Talbot Waterfront Enterprise Zone	Decision	Topical	G.Nutt
	Leaving Care – Council Tax Exclusion	Decision	Topical	H.Jenkins
	Western Bay	Information	Topical	Western Bay Contact Officer: Nicola Trotman

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Eitem yr Agenda4

Cabinet – Forward Work Programme

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
27 March 2019	Members Community Fund Application	Decision	Monthly	P.Hinder

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Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
17 April 2019	Members Community Fund Application	Decision	Monthly	P.Hinder
	Corporate Plan	Decision		C.Furlow

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET

20 February, 2019

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

Matter for: Monitoring

Wards Affected: All

Report Title

1. Corporate Plan Key Performance Indicators, Quarter 3 (1st April 2018 – 31st December 2018) for services within Cabinet's purview

Purpose of the Report

2. To report quarter 3 performance for the Council's Corporate Plan Key Performance Indicators (KPI's) for the period 1st April 2018 to 31st December 2018 for services within the purview of Cabinet.

Executive Summary

3. Cabinet is presented with the Corporate Plan KPI's within the purview of Cabinet (i.e. Chief Executive & Finance & Corporate Services). A list of quarter 3 Corporate Plan KPI's with progress comments on each indicator are attached as appendix 1, these do not include those KPI's collected on an annual basis as these will be reported in quarter 4. The full suite of Corporate Plan KPI's can be found in the [Corporate Plan 2018-2022](#)
4. All other Corporate Plan KPI's will continue to be reported to relevant Cabinet Boards i.e. Education, Skills and Culture, Social Care Health and Wellbeing, Street Scene and Engineering and Regeneration and Sustainable Development.
5. KPI status:
 - GREEN (green traffic light) - KPI's that have improved on or achieved target
 - AMBER (amber traffic light) - KPI's that have not achieved target but performance is within 5%

- RED (red traffic light) - KPI's that are 5% or more below target
6. Where available, appendix 1 provides performance data for quarter 3 performance for 2016/17, 2017/18 & 2018/19 (all 9 months data). The quarter 3 target provided is also for a nine month period.
 7. Appendix 2 provides quarter 3 information for Compliments and Complaints data, collected in line with the [Council's Comments, Compliments & Complaints Policy](#) for Cabinet. All other compliments and complaints information continue to be reported to relevant Cabinet Boards.

Financial Impact

8. The performance described in the Report is being delivered against a challenging financial backdrop.

Integrated Impact Assessment

9. An Integrated Impact Assessment is not required for this report.

Workforce Impacts

10. The Council's workforce continues to contract as financial resources continue to reduce. In recognition of the scale of change affecting the workforce, a new Corporate Workforce Plan has been developed to support the workforce to adapt to the changes that are taking place.

Legal Impacts

11. This Report is prepared under:
 - The Local Government (Wales) Measure 2009 and discharges the Council's duties to "make arrangements to secure continuous improvement in the exercise of its functions".
 - The Well-being of Future Generations (Wales) Act 2015
 - The Neath Port Talbot County Borough Council Constitution requires each cabinet committee to monitor quarterly budgets and performance in securing continuous improvement of all the functions within its purview.

Risk Management

12. Failure to provide a suitable monitoring report within the timescales could lead to non-compliance with our Constitution. Also, failure to have robust performance monitoring arrangements in place could result in poor performance going undetected.

Consultation

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

Recommendation

14. For Members to monitor performance contained within this report.

Reasons for Proposed Decision

15. Matter for monitoring. No decision required.

Implementation of Decision

16. Matter for monitoring. No decision required.

Appendices

17. Appendix 1 – Corporate Plan Key Performance Indicators 2018/2019 – Quarter 3 Performance (1st April 2018 – 31st December 2018)
18. Appendix 2 - Compliments and Complaints information – Quarter 3 2018/2019

Officer Contact

19. Karen Jones, Assistant Chief Executive and Chief Digital Officer. Telephone: 01639 763284. E-Mail: k.jones3@npt.gov.uk
20. Shaun Davies, Corporate Performance Management Officer. Telephone: 01639 763172. E-Mail: a.s.davies@npt.gov.uk

Mae'r dudalen hon yn fwriadol wag



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Performance Indicators


Seath Port Talbot Council






Appendix 1 - Cabinet - Corporate Plan Key Performance Indicators - Quarter 3 - 2018/19










Print Date: 14-Feb-2019

How will we know we are making a difference (01/04/2018 to 31/12/2018)?






PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
1 Well-being Objective 1 - To improve the well-being of children and young people					
CP/012 - Number of apprenticeship, traineeship and work placement opportunities made available each year within the Council	32.00	60.00	115.00	83.00	 Green
<p>104 as at end of Q2 can be broken down into the following: 60 apprenticeships, 15 traineeships (of which 13 were looked after children) and 29 work placements. As at end of Q3 115 can be broken down as: 68 apprenticeships, 16 traineeships and 31 work placements.</p>					
CP/015 - Percentage of schools that have adopted suitable programmes to address VAWDASV			12.12		
<p>Quarter 3: 8 of 66 schools. New indicator - no comparable data or target. Hafan Cymru's Spectrum Programme delivers age appropriate Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) lessons, but it is currently at each school's discretion as to whether they decide to offer these lessons or not. The VAWDASV Children and Young People's Group and the Relationship and Sex Education (RSE) Group, have developed lesson packs for all schools. The lesson pack has been updated to include a Healthy Relationship Lesson. The lesson has been piloted and is ready to be embedded into the packs and delivered in all schools. The RSE Group will oversee roll out of the lesson, and future monitoring reports will enable members to track progress. In addition, the Community Safety Team and Youth Service held an awareness raising conference during September 2018. The conference was aimed at frontline professionals working with Children and Young People, to share information on services available for children who are affected by domestic abuse. This included sharing information on the roll out of the RSE packs across all schools.</p>					
CP/016 - Percentage of children and young people who have participated in a suitable programme that addresses VAWDASV			39.00		
<p>New Indicator - no comparable data or target. 1,886 of 4,836 pupils (39%). During 2018/19, a suitable programme was delivered to year 6 and year 8 pupils. For Year 8 pupils, 'It's your World' was a pilot event held at Ysgol Bae Baglan only, delivering safety messages on five key topics. 300 Year 8 pupils received this programme during Quarter 1. A further 2 events will be held during 2019. Year 6 pupils participated in a suitable programme through the Crucial Crew event, which took place in July and was attended by 1,586 pupils. This event will next take place in July 2019.</p>					
CP/017 - Percentage of year 6 children and young people who have participated in a suitable programme to address cyber-crime			97.98		
<p>New Indicator - no comparable data or target. This work is carried out in July every year at the Community Safety flagship event Crucial Crew. 1,554 of 1,586 young people participated. However, all children and young people from year 7 – 11 in the county borough would also have participated through the normal school curriculum in a programme of general awareness raising on Internet safety.</p>					

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
2 Well-being Objective 2 - To improve the Well-being of all adults who live in the county borough					
CP/034 - Percentage of incidents of domestic abuse where people are repeat victims - IDVA (Council) - highest risk victims			39.38	34.00	 Red
This performance indicator is reported quarterly with effect from 2018/19. Full year comparison with previous year's data will be available in Quarter 4. There has been a number of awareness raising campaigns designed to encourage more people experiencing VAWDASV to seek support. Additional resources have been made available to the Independent Domestic Violence Advisor (IDVA) Service which, together with improvements to multi-agency safeguarding arrangements are identifying more people who have had previous contact with services. The next phase of work will focus on examining the reasons why people are repeat victims to obtain assurance that services are adequate to meet need.					
CP/036 - Percentage of vulnerable people whose vulnerability is reduced via the vulnerable persons MARAC (Multi Agency Risk Assessment Conference)			93.33		
New Indicator - no comparable data or target. This performance indicator measures street vulnerable MARAC. For Quarter 3, Fourteen people classed as street vulnerable had their vulnerability reduced. e.g. accommodation found, ongoing support. One person did not engage.					
CP/037 - Number of repeat anti-social behaviour victims			3.00	5.00	 Green
A repeat anti-social behaviour victim is a person who has reported three incidents in a six month period and an action plan is put in place to support the victim. These figures are low as the early interventions put in place are generally effective.					
CP/046 - Percentage of correctly granted benefit against total granted	99.91	99.95	99.95	99.95	 Green
Accuracy remains very high with little variance over time.					
CP/047 - Average days taken for new claims and changes of circumstances– application to assessment	9.10	7.17	5.53	6.00	 Green
Turnaround times remain good and are below target.					
4 Governance and Resources (cross cutting) - To ensure the business of the Council is managed to maximise the long term benefit for the citizens of Neath Port Talbot					
CP/086 - PAM/001 - Number of working days lost to sickness absence per employee - Sickness FTE days lost	7.32	6.64	7.38	6.54	 Red
Managing sickness absence continues to be a key priority for Heads of Service and their Accountable Managers. There has been a vacancy in the sickness taskforce since October 2018. The post has been funded on a fixed term basis since 2014, but it has been confirmed that this funding will be withdrawn w.e.f. 31st March 2019. As it is evidence based that this post has contributed in previous years to a reduction in sickness absence rates, the HR team will be restructured in order to fund this on a permanent basis going forward. Once this has happened, an appointment will be made as quickly as possible. Our average working days lost to sickness for 2017/18 (full year) of 9.5 days is lower than the All Wales 2017/18 figure of 10.4 days, which ranks us 5th across Wales.					

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
CP/088 - Number of statutory recommendations made by the Council's external auditors on strategic and operational planning arrangements	0.00	0.00	0.00	0.00	 Green
The Wales Audit Office Annual Improvement Report (AIR) 2017-2018 made no formal recommendations for the Council. However the Auditor General did make a number of proposals for improvement and recommendations, deriving from local and national work undertaken by the Wales Audit Office and inspection work undertaken by Estyn. These proposals for improvement and recommendations are a key input into the Council's corporate governance arrangements and where necessary are incorporated into the Council's Annual Governance Statement - Improvement Action Plan, which is monitored periodically by the Cabinet/Cabinet Scrutiny Committee and the Audit Committee.					
CP/089 - Percentage of key performance indicators (National Public Accountability Measures) that were either at maximum performance or which improved compared to the previous year			38.89		
Revised data set therefore no target or comparable data for this measure. This measure reports performance on the previous year's (2017/18) national set of Public Accountability Measures. 7 of 18 of 2017/18 comparable measures have improved. For 2017/18, no measures achieved maximum performance. The Council has maintained performance across the areas covered by the national indicators compared to 2016-2017, with a small number showing improvement and a small number showing a reduction in performance. However, performance compared to other local authorities has declined across a range of indicators. Corporate Directors Group (CDG) is reviewing the Council's performance relative to other similar authorities to identify opportunities to improve relative performance.					
CP/091 - Percentage of complaints at stage 1 that were upheld/partially upheld	21.70	19.32	26.96		
17 of 88 for cumulative quarter 3 (9 months data) 2017-18 compared to 31 of 115 for cumulative quarter 3 2018-19. There has been a slight increase in complaints received for the 2018-19 period for stage 1 for services reporting to Social Services, Health and Housing Cabinet Board and Street Scene and Engineering Cabinet Board. There has been a reduction in stage 1 complaints for services reporting to the Education, Skills and Culture Cabinet Board, from 18 to 7. More detail has been reported to relevant Cabinet Boards.					
CP/092 - Percentage of complaints at stage 2 that were upheld/partially upheld	11.76	17.65	14.29		
3 of 17 for cumulative quarter 3 (9 months data) 2017-18 compared to 3 of 21 for cumulative quarter 3 2018-19. More detail has been reported to relevant Cabinet Boards.					
CP/093 - Percentage of complaints dealt with by the Public Services Ombudsman that were upheld/partially upheld	0.00	0.00	33.33		
3 complaints reported to Ombudsman during first nine months of 2018-19. One is within the purview of Street Scene and Engineering Cabinet Board, which was upheld. The other two relate to the Education, Leisure & Lifelong Learning Directorate, which are still under investigation.					

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
CP/094 - Number of compliments received from the public	236.00	302.00	200.00		
Overall the number of compliments has dropped by a third compared to the same nine month quarter 3 period last year. In the main, this is due to a change in the way the Education, Leisure and Lifelong Learning Directorate are recording their compliments. More detail has been provided to relevant Cabinet Boards.					
CP/097 - CS/001 - Customer Services - Average customer waiting times (face to face)	7.10	3.90	7.80	5.00	 Red
There has been a slight increase in personal callers compared to the same period last year with a marked increase in requests for recycling items during Spring/Summer months due to delays in meeting requests for recycling equipment made online. The increased activity affected Customer Services wait times. Some data for July is unavailable due to ticket machine breakdown.					
CP/098 - CS/004 - Percentage of customers leaving before being seen	0.13	0.10	0.13	0.10	 Red
Slight decrease in performance when a comparison made with the same period last year. Sickness/holidays resulted in reduced resources for the summer period which led to occasions where there was only one member of staff in each site available to deal with OSS enquiries.					
CP/099 - CS/003a - Percentage of telephone calls in Welsh abandoned after 5 seconds	12.28	16.22	15.80	3.00	 Red
155 of 981 for quarter 3, 2018-19, however volumes of calls for a Welsh Service will affect the % comparison with calls for an English Service. When the new call centre technology is operational in 2019, callers on both the Welsh and English queues will be advised of the length of time they are likely to wait which is expected to impact on abandoned rates.					
CP/100 - CS/003b - Percentage of telephone calls in English abandoned after 5 seconds	4.14	2.88	4.09	3.00	 Red
4,017 of 87,572 during quarter 3, 2018/19. There has been a slight increase in abandoned calls over the last quarter.					
CP/101 - CS/002a - Average time (seconds) to answer telephone calls in Welsh	19.10	24.00	20.00	20.00	 Green
Average answer times for telephone calls for a Welsh service continue to be quicker than calls for an English service.					
CP/102 - CS/002b - Average time (seconds) to answer telephone calls in English	22.40	18.00	23.00	20.00	 Red
There has been a slight improvement in answer times over the last quarter compared to the previous quarter. Staff vacancies left the service with short term capacity problems during the summer holiday period. Additional staff have been recruited during Quarter 3 which has resulted in improved answer times from then on.					

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PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
CP/103 - DBC/001 - Percentage of transactions completed on-line (new on-line services)	67.39	72.22	76.20	75.00	 Green
56,883 of 74,654 in Quarter 3, 2018-19. Data for this measure includes information for the following services: bulks, refuse and recycling equipment requests, location based reporting for dog bins, grit bins and missed waste collections reporting. Pest control appointment booking, and van permits can also be requested on-line. A new suite of measures to be developed to support the Smart and Connected Strategy, which was approved by Council in December 2018.					
CP/104 - 7.7(L) - Percentage of standard searches carried out within 10 working days	87.83	95.51	96.76	96.00	 Green
95.8% of searches completed within 10 working days for the three month period October to December 2018-19, compared to 93.1% October to December 2017-18, with an overall cumulative quarter 3 percentage of 96.8% for 2018-19 compared with 95.5% for 2017-18 shows continued improvement in performance and productivity.					
CP/105 - CFH/008 - Percentage of non-domestic rates due for the financial year which were received by the local authority	85.52	85.78	86.25	85.10	 Green
Collection of Business Rates is on target to reach in excess of 98.5% by the end of the financial year.					
CP/106 - PAY/001 - Percentage of invoices paid within 30 days		94.58	92.98	95.00	 Amber
Performance reported from 2017/18. The percentage of invoices paid within 30 days is marginally below the target of 95% but is within the expected level of performance.					
CP/107 - CFH/007 - Percentage of council tax due for the financial year which was received by the authority	85.52	85.78	85.45	85.80	 Amber
The collection rate is slightly down on the previous year however the recovery timetable is up to date. It is anticipated that the collection rate will decrease in comparison to last year due to issues associated with Universal Credit and a loss in staff resources.					

Additional Information



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Performance Indicators

Southport Council

Appendix 2 - Cabinet - Chief Executive Directorate and Finance & Corporate Services Directorate - Compliments and Complaints - Quarter 3 2018/19



Print Date: 12-Feb-2019

How will we know we are making a difference (01/04/2018 to 31/12/2018)?

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
Organisation					
PI/252 - Chief Executive's Directorate/ Finance & Corporate Services Directorate - % of stage 1 complaints upheld/partially upheld	26.09	20.69	40.00		
<p>10 of 25 complaints cumulative for the first 9 months compared with 6 of 29 complaints received for the same 9 months in 17-18 of the 10 complaints upheld:</p> <ul style="list-style-type: none"> - One was in connection with the Registration Service where a complaint was received on various issues in respect of the service provided at a wedding ceremony, an apology was given and procedures established to enable information to be double checked if required thereafter. - Four were received in connection with Customer Services responsibilities. One where a blue badge record was cancelled in error, this was rectified and an apology given. One in respect of incorrect information provided in relation to scanning of deceased cats, a reminder was given to all staff of the correct information to be relayed when queries were received in this respect. Two complaints were received relating to the call handling service provided by 2 staff in the Contact Centre. Following an investigation in to the feedback received the complaints were upheld, an apology was given to the customers concerned and staff were reminded about expected service standards in respect of the circumstances involved. - One complaint related to the way in which a Welsh Language call was dealt with resulting in the matter being reported to the Welsh Language Commissioner. Following an investigation into the feedback received the complaint was upheld. As it was an anonymous complaint an apology could not be provided to the individual concerned but the staff member has been reminded about the expected service standards in this respect. - Two complaints were received in respect of benefits, one was a report of an employee driving a pool car, the employee was spoken to and a letter of apology was sent, the other related to a letter being sent to the wrong address, again a letter of apology was sent by email. - 2 in respect of Council Tax, one where correspondence was not issued in Welsh as requested an apology was given and correspondence re-issued in Welsh and one where an error was made on a Council Tax account, again an apology was given and a new payment schedule was forwarded. 					
PI/253 -Chief Executive's Directorate/ Finance & Corporate Services Directorate - % of complaints at stage 2 that were upheld/partially upheld	20.00	50.00	25.00		
1 of 4 complaints received for the first 9 months for 2018/19 compared to 2 of 4 received for the same quarter 2017-18					
PI/254 - Chief Executive's Directorate/ Finance & Corporate Services Directorate - % of complaints dealt with by the Public Services Ombudsman that were upheld/partially upheld	0.00	0.00	0.00		
Zero Ombudsman investigations for services within this purview for each of the quarter 3 periods over the last three years.					
PI/255 - Chief Executive's Directorate/ Finance & Corporate Services Directorate - Number of compliments received from the public	127.00	100.00	84.00		

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
<p>Cumulative compliments for 2018/2019 can be broken down as follows:-</p> <ul style="list-style-type: none"> 8 – HR Resources/Training– excellent training provided 3 – Registrars – Fantastic, lovely wedding services provided at wedding ceremony and thanks to two Registrars 16 – Community Safety – excellent advice, informative talks and fantastic work in keeping young people safe. Thanks also for support 1 - Anti Social Behaviour – Appreciative of advice given 20– Customer Services and Contact Centre – Thanks to staff for being helpful, courteous, diligent, polite and professional and for providing a friendly quick service 2 – Benefits – on the way staff dealt with a query 17 – Licensing – thanks to staff for help, guidance, assistance, professional and excellent service, understanding and quick response. 3 - Council Tax - Compliments to staff 1 - Financial Services - Appreciated of assistance given 1 - Crematorium - well done on arrangements and organisation during a large funeral 2 - Legal Services - Thanks to a staff member for being helpful and professionalism of Solicitor 10 - Corporate Strategy split as follows: <ul style="list-style-type: none"> 5 received for Supporting the Older Persons Council 2 expressions of confidence for supporting the Armed Forces Community 3 for managing the Armed Forces Festival 					

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Mae'r dudalen hon yn fwiadol wag

CABINET

20 FEBRUARY 2019

REPORT OF THE HEAD OF FINANCE – H.JONES

Risk Register Review 2018-19 as at 31 December 2018

1. Purpose of the report

To provide Cabinet with an update on Strategic Risks as at 31st December 2018.

2. Executive Summary

The Council's Risk Management Policy was approved by Cabinet on 27th June 2018. This policy requires that, on a 6 monthly basis, Cabinet:

- Reviews and monitors the Strategic Risk Register

This report ensures compliance with that Policy.

3. Strategic Risks

The Strategic Risk Register is included at Appendix 1 of this report. Members should note the following changes since the last report to Cabinet on 27th June 2018:

Changes to current risk ratings

SR07 – Budget Control – Failure to manage activity, expenditure and income within budgets. Risk reduced from 'Medium' to 'Low'.

New Strategic Risks

SR16 – Brexit – The UK and EU fail to reach a withdrawal agreement in time for when the UK leaves the European Union on 29th March 2019. Risk Rating 'High'.

SR17 – Substance Misuse – Threat and harm of substance misuse across the County Borough and more people placed at significant harm / death. Risk Rating ‘Medium’;

SR18 – Failure to adhere to maintaining high standards of Cyber resilience and security. Risk Rating ‘Medium’.

4. Crime and Disorder Impact

There are no crime and disorder impacts resulting from this report.

5. Integrated Impact Assessment

An integrated impact assessment was not required for this report.

6. Workforce Impacts

There are no workforce impacts arising from this report.

7. Consultation

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

8. Risk Management

This report ensures compliance with the approved Risk Management policy.

9. Recommendation

It is recommended that Cabinet review the risks set out in Appendix 1 to this report.

10. Appendices

Appendix 1 - Strategic Risk Register

11. Background Papers

Risk Management Policy – Cabinet 27th June 2018



12. Officer Contact

For further information on this report item, please contact:

Huw Jones – Head of Finance

Tel: 01639 763575 E-mail: h.jones@npt.gov.uk

Strategic Risk Details

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating
SR01	Asset Management - Failure of Major Infrastructure	Gareth Nutt	Financial	18/1/2019	Threat	Treat	 High 22/8/2018	 Medium 22/8/2018	

Existing Controls



1. Highways Asset Management Plan
2. Fleet Asset Management Plan
3. Property Asset Management Plan
4. Capital Programme
5. Capital Programme Monitoring Group
6. Treasury Management Policy
7. Revenue budget funding
8. Large number of smaller asset transfer activity to community groups - bowling greens, sports pitches, community centres etc
9. Tip inspections
10. Flood and Water Management Plan

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
<ul style="list-style-type: none"> •Fleet Asset Management Plan in place. •Renewals Programme and Investment Plans in place. Annual reports to Streetscene & Engineering for Scrutiny and approval of procurement programme. •All vehicles and plant purchased off National and Regional Framework, or Council’s approved list of suppliers. •External BSI audits on Workshops. •Internal and Health & Safety Audits. •Vehicle and Plant disposals via Auctions. 	Dave Griffiths	0	1/3/2017	31/3/2020	<p>*All Transport functions are now consolidated under a single Integrated Transport Manager supported by a Fleet Manager and a Passenger Transport Manager.</p> <p>•The Fleet Manager is the registered ‘O’ Licence holder for the Authority. If the ‘holder’ be incapacitated three other members of staff have been trained and are qualified CPC holders</p>
<ul style="list-style-type: none"> *Highway Asset Management - Bridges & Structure's *Deal with alternative route for Cymmer Bridge. 	Dave Griffiths	2	1/3/2018	31/3/2022	<p>*Preliminary investigations underway, detailed design planned for 2019/20.</p> <p>*Construction work to be phased over two financial years 2020/2021 & 2021/2022.</p>
<ul style="list-style-type: none"> *Management of Landslips and Quarries on Council owned land and property portfolio. *Identify High Risk Sites. *Inspection Regime Implemented on quarry tips. *Deal with Cwmafon Landslip to fully re-open highway. *Capital Funding to be identified to address works required. 	Dave Griffiths	0	1/3/2017	31/3/2024	<p>£30K revenue funding identified to commence inspection of 35 quarries and tips in Council Ownership.</p> <p>*10 High Risk tips inspected during 2017/18 and works identified to be carried out during 2019/20.</p> <p>*A further 25 tip inspection have been commissioned and reports are due to be received by 31.03.19.</p>
Tudalen26					<p>*£750K identified in Capital Programme to address Major Landslip at Cwmafon.</p>

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					*Road fully re-opened October 2018, landslip remains a Medium to High Risk of failure and further investment required within 1-5 year timescale of circa £5 Million.
<ul style="list-style-type: none"> • Relevant Heads of Service to attend the Capital Programme Steering Group. • Business continuity plans. 	Simon Brennan	10	11/1/2018	31/3/2019	
<ul style="list-style-type: none"> • Undertake rolling programme of surveys and inspections to understand condition and identify areas that require further investigation. • Prioritise programmes of work and, where possible, remove/replace/reconstruct/refurbish the highest risk assets. 	Simon Brennan	10	11/1/2018	31/3/2019	Deal with alternative route for Cymmer Bridge- Action moved to Highways Asset Management Bridges and Structures for mitigation plan.
Asset management of non-highway civil engineering infrastructure (such as countryside bridges and dams) - Produce single inventory of assets vested with Streetcare, Property and Regeneration, and Planning & Public protection, obtain preliminary condition data, undertake an initial prioritisation exercise, and produce a programme to address high priority issues	Mike Roberts	12	1/4/2018	31/3/2019	
Highway Asset Management - undertake a rolling programme of surveys and inspections to understand adopted highway infrastructure condition (aside from Bridges) that require further investigation and action. Prioritise issues and produce programmes of work annually	Mike Roberts	10	1/4/2018	31/3/2019	

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR02	Pantteg - Significant slip of the land impacting on the community in an area of historic landslips	Gareth Nutt	Compliance	18/1/2019	Threat	Accept	 High 22/8/2018	 High 22/8/2018		

Existing Controls



1. Enforcement action taken on directly affected properties
2. Further survey work to establish further risks
3. Community relations strategy
4. Dialogue with Welsh Government regarding funding for the associated costs

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
*Counsel opinion to be sought on extent of on going liability due to large area of land in private ownership and having regard to the Councils duties as outlined in the legislation relating to housing and drainage.	Dave Griffiths	100	4/12/2017	23/2/2018	Counsel opinion received and properties in the Very High and High Risk areas inspected in accordance with the Housing Act. Hazard Awareness notices issued highlighting the High Risk nature of the Landslip Area on land and property.
*Site Specific Landslide Management and Monitoring Strategy to be developed.	Gareth Nutt	0	4/3/2019	31/3/2020	The strategy is dependent on the findings of the Final ESP report scheduled to be received at the beginning of March 2019.
<ul style="list-style-type: none"> • Hazard & Risk Maps of the area currently being finalised. • Public meeting held Jan 18 with further meetings thereafter as required. • Monitoring & slope analysis on-going to inform final report. • Sharing of information with public via Councils Internet site. 	Dave Griffiths	90	11/1/2018	31/3/2019	<p>A public meeting was held to update all residents, tenants and property owners on the latest Draft Hazard and Risk Map for the area.</p> <p>Lidar surveys supported with traditional surveying of the highway infrastructure is on-going.</p> <p>Quarry inspections have been undertaken and reports published and shared with property owners.</p> <p>Two highway retaining structures have had strengthening works undertaken. The bund opposite Pantteg Chapel has been enhanced with a gabion basket structure to prevent debris from minor landslips from impacting on the highway.</p> <p>Repairs and clearance of watercourses has been completed and continues to be monitored.</p> <p>All properties in the high risk area have been inspected by the Environmental Health Unit in</p>

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					accordance with Housing Act and Hazard Awareness Notices issued advising land and property owners of the Very High Risk nature of the Landslip Area.
• Land tribunal hearing held to consider householders concerns on council action	Nicola Pearce	100	11/1/2018	31/3/2019	The council successfully defended our position in the RPT
Discussions are ongoing with the insurance companies representing all but one of the owners through a third party consultancy. Discussions are underway with tenants to conclude compensations payments	Nicola Pearce	20	9/1/2019	31/8/2019	This work is underway in advance of the potential demolition of the terrace. In addition to the above one family continues to occupy a property. The council is in the process of prosecuting for non-compliance with the EPO in an attempt to secure vacancy of the whole terrace for health and safety reasons.
Multi-agency response plan to incident in place (Dragon System).	Shaun Burgess	100	4/9/2017	27/10/2017	The plan is subject to an annual joint multi-agency review. A tablet op exercise was undertaken in Nov 2017.

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR03	Governance - Break down in internal controls and/or governance arrangements as a result of significant and continuing service change, complex service models and the loss of experienced staff	Karen Jones	Resource	29/1/2019	Threat	Accept	 Medium 22/8/2018	 Medium 22/8/2018		

Revised - Existing Controls

1. Corporate Governance Statement regularly reviewed internally by the Governance Group and annually approved externally by Wales Audit Office. It describes current controls and improvement actions with process of regular review
2. Corporate Governance Group exercising continuous oversight of governance arrangements, including critical incident review
3. Open and robust relationship with external auditors and inspectors
4. Protected investment in Internal Audit Service with risk-based audit programmes
5. The work of internal and external audit monitored quarterly by Audit Committee
6. Regular reporting of progress in delivering agreed improvement actions set out in AGS to elected Members including Scrutiny and Audit Committees
7. Common template for reporting on decision items to Cabinet and Cabinet Boards, to ensure decisions are supported by relevant information
8. Training for all managers in corporate governance delivered by Monitoring Officer and Head of Corporate Strategy and Democratic Service
9. Range of governance modules integrated into Member Induction arrangements

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
4 improvement actions identified for 2018-19 linked to the Annual Governance Statement	Caryn Furlow	100	1/4/2018	31/3/2019	
Following the Audit Committee training, review the Audit Committee Terms of Reference to ensure that they enable adequate monitoring and review of governance arrangements by the Audit Committee	Huw Jones	100	19/11/2018	31/3/2019	Terms of Reference reviewed and remain appropriate
Further revision of the corporate reporting template to reflect Well-being of Future Generations (Wales) Act 2015 requirements and feedback from Wales Audit Office with refresher training for manager	Karen Jones	100	19/11/2018	31/3/2019	Template has been revised
Improvement action 1 - GDPR	Craig Griffiths	60	1/4/2018	31/3/2019	Guidance and training being rolled out
Improvement action 2 - IIA	Caryn Furlow	80	1/4/2018	31/3/2019	New template to be rolled out

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					Feb 2019
Improvement action 3 - Information Management	Steve John	10	1/4/2018	31/3/2019	Strategy to be updated
Improvement action 4 - Values & Behaviours	Caryn Furlow	30	1/4/2018	30/9/2019	To be taken forward in 2019-20. Approach to the work discussed at Corporate Governance Group 10/1/19
Operational procedures being established to maintain new risk management arrangements	Huw Jones	100	13/6/2018	31/8/2018	Operational procedures have been established to ensure the new risk management arrangements contained within the Policy are met
Oversight of compliance with GDPR being undertaken by Corporate Governance Group and reported by exception to Corporate Directors Group/Cabinet	Craig Griffiths	70	1/4/2018	31/3/2019	Report presented to Corporate Directors Group January 2019
Post implementation review of CPMS	Caryn Furlow	0	13/6/2018	31/12/2018	Steering group agreed on 22/1/19 to delay the review due to issues to be resolved with report writing functionality of CPMS
Provide additional focused training for the Audit Committee to ensure the Committee can exercise effective oversight of corporate governance arrangements.	Huw Jones	100	11/1/2018	31/10/2018	A training session was provided by the Wales Audit Office to Audit Committee Members in September 2018
Revise risk management policy and implement more consistent approach to risk description, scoring and action planning	Karen Jones	100	11/1/2018	31/3/2019	
Use the CAMMS performance management ICT system to increase access to information on corporate governance arrangements and to improve reporting for both officers and Members	Karen Jones	100	19/11/2018	31/3/2019	

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating
SR04	Workforce - Failure to adequately undertake workforce planning could lead to the Council not having the right numbers of the right people, in the right place, at the right time, doing the right things	Sheenagh Rees	Resource	23/1/2019	Threat	Treat	 Low 22/8/2018	 Low 22/8/2018	

Existing Controls



1. Workforce information post established within Human Resources Department
2. Workforce information improvement work enabled by the development of the employee portal
3. Sickness Task and Finish Group has developed a detailed insight into the reasons for absence and the profile of the people who are experiencing ill-health
4. Workforce planning developed within Children and Young People Services
5. Workforce surveys in place for some service areas – Social Services, Corporate Strategy and Democratic Services
6. Clear and effective strategy in place to support employees who wish to depart the organisation under ER/VR
7. Specific reserve established to fund ER/VR programme
8. Insight into levels of digital literacy in the non-schools workforce conducted and some plans in place to address the findings of the research
9. The engagement of apprentices

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
• A Strategic Workforce Plan for the Council will be published in April 2018 setting out 5 clear themes for the Council's workforce with agreed actions to support each theme – this will help service management teams focus on key areas of workforce planning such as succession planning, learning, training and development plans, employee engagement etc	Sheenagh Rees	100	11/1/2018	31/3/2019	The Strategic Workforce Plan was agreed by Members at Personnel Committee on 25th June 2018 for implementation.
• Further development of the Employee Portal and roll out across the whole workforce will improve both the information the Council has about each employee as well as communication with the workforce. Publication of the gender pay gap and action plan as required by legislation will help the Council understand the gender profile and actions necessary to reduce the gender pay gap	Sheenagh Rees	75	11/1/2018	31/3/2019	Over 4,000 employees have now registered for the portal and are able to use it to provide the Council with data updates and receive information in relation to aspects of employment. The Portal has a payslip facility which represents a cash saving to the Council as paper payslips are no longer posted out to employees.
A Strategic 5 Year Workforce Plan was approved by elected	Sheenagh Rees	100	11/1/2018	31/3/2022	

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members at Personnel Committee and the Plan will be implemented over the next 5 year period.					
Implementation of 5 year Workforce plan and regular review of linked action plan.	Sheenagh Rees	10	25/6/2018	31/3/2023	

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR05	Safeguarding - Failure to manage the safeguarding regime safely	Andrew Jarrett	Compliance	18/1/2019	Threat	Treat	 Medium 22/8/2018	 Medium 22/8/2018		

Existing Controls

1. Corporate safeguarding group ensures there is clear allocation of roles and responsibilities internally within the Council and to share learning
2. Experienced Head of Children Services recruited, and Head of Adult Services to follow
3. Significant corporate support and investment in place to address weaknesses in Children and Young People Services and to sustain/build upon the work which removed the Council from the CSSiW Serious Concerns Protocol
4. Focused improvement work taking place in adult services as a result of the new framework introduced by the SSWB Act
5. Regional Safeguarding Boards for Western Bay led by suitably qualified personnel
6. Ongoing investment in training to continuously improve safeguarding practice
7. Schools robustly held to account by ELLL for safeguarding practice
8. Investment in support for high risk victims of domestic abuse via the VAWDASV Leadership Group
9. Investment in Channel Panel support to discharge safeguarding responsibilities for people vulnerable to being drawn into terrorism/extremism
10. Seminar convened by Community Safety Partnership to highlight risks related to modern slavery, terrorism/extremism, serious and organised crime and hate crime
11. Partnership groups established to provide oversight of issues related to the people resettled under the Syrian Vulnerable Persons Scheme

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
<ul style="list-style-type: none"> • Bring together safeguarding arrangements for adult and children’s social services under a single line manager • Consider whether there is scope to integrate other safeguarding practices across the Council into a shared corporate service • Developing practice to better identify priority risks when supporting vulnerable people. • Developing a Social Services Single Point of Contact to promote more robust and consistent decision making at the “front-door”. 	Keri Warren	10	11/1/2018	31/3/2019	
<ul style="list-style-type: none"> • Develop a ‘Progression Team’ to support vulnerable young people into adulthood. • Fully embed a Social Services ‘Quality Assurance Framework’, to regularly monitor safeguarding arrangements within the Directorate. • To Strengthen and develop accommodation for care leavers. 	Keri Warren	10	11/1/2018	31/3/2019	

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating
SR06	Financial Resilience - The Council's financial position deteriorates to a point where it is no longer able to meet its statutory duties or the expectations of its communities	Hywel Jenkins	Financial	18/1/2019	Threat	Treat	 Medium 22/8/2018	 Medium 22/8/2018	



Existing Controls

1. Well established financial and corporate planning cycle
2. Experienced Financial Services Team
3. Accurate forecasting of service pressures
4. Good relationships with Welsh Government and others to secure good intelligence to inform estimating and forecasting
5. Open and transparent consultation and engagement with stakeholders on proposals to bridge budget gap
6. Links between revenue and capital budget planning
7. Good track record in securing alternative funding, partnering, introducing new service models, seeking out innovation

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
<ul style="list-style-type: none"> • Intensify citizen engagement with the budget challenges, securing citizen commitment to behaviours that will reduce or remove demand on Council services • Introduce a more robust enforcement policy to sanction behaviours that unreasonably impact on Council resources • Review the potential for capacity/release or reduction in cost from internal, shared service or through external collaboration 	Huw Jones	60	11/1/2018	31/3/2019	Consultation on budget 2019/20 ongoing until 11th January 2019. Final decisions to be made by Council 14th February 2019.
<ul style="list-style-type: none"> • Introduce corporate approach to increasing income and ensure staff and elected Member are equipped with the skills and knowledge to implement the approach • Accelerate the pace of digital innovation across the Council • Improve the quality of evidence adduced to exemplify the financial resilience challenges of the Council and ensure this is understood by those involved in the decisions on local government budgets 	Karen Jones	20	11/1/2018	31/3/2020	Income Generation Working Group considering Business Cases with support from APSE
<ul style="list-style-type: none"> • Significantly increase the amount of income generated by 	Huw Jones	20	11/1/2018	31/3/2019	

the Council to proportionately reduce the reliance on Government funding for the delivery of statutory services					
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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR07	Budget Control - Failure to manage activity, expenditure and income within budgets	Hywel Jenkins	Financial	18/1/2019	Threat	Treat	 Medium 22/8/2018	 Low 22/8/2018		

Existing Controls

1. Experienced financial team with designated financial officers supporting budget holders
2. Monthly budget reports, with forecasting to year end
3. High level monitoring of budget variances by Corporate Directors Group and elected Members to identify emerging problems early and to require corrective action
4. Budget accountability firmly embedded across the Council at all levels
5. Communications strategy engages staff and trade unions in the consequences of not achieving budget balance with opportunities for staff and trade unions to contribute to the formulation of budgets and savings/income generation proposals

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
<ul style="list-style-type: none"> • The prospect of an overspend by the Council will be highlighted early in the year through the budget monitoring process. Actions will then be agreed and put in place by senior officers and Members to limit/prevent an overspend by the year end. 	Huw Jones	75	11/1/2018	31/3/2019	
Monthly Budget Monitoring report has seen projected overspend reduce each month. As at end of December it now predicts a reduction from £1.6m to £436k	Hywel Jenkins	75	31/10/2018	31/5/2019	

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR08	Health and Safety - Failure to manage Health & Safety of the workforce and community	Steven Phillips	Resource	23/1/2019	Threat	Treat	 Medium 22/8/2018	 Low 22/8/2018		

Existing Controls

1. Clear health and safety framework
2. Dedicated Health and Safety Team for the provision of advice and guidance
3. Access to Health and Safety Training
4. External quality audit to check compliance
5. Prioritised action plan, based on corporate assessment of risk, threat and harm
6. On line reporting system

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
<ul style="list-style-type: none"> Actions taken by service managers to engage the workforce in health & safety matters Service managers ensuring that health & safety risk assessments are thorough and up to date Service managers ensuring the provision of appropriate and up to date training Service managers ensuring the provision of appropriate and up to date Personal Protective Equipment (PPE) 	Sheenagh Rees	75	11/1/2018	31/3/2019	
The existing BSi standards 18001, that the Council is registered and annually externally audited for, is changing to the International Organisation for Standardisation's standard ISO 45001. The transitional arrangements will take 3 years, from June 2018. Arrangements are in hand for a successful transition.	Steven Phillips	25	1/6/2018	31/3/2021	

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR09	Community Cohesion - Community tensions increase and there is a fracturing of community cohesion	Karen Jones	Reputational	18/1/2019	Threat	Accept	 Low 22/8/2018	 Low 22/8/2018		

Existing Controls



1. Comprehensive Strategic Equality Plan in place which prioritises action to combat hate crime, domestic abuse and to strengthen engagement with a wide range of different sections of the community
2. Strong links to many groups who share protected characteristics
3. Training for officers and elected members in equality duties
4. Systematic use of equality impact assessments (which includes community cohesion)
5. Clear structure for discharging PREVENT duties with action plan in place, based on peer review and legal duties
6. Dedicated officers and elected Members who oversee equality and PREVENT duties
7. Regional Community Cohesion Co-ordinator brings advice on emerging trends that could affect local community relations
8. Full participation in regional CONTEST Board
9. Partnership plans mobilised to support job reductions in Tata Steel which included community relations aspects
10. Effective partnership in place to support people resettled under the Syrian Vulnerable Persons Scheme
11. BME Development Worker funded to develop stronger links with local BME communities

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
Carry out programme of equality audits to check approaches are embedded across the Council	Rhian Headon	10	11/1/2018	31/3/2019	To be considered at the next Equality & Community Cohesion Group meeting in Feb 2019
Community profile findings to inform the review of the SEP in 19/20	Rhian Headon	0	1/4/2019	31/3/2020	
Conclude community profiling exercise and then reassess equality plans in light of the findings	Rhian Headon	100	11/1/2018	31/3/2019	Profiling finalised in July and findings presented to Equality & Community Cohesion Group in October. The Group will consider the findings and recommend actions
Develop strong counter-narrative to challenge extremist views and to mitigate the impact of events outside the county borough	Sian Morris	70	11/1/2018	31/3/2019	The local South Wales Police Community Tension indicator bulletins has been reviewed and updated and are now widely circulated to partners. The Western Bay CONTEST Board is Chaired by the NPT Assistant Chief Executive and Chief Digital Officer and that Board monitors the events outside of the County Borough. The Prevent Policy Officer works with the NPT Media team to challenge extremist views expresses in the local media and on social media. NPT has a PREVENT Delivery Plan in place to ensure that any Community Tensions related to Counter

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					Terrorism are addressed effectively.
DNAG now disbanded as a group - need to consider alternative approach in engaging disabled people	Rhian Headon	30	31/10/2018	31/3/2019	Further discussion with CVS to establish links with appropriate fora to enable effective engagement with disability groups.
Improve tension monitoring and share more widely with relevant groups	Sian Morris	100	11/1/2018	31/3/2019	Equality & Community Cohesion Group now established. Tension indicators routinely shared
Increase interaction with key community groups, including Faith groups to improve community intelligence	Rhian Headon	70	11/11/2018	31/3/2019	Faith groups now represented on the Equality and Community Cohesion Group
Increased monitoring and engagement to gauge the impact of BREXIT on community cohesion	Karen Jones	60	1/4/2018	29/3/2019	Information re right wing activity circulated. Additional resource from Welsh Government to be invested in community engagement
Recommendations from the community profiling exercise to be considered by the Equality & Community Cohesion Group and where necessary make improvements	Caryn Furlow	50	19/11/2018	31/3/2019	The Equality and Community Cohesion Group received a presentation on the community profile exercise findings and recommendations in October 2018. Further consideration of the findings and associated actions to be given at Feb 2019 meeting.

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR10	Business Continuity - Serious disruption to Council services and functions	Steven Phillips	Resource	23/1/2019	Threat	Treat	 Medium 22/8/2018	 Medium 22/8/2018		

Existing Controls

1. A dedicated Emergency Planning Team has been established, providing Business Continuity Planning advice and support to service managers
2. A revised approach to Business Continuity Planning has been developed and rolled out across Council Services

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
<ul style="list-style-type: none"> • All services across the Council to ensure that they have in place an up to date Business Continuity Plan, which has been communicated to all employees within the service as appropriate, and that the plan is tested and reviewed at regular intervals • Test corporate disaster recovery and business continuity plans against service plans and a range of scenarios 	Sheenagh Rees	10	11/1/2018	31/3/2019	Up to date BCOs are in place for FCS and the Assistant Chief Executive's Office, all of these plans are due to be tested in 19 / 20. Heads of Service have been asked to ensure that their up-to-date BCPs are provided to the EPT by 31st March 2019.

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR11	Delivery of Corporate Plan - Failure to deliver the Corporate Plan due to inadequate capacity	Karen Jones	Compliance	18/1/2019	Threat	Treat	 Low 22/8/2018	 Low 22/8/2018		

Revised - Existing Controls

1. Corporate Strategy Team has clear understanding of legal frameworks that need to be adhered to
2. Experienced cadre of directors and heads of service who have participated in developing the programmes of work identified to deliver the political priorities of the Council
3. Alignment of the budget and corporate planning process
4. Range of mechanisms in place to obtain community and partner feedback on priorities and programmes of work
5. Regular review of Plan progress undertaken by Corporate Directors Group and elected Members
6. Strategic Schools Improvement Programme (SSIP) is being delivered but has been a significant pressure on the diminishing specialist functions – project management; communications; HR and ICT
7. Effective relationship management with funders to ensure there is early notice of funding opportunities and consequently early identification of new projects and programmes that can be put forward for funding opportunities or time to wind up programmes

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
Additional engagement and communication with management cadre to ensure full corporate ownership of the cross-cutting elements of the Plan, backed up by suitable training and development activities	Karen Jones	100	11/1/2018	31/3/2019	
Bench-marking of approaches adopted by other organisations to be undertaken to identify other potential strategies that can assist in delivering the Council's priorities	Karen Jones	100	11/1/2018	31/3/2019	
Fine tuning of actions and performance objectives required to clarify deliverable's	Karen Jones	100	11/1/2018	31/3/2019	
Further testing of well-being objectives required as the budget scenarios for future years becomes firmer. Corporate Plan adjustment to be made as affordability issues are identified to ensure alignment with FFP	Caryn Furlow	60	11/1/2018	31/3/2019	Corporate plan currently being updated for 2019 -2022 in an alignment with the emerging Budget Strategy for 2019-20

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR12	Welfare Reform - Increased numbers of local people experience financial hardship	Karen Jones	Compliance	18/1/2019	Threat	Accept	 Medium 22/8/2018	 Medium 22/8/2018		

Existing Controls

1. Partnership activity established and championed by the Public Services Board/elected Members
2. Effective partnership relationships enabling people affected by welfare reform change to be identified and subject to targeted, preventative action
3. Range of support services identified to support those claimants who may be adversely affected by the changes
4. Training of officers and elected Members to ensure there is an understanding of the impact and implications of change
5. Good and effective information sharing arrangements in place to support vulnerable people
6. Core funding provided to key third sector organisation to sustain support services
7. Council Tax Reduction Scheme supporting financially disadvantaged to help them pay their council tax

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
Establish monthly briefing sessions internally to intensify monitoring of Universal Credit (UC) roll out and any new actions	Karen Jones	100	11/1/2018	31/5/2018	
Establish quarterly round table sessions with senior partners to gauge impact of Universal Credit (UC) and identify risks and required actions	Karen Jones	100	11/1/2018	31/3/2019	Meeting with partners up and running via the High Level strategic Forum - Welfare Reform. Last meeting took place 16th Oct 2018
Undertake research to develop a clear understanding of those people who are facing greatest financial hardship	Caryn Furlow	20	13/6/2018	31/3/2019	The High Level Strategic Forum agreed at its meeting in October 2018 to commission Policy in Practice, to provide an insight into the impact of Welfare Reform changes across Neath Port Talbot.

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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR13	Risk that regional collaboration dilutes the quality of services to local people and weaken governance	Steven Phillips	Reputational	18/1/2019	Threat	Treat	 Medium 22/8/2018	 Medium 22/8/2018		

Existing Controls

1. Each regional collaborative arrangement is explicitly agreed by elected Members
2. Scrutiny of each regional collaborative arrangement is vested in the relevant scrutiny committee
3. The nature and form of each significant collaborative arrangement is included in the Corporate Plan

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
Area plan for the western bay collaboration on health and social care to be considered at Council	Andrew Jarrett	100	15/1/2018	31/3/2018	
City Deal - external legal support to ensure completion of Joint Committee Agreement and each council will sign off relevant project business cases that impacts on any financial commitment	Steven Phillips	100	15/1/2018	30/9/2018	Joint Working Agreement for City Deal concluded
Joint scrutiny committee for City Deal in place	Karen Jones	100	22/11/2018	30/11/2018	
Legislative proposals for further mandatory regional collaboration to be subject of full assessment and report to Council	Steven Phillips	100	15/1/2018	30/9/2018	
Review Council's ongoing participation in ERW arrangements	Steven Phillips	70	13/6/2018	31/3/2019	
Review Council's ongoing participation in Western bay arrangements	Steven Phillips	60	13/6/2018	31/3/2019	
Scrutiny of ERW and Western Bay to be reviewed	Karen Jones	0	1/11/2018	30/9/2019	

APPENDIX 1 – STRATEGIC RISKS



Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR14	Loss of personal/sensitive information resulting in financial penalty (max of 4% of annual turnover under new GDPR) and loss of public confidence.	Hywel Jenkins	Financial	18/1/2019	Threat	Treat	 Medium 22/8/2018	 Medium 22/8/2018		

Existing Controls

- 1.Targeted training; provision of encryption technology; provision of secure emails
2. Increased preventative measures in relation to Cyber threats

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
Continued targeted training; provision of encryption technology; access to secure email transmission and receipt. Continual review and testing of Perimeter base and Information security.	Steve John	60	20/3/2018	31/3/2019	
GDPR Compliance Group meets as required to consider individual reported cases	Steve John	75	20/11/2018	31/3/2019	

APPENDIX 1 – STRATEGIC RISKS



Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR15	The Council is unable to comply with the compliance notice for Welsh Language Standards	Karen Jones	Compliance	18/1/2019	Weakness	Treat	 Medium 22/8/2018	 Medium 20/11/2018		

Existing Controls

1. Comprehensive assessment of ability to comply was undertaken
2. 55 standards were challenged by the Council and a number of changes were agreed with the Commissioner to resolve concerns
3. Menter Iaith engaged to help develop the Welsh language Promotion Strategy. The Strategy is based on existing or new initiatives where resources have been identified.
4. Complaints are being monitored - lessons learned and remedial actions are identified and implemented. Additionally, the Council will seek further modification of the compliance notice if, in the course of implementation further barriers to compliance are identified.
5. Operationally the Welsh Language Officer Group is working to secure implementation of the standards
6. Additional corporate budget has been allocated
7. Scrutiny and monitoring arrangements at Cabinet and non-executive levels is in place

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
Consulting on Welsh language Promotion Strategy to ensure relevance and deliverability	Caryn Furlow	100	13/6/2018	1/7/2018	Completed
Officers to work with WLGA & Welsh Language Commissioner to establish a more effective forum for sharing practice & finding opportunities to advance the language.	Caryn Furlow	10	11/1/2018	30/6/2019	Initially, contact to be made with WLGA to raise the ability to share knowledge regionally/nationally.
Potential to find a solution to automate translation being explored in consultation with Welsh Language Commissioner	Caryn Furlow	10	19/11/2018	30/6/2019	Trialling a machine translation service in Communications and Community Relations Team.
Testing the process for appealing the Commissioner's ruling on an individual complaint (e.g car parking machines)	Caryn Furlow	80	13/6/2018	31/8/2018	Ongoing dialogue with Commissioner on individual complaints
Welsh Language Officer Group to monitor delivery of the action plan to implement the Welsh Language Promotional Strategy.	Rhian Headon	30	26/9/2018	31/12/2019	Action plan in place and being implemented
Welsh Language Promotional Strategy to be implemented	Rhian Headon	100	26/9/2018	31/3/2019	Work has started on implementing the Strategy.

APPENDIX 1 – STRATEGIC RISKS

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR16	BREXIT - The UK and EU fail to reach a withdrawal agreement in time for when the UK leaves the European Union on 29th March 2019.	Gareth Nutt	Financial	18/1/2019	Threat	Accept	 High 2/1/2019	 High 2/1/2019		

Existing Controls

1. Not possible to put controls in place at local level.

Risk Owner Comments:



BREXIT Risks Include the following:

- Food
- Medical Supplies
- Trade
- Procurement
- Financial
- Community Cohesion
- Availability of people
- Legislative issues

Management Comments:

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
Not possible to mitigate at local level.	Gareth Nutt	0	2/1/2019	29/3/2019	

APPENDIX 1 – STRATEGIC RISKS

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR17	Substance Misuse - threat and harm of substance misuse across the county borough and more people placed at significant harm / death	Karen Jones	Reputational	18/1/2019	Threat	Treat	 Medium 31/8/2018	 Medium 5/11/2018		

Existing Controls

1. Working with partners to mitigate the risk

Risk Action	Responsible Person	Progress %	Start Date	End Date	Comments
Briefings of Members and key Officers completed	Karen Jones	100	1/10/2018	30/11/2018	
Critical Incident Group established to deal with issues highlighted in the special event held on 10.09.18	Karen Jones	100	10/9/2018	30/9/2018	Group established - action plan produced
Governance of Area Planning Board revised. Proposals to be taken to Critical Incident Group and then to Area Planning Board for approval	Claire Jones	70	1/11/2018	31/1/2019	A revised governance framework has been considered by the APB Executive and the APB. The revised governance framework was agreed in principle by the APB at its meeting in December 2018, subject to final comments. No further comments have been received following the Executive or the APB. The framework therefore requires formal ratification and adoption by partners (to the framework) and nomination/naming of appropriate representatives/representation.
Report from Critical Incident Group (CIG) to be prepared for joint Public Service Board meeting (PSB) to discuss/agree next steps.	Karen Jones	70	1/10/2018	31/3/2019	Draft report being prepared- report to be finalised after CIG on 30/1/19
Special event organised 10th Sept to explore whether sufficient priority is being given within our partnership, involving the PSBs of Swansea & Neath Port Talbot and the Western Bay Area Planning Board	Karen Jones	100	24/8/2018	10/9/2018	Event taken place

APPENDIX 1 – STRATEGIC RISKS

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	Future Rating	
SR18	Failure to adhere to maintaining high standards of Cyber resilience and security (as set out in the Concordat)	Karen Jones	Financial		Threat	Treat	 Medium 30/1/2019			

Inherent - Existing Controls

1. Risk to be regularly reviewed/considered at Senior Management level. (CDG).

Mae'r dudalen hon yn fwriadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET

20 February 2019

REPORT OF THE HEAD OF FINANCE – H.JONES

MATTER FOR DECISION

WARDS AFFECTED

All

ADDITIONAL VOLUNTARY CONTRIBUTIONS

Purpose of Report

1. This report seeks approval to appoint AVC Wise Ltd to provide a fully managed service for additional voluntary contributions (AVC) as part of the Local Government Pension Scheme (LGPS) arrangements.
2. The report also seeks authorisation to exclude the requirements of competition, to suspend Rule 2.2 of the Council's Contracts Procedure Rules ("CPRs") and to make a direct award to AVCWise Limited ("the Service Provider").

Background

3. This Council has offered the opportunity for employees to invest in an AVC scheme since its inception and in March 2018, successfully implemented a salary sacrifice scheme for additional voluntary contributions (SSAVC). The initial AVC resulted in tax savings for employees, whilst the new Scheme also reduces the cost of national insurance for those choosing to make these retirement contributions, as well as resulting in savings for the Council of around £60,000 per annum from consequential reduced employers national insurance costs. The number of LGPS members contributing to the two AVC schemes has remained stable at around 430 for the past two years, with over 80% choosing the salary sacrifice scheme and the rest selecting the standard AVC scheme.
4. Previously, the AVC provider, Prudential, provided annual sessions to explain the opportunities around AVCs and to improve the understanding of the Local Government Pension Scheme. However,

they have now withdrawn this useful service so staff no longer have the chance to develop their knowledge of the options available to support their retirement plans.

AVCwise Fully Managed Service

5. PSTax, the Council's advisor for employment tax and value added tax, supported the early implementation of the SSAVC scheme, including providing direct guidance to this Council, which ensured our documentation was HMRC compliant. They have now set up a new company to specialise in providing future support, AVCwise Ltd.
6. The Company has taken the opportunity to appoint staff previously employed by Prudential, with expertise in the local government sector, to support the provision of a fully managed service for AVCs. The service offered includes:
 - A minimum of three days each year to deliver presentations and workshops, including "one to one" meetings with LGPS members;
 - Employee access to an Employee Service Centre providing support to individual applications covering all aspects of salary sacrifice;
 - The implementation and use of an IT portal for AVCwise applications and administration;
 - Continued professional tax advice and support to ensure continuing compliance with tax and pension rules included the updating of scheme documentation where appropriate.
7. There is no upfront charge for this service. The proposal is that there will now be a 4.5% fee payable for any new members of the scheme or any increased contributions from current scheme members (the fee being payable on the increased amount only with effect from April 2019). The fee is payable to AVCwise Ltd, with the Council benefitting from the remaining national insurance savings available for additional salary sacrifice contributions.

Implementation

8. If the recommendation to this report is approved, the Council will work with AVCwise Ltd to roll out the arrangements from 1st April 2019, with the contract finishing 36 months after this date.

Financial Impact

9. Members should note that the employers' national insurance rate is 13.8% of pay. The fee plan proposed by AVCWise Ltd does not take account any of the savings already achieved by the Council, but includes costs of 4.5% of the increase in additional voluntary contributions. Rather than resulting in a net cost to the Council, the Council will benefit from the remaining 9.3% national insurance savings available for additional salary sacrifice contributions. The annual savings will vary in line with the number of contributors to the scheme.
10. If AVCWise Ltd do not successfully market the SSAVC scheme, there will be no cost or benefit to the Council.

Equality Impact Assessment

11. This proposal does not result in any equality issues, so there is no requirement for an equality impact assessment in respect of this item.

Workforce impacts

12. This scheme will provide a benefit to workforce members who are part of the LGPS.

Legal Impacts

13. The support of AVC Wise Ltd will provide the assurance that the Council continues to comply with HMRC requirements for its SSAVC arrangement.
14. Even though the requirement to competitively tender the agreement by way of a European based tender is not applicable, the Council is required by the general obligations of transparency, equal treatment, non-discrimination and proportionality that derive from the Treaty on the Functioning of the European Union (TFEU) when an agreement of this kind is of 'certain cross border interest'. What these principles imply in practice is that the contract should be transparently awarded in a non-discriminatory way. The simplest way to demonstrate compliance would be by going through a procurement exercise compliant with the principles outlined above. The Council would contend that an agreement of this kind is unlikely to have 'cross border interests'.

In addition, the Council must ensure that suitable contractual arrangements can be put in place for the provision of the Services without delay and to ensure continuity is not disrupted for the Council. Further, the Council must comply with its own internal CPRs which provide that the Council will, whenever possible put contracts of this value out to open competition. Rule 2.2 of the CPRs provides that where the value of the contract is between £5,000 and £50,000 at least three written quotations must be sought. The value of this contract is uncertain, as it is dependent on the take up of AVC arrangements, so as part of the Recommendations, an exclusion of the CPRs will be sought.

Risk Management

15. This proposal mitigates the risk that staff are not supported when make financial decisions for retirement planning.
16. The introduction of this arrangement should maintain the savings already realised as well as having the potential to make further savings. This alleviates the possibility of not continuing to achieve the current savings level.

Consultation

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

Recommendation

18. It is recommended that:
 - the Council commission AVCWise to provide a fully managed AVC service including face to face training.
 - the requirements of competition are excluded and Rule 2.2 of the Council's Contracts Procedure Rules is suspended.
 - authority is given to make a direct award to the Service Provider and for the Council to enter into contract with the Service Provider for the provision of the Services for a period of three years from 1st April 2019.

Reasons for Proposed Decision

- 19.** To ensure that staff receive support when they are making retirement planning decisions, whilst complying with contract procedure requirements.

Implementation of Decision

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

List of Background Papers

AVC Wise Communication Plan.

Officer Contact

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Mae'r dudalen hon yn fwriadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

20 February 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Aberdulais

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 one of the Ward Member for Aberdulais.

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. Aberdulais Traffic Regulation Order

This bid has been developed by the Ward Member for Aberdulais and will involve the making of a no waiting at any time Traffic Regulation Order, advertising for its enforcement, design work and the marking of clipped double yellow lines on the junction of Ger - Yr- Afon with Cefn - Yr - Allt and Forest Hill.

The need for this initiative has come to the attention of the local Councillor and Officers within the Highways Dept. Residents are concerned that indiscriminate parking at this junction reduces visibility for both pedestrians and motorists making the access and egress at the splay dangerous.

The project has the support of the NPTCBC Engineering and Transport Division. It is seen as an enhancement to Council services and will be maintained into the future as part of the highway asset infrastructure.

The total cost of this scheme is £2,000.00. The request for Grant aid from the Members Community Fund is for 100% of the project cost from Councillor Doreen Jones's allocation.

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 will be sustained in the long term in accordance with Highways infrastructure and the ongoing maintenance regime.

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 provision of a 'no waiting at any time' Traffic Order is approved and that Councillor Jones's allocation of £2,000.00 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 Aberdulais initiative has been developed from the Members Community Fund Application Form submitted by Councillor Jones and the advice given by the NPTCBC Engineering & Transport Division within the Directorate of Environment.

14. Officer Contact

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

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Mae'r dudalen hon yn fwriadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

20 February 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Bryn & Cwmavon

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 two of the three Bryn & Cwmavon 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. Pitch Improvement/Drainage Scheme for Parc Seincyn Powell (Parc y Llyn), Cwmavon.

This bid has been developed as part of a more complex project which would require input from the PDFU to facilitate its delivery.

The proposal is to promote positive drainage of the playing surfaces (laid out as rugby & football fields) in Parc Seincyn Powell (an area totalling 21,440 square metres). A soil consultant has been appointed to arrive at a Performance Specification which has led to a competitive tendering process. This initiative involves the Cwmavon AFC, Cwmavon RFC and the Cwmavon Boys & Girls Club as stakeholders and as Lessees of Parc Seincyn Powell. The three Clubs are bound by a fully insuring and maintaining NPTCBC 25 year Lease under a tripartite Agreement dated 16.09.15.

The improvement works include for site preparation, herbicide treatment, cultivation and grading, followed by top dressing, fertilising, over sowing and includes a three month aftercare package totalling £44,425.50 net of VAT.

The need for the project has arisen from the playing surfaces at the Parc being largely out of use during the winter months as a consequence of acute drainage problems. This denies the local sports Clubs and the Primary School their fixtures, training sessions and PE sessions (which in the school's case are often staged off-site in Llandarcy). All fixtures are concentrated on the Cwmavon Welfare Ground and the regular and aggravated wear and tear is now taking its toll on the only playable natural grassed area in the village. The development at the Parc will relieve the pressure on the Welfare and fixtures will be more guaranteed following amelioration work.

The long term sustainable benefits associated with the proposal include increased participation, building upon partnership working, safeguarding the amenity from deterioration, providing a doorstep facility for 440 pupils on role in the Primary School, player retention in the sports Clubs and ensuring a steady income stream, protecting the lifeblood of the Clubs and the secondary spend - that which is associated with hosting a full programme of fixtures on any given weekend.

The total cost of this scheme is £53,310.60 inclusive of VAT (VAT is to be recovered by the project owner as they have registered charitable status). 92% of the net cost of the project is to be met from Grant aid that has been secured by the PDFU from Sport Wales, the WRU and the FAW Trust. The request for Grant aid from the Members Community Fund is for £1,812.75 from Councillor Rhidian Mizen's allocation and another £1,812.75 from Councillor David Whitelock's allocation - this will complete the funding package (an 8% shortfall) 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 will be sustained in the long term under the Terms & Conditions of the fully maintaining and insuring Lease granted to the three clubs. The Lease stipulates that the grounds are to be kept in 'good and substantial repair'. This is the case now and this will continue post Award.

Grounds maintenance for the Clubs concerned will be easier and less involved with an improved playing surface as the grass sward will prosper, being less prone to wear and debilitating disease.

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 provision of 21,440 square metres of positive drainage in Parc Seincyn Powell, Cwmavon be

approved and that Councillor Mizen's allocation of £1,812.75 and Councillor Whitelock's allocation of £1,812.75, 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 Bryn & Cwmavon initiative has been developed from the Members Community Fund Application Form submitted jointly by Councillors Mizen and Whitelock. The Feasibility Study, the Performance Specification, the Tender, the three Applications made by the PDFU to Sport Wales, the WRU and the FAW Trust have been retained for future reference.

14. Officer Contact

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

20 February 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Pontardawe

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 one of the Pontardawe 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. Crowd Control Barriers for Pontardawe Arts Centre.

This bid has been developed by The Friends of Pontardawe Arts Centre (PAC) and is intended to cordon off the PAC forecourt to allow community events to be staged.

The proposal is to promote community events such as the Winterfest, Foodie Fridays (held monthly), Pontardawe Music Festival, Saint David's Day, Armistice Day, Christmas parade, etc. by creating a compound on the forecourt with portable low height (1.1 metre)safety fencing.

The proposal will assist Event Organisers in complying with the NPTCBC Trade Licencing requirements for a Street Fayre as the forecourt will then be deemed part of the Arts Centre where the point of access can be controlled.

The need for the project has arisen from there being no ready source of low height crowd control barriers available from within NPTCBC (following the demise of the Special Events Team) .Barriers can be hired from external providers at considerable cost to PAC, which is not sustainable. The Pontardawe Chamber of Trade & Commerce has a supply of barriers to loan but they often use them at the very

time PAC need them as both organisations form an integral part of the Festival season.

The long term sustainable benefits associated with the proposal include generating a footfall of several thousand visitors to the Festivals, the Foodie Fridays, the Christmas parade and the other programmed calendar events that are scheduled for the Town Centre. This in turn helps to sustain PAC and assists the local business sector making Pontardawe more vibrant and a better place to live, work and visit.

The total cost of this scheme is £1,095.50 (inclusive of VAT). The investment will create 30 loose leg anti - trip barriers, feet and banner covers. The request for Grant aid from the Members Community Fund is for 100% of the project cost from Councillor Linet Purcell's allocation.

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 will be sustained in the long term as the barriers are constructed of galvanised steel with no maintenance implications. Upon purchase the barriers will be securely stored within the perimeter grounds of PAC.

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 provision of 30x 1.1 metre x 2.3 metre barriers (with associated anti trip feet) is approved and that Councillor Purcell's allocation of £1,095.50 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 Pontardawe initiative has been developed from the Members Community Fund Application Form submitted by Councillor Purcell. The Constitution, Audited Accounts, Quote, Bank Account details and

Insurance documentation for 'The Friends of Pontardawe Arts Centre' have been retained for future reference.

14. Officer Contact

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