



PWYLLGOR CRAFFU'R CABINET

9.30 am DYDD MERCHER, 16 IONAWR 2019

SIAMBR Y CYNGOR - CANOLFAN DDINESIG PORT TALBOT

Rhan 1

1. Datganiadau o gysylltiadau
2. Cofnodion y cyfarfod blaenorol (*Tudalennau 5 - 22*)
3. Dewis eitemau priodol o agenda y Cabinet (Adroddiadau y Cabinet yn amgaaedig ar gyfer yr aelodau craffu)
4. Blaenraglen Waith 2018-19 (*Tudalennau 23 - 26*)
5. Eitemau brys
Unrhyw eitemau brys (boed yn gyhoeddus neu wedi'u heithrio) yn ôl disgrisiwn y Cadeirydd yn unol ag Offeryn Statudol 2001 Rhif 2290 (fel y'i diwygiwyd).
6. Mynediad i gyfarfodydd
Mynediad at gyfarfodydd i benderfynu a ddylid gwahardd y cyhoedd o'r eitem ganlynol yn unol ag Adran 100A (4) a (5) Deddf Llywodraeth Leol 1972 a'r paragraffau eithriedig perthnasol o Ran 4 Atodlen 12a y Ddeddf uchod.

Rhan 2

7. Dewis eitemau priodol o agenda Preifat Is-bwyllgor (Cyllid) y Cabinet (Adroddiadau Is-bwyllgor (Cyllid) y Cabinet yn amgaaedig ar gyfer yr aelodau craffu)

S.Phillips
Prif Weithredwr

Canolfan Ddinesig
Port Talbot

Dydd Iau, 10 Ionawr 2019

Aelodaeth y Pwyllgor:

Cadeirydd: **A.N.Woolcock**

Is-gadeirydd: **S.Rahaman**

Cynghorwyr: M.Crowley, S.E.Freeguard, M.Harvey, N.T.Hunt,
S.K.Hunt, L.Jones, S.A.Knoyle, A.Llewelyn,
S.Miller, J.D.Morgan, S.Paddison, S.M.Penry,
L.M.Purcell a/ac A.L.Thomas

Nodiadau:

- (1) Os yw aelodau'r pwyllgor neu'r rhai nad ydynt yn aelodau'r pwyllgor am gynnig eitemau perthnasol i'w cynnwys ar yr agenda cyn cyfarfodydd y dyfodol, rhaid iddynt roi gwybod i'r Prif Weithredwr/Cadeirydd 8 niwrnod cyn y cyfarfod.*
- (2) Os yw'r rhai nad ydynt yn aelodau'r pwyllgor am fod yn bresennol ar gyfer eitem o ddiddordeb, mae'n rhaid rhoi rhybudd ymlaen llaw (erbyn 12 hanner dydd ar y diwrnod cyn y cyfarfod). Gall y rhai nad ydynt yn aelodau'r pwyllgor siarad ond nid oes ganddynt hawl i bleidleisio, cynnig nac eilio unrhyw gynnig.*
- (3) Fel arfer, ar gyfer trefniadau cyn craffu, bydd y Cadeirydd yn argymhell eitemau gweithredol sydd ar ddod i'w trafod/herio. Mae hefyd yn agored i aelodau'r pwyllgor ofyn i eitemau gael eu trafod - er y gofynnir i'r aelodau ddewis a dethol yma o ran materion pwysig.*
- (4) Gwahoddir aelodau perthnasol Bwrdd y Cabinet hefyd i fod yn bresennol yn y cyfarfod at ddibenion Craffu/Ymgynghori.*

(5) *Gofynnir i aelodau'r Pwyllgor Craffu ddod â'u papurau ar gyfer Bwrdd y Cabinet i'r cyfarfod.*

Mae'r dudalen hon yn fwriadol wag

CABINET SCRUTINY COMMITTEE

(Council Chamber - Port Talbot Civic Centre)

Members Present:

24 October 2018

Chairperson: Councillor A.N.Woolcock

Vice Chairperson: Councillor S.Rahaman

Councillors: M.Crowley, M.Harvey, S.K.Hunt, H.N.James, S.Miller, J.D.Morgan, S.Paddison, S.M.Penry, L.M.Purcell and A.L.Thomas

Officers In Attendance A.Jarrett, S.Phillips, N.Headon, C.Griffiths and J.Davies

Cabinet Invitees: Councillors C.Clement-Williams, A.R.Lockyer, P.A.Rees, P.D.Richards, A.J.Taylor and A.Wingrave

1. **MINUTES OF THE PREVIOUS MEETING**

The Committee noted the minutes.

2. **PRE-SCRUTINY**

The Committee chose to scrutinise the following Cabinet Board items:

Cabinet Board Proposals

2.1 Proposal for the Introduction of Non-refundable ceremony booking deposits for Neath Port Talbot Registration Services

The Committee received information in relation to the Proposal for introduction of non-refundable ceremony booking deposits for Neath Port Talbot Registration Services as contained within the circulated report.

Members queried how the fees in the report had been determined. Officers stated that they had researched the fees charged by other local authorities. Officers added that most local authorities charged around £60 and that the Authority was proposing to introduce a fee of £50.00, which was in line with other authorities' fees.

Members commented that there were other external circumstances such as loss of life which were not covered in the report. Officers stated that some discretion was built in to deal with individual circumstances.

Members queried whether there were plans to develop online services. Officers stated that this was currently being explored.

Following scrutiny, the Committee were supportive of the proposal to be considered at Cabinet.

2.2 Public Service Ombudsman for Wales Annual Report 2017/2018

The Committee received information in relation to the Public Service Ombudsman for Wales Annual Report 2017/2018 as contained within the circulated report.

The Committee received the information as circulated in Public Service Ombudsman for Wales Annual Report 2017/2018.

Members referred to page 31 and queried whether there had been a decrease in the number of complaints received by the Ombudsman for Wales in relation to Neath Port Talbot County Borough Council. Officers confirmed that there had been a decrease in the number of complaints received by the Ombudsman for Wales for the Authority. Officers added that compared to other local authorities of similar size, the Authority were on a par.

Members commented that the public sometimes misunderstood the Ombudsman's role and would contact them directly in the first instance instead of attempting to resolve any issues with the local authority or town/community councils. Members added that there was a real burden on the Ombudsman with regard to the number of complaints that they typically received, and queried whether there was anything that the Council could do to

help, such as raise awareness of how matters should be reported and escalated.

Members referred to page 33 in the report and stated that the majority of complaints to the Ombudsman were not considered to be valid. Members added that there was a tendency for many not to engage in the authorities' internal resolution processes. Officers stated that the Authority used to have regular forums with clerks for community and town councils and that the Head of Legal Services was due to reconvene these forums again in order to discuss matters such as good practice and code of conduct.

Members commented that they were grateful for the constant training received from the Head of Legal Services in relation to code of conduct matters. Members added that there was a need for community and town councillors to receive training on code of conduct matters also.

Following scrutiny, it was agreed that the report be noted.

3. **FORWARD WORK PROGRAMME 18/19**

The Committee noted the work programme.

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CABINET SCRUTINY COMMITTEE

(Council Chamber - Port Talbot Civic Centre)

Members Present:

31 October 2018

Chairperson: Councillor A.N.Woolcock

Councillors: S.E.Freeguard, M.Harvey, S.K.Hunt,
H.N.James, A.Llewelyn, S.Miller, S.Paddison,
S.M.Penry, L.M.Purcell and A.L.Thomas

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

Cabinet Invitees: Councillors C.Clement-Williams, D.W.Davies,
R.G.Jones, P.D.Richards, A.J.Taylor and
A.Wingrave

1. **DECLARATIONS OF INTERESTS**

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

Councillor A.N.Woolcock	Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a governor at Tairgwaith Primary School.
Councillor H.N.James	Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a governor at Ysgol Bro Dur and Ysgol Carrig Hir
Councillor M.Harvey	Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a governor at Abbey Primary School and as he is employed by South

Wales Police.

- Councillor S.M.Penry Re: Joint Report of the Director of Finance and Corporate Services and the Assistant Chief Executive and Chief Digital Officer' on the Third Sector Grants Scheme as she is a member of the CVS Age Connect Board.
- Councillor S.Miller Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as she is the Chair of the Board of Governors of Melin Primary School and has a family member that works within the Authority
- Councillor S.E.Freeguard Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as she has a family member that works within the Authority.
- Councillor A.L.Thomas Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a governor of Rhos Primary School.
- Councillor S.K.Hunt Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a governor at Ysgol Blaendulais Primary School and has a family member Working at Ysgol Castell Nedd.
- Councillor A.Llewelyn Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a governor at Ysgol Gymraeg Ystalyfera Bro Dur and has a family member employed by LEA.

- Councillor L.M.Purcell Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as she a governor at Rhydyfro Primary School and Cwmtawe Community School.
- Councillor R.G.Jones Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he a governor at Ysgol Cwm Brombil and Coed Hirwaun Primary School and has a family member working at a School in Neath Port Talbot.
- Councillor A.J.Taylor Re: Report of Corporate Directors Group on the Draft Budget for Consultation 2019/20 as he is a governor at Eastern Primary School and a family member works as a teacher in Baglan Primary School.
- Cllr. C.Clement-Williams Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as she has a family member working at Hillside Secure Unit.
- Councillor A.R. Lockyer Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a governor at YGG Castell-nedd and Gnoll Primary School, has grandchildren in the school system and his son works at Dwr-y-Felin Comprehensive School.
- Councillor P.D.Richards Re: Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as he is a Vice Chair of the Board of Governors at Baglan Primary School and Blaenbaglan Primary School, and his grandson attends Blaenbaglan Primary School.
- Councillor D.W. Davies Re: Report of Corporate Directors' Group on the Draft Budget for

Councillor A.Wingrave Re: Consultation 2019/20 as he is a governor at Ynysfach Primary School and Llangatwg Comprehensive School, and his sister-in-law is employed in the Education Department.
Report of Corporate Directors' Group on the Draft Budget for Consultation 2019/20 as she has grandchildren attending Coedffranc Primary and Dwr-y-Felin Comprehensive School

2. **PRE-SCRUTINY**

The Committee scrutinised the following matters:-

Cabinet Board Proposals

2.1 Revenue Budget Monitoring Report

Members received the monitoring report and scrutinised expenditure against the agreed budget position.

Members asked for an explanation of the £313k overspend on Home to School Transport. Officers explained that there are additional demands on the service which are causing an increase in costs, particularly the junior apprenticeship programme.

Members asked for an explanation of the School Meals overspend. Officers explained that the budget included a saving to be achieved by applying a different pay scale to various roles, however, as there had been a delay in the implementation of the change, the saving will not be delivered in full during 2018/19.

Members asked for the detail of the changes to care packages within domiciliary care. Officers explained that there had been a review of the care packages to ensure that they reflected current needs. As a result of the review process, care packages had been reduced, producing a cost saving. It was noted that the target budget saving this year is £2.5m and includes other measures as well as reviews of care packages.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet.

2.2 Capital Budget Monitoring

Members received information in relation to the delivery of the 2018/19 Capital Programme.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet.

2.3 Draft Budget for Consultation 2019/2020

Members were provided with information on the draft budget proposals which included proposed financial savings, service reductions and income generation for 2019/20 and beyond.

It was noted that following approval, there was proposed to be a public consultation exercise which will end on 11th January 2019. Responses to the consultation will be considered and where considered appropriate, proposals will be amended prior to Council being invited to set a balanced budget for 2019/20 in February 2019.

The Committee made a number of points on the Provisional Settlement and agreed that the Director of Finance be invited to prepare a response to the Welsh Government taking account of the comments raised by the Scrutiny Members.

The Director of Finance verbally updated Members on the implications of the Chancellor's recent Statement. It was noted that Government had announced an additional £120 million for Wales. Initially assessments by the WLGA suggests that there could potentially be an increase of £55-60 million for local government, however, Welsh Government have indicated that there are other pressures that may be a call on the additional funding.

The Director of Finance highlighted that it was proposed to use some general reserves to achieve a balanced budget position in 2019-20 this is a departure from the strategy adopted in previous years which underlines the impact of the Provisional Settlement on the Council's operation. Members noted that if it

is agreed to use £4 million of the general reserves it would be difficult to replenish those reserves.

Members thanked the Director of Finance for clarifying the various issues raised in debate. Members asked if the Chancellor's announcement would impact on the current year or in 2019-20. Officers clarified that the £120 million would most likely be used to support the 2019-20 budget year. It was noted that once the Welsh Government had made decisions concerning the application of the additional funds, the Council's budget proposals could be re-visited, however, as the proposals currently stand, there is a residual budget gap of over £4 million.

Members asked if increases in fees to access the Music Service affected the demand for the service. Officers highlighted that current charges for the service are between the mid and lower end of the scale charged by local authorities in Wales. It was noted that the service could benefit from funding that is being retained by Welsh Government and the Director of Education, Leisure and Lifelong Learning was making representations to Welsh Government to use this funding to alleviate pressures on the service.

Members queried the funding from the Welsh Government in relation to the Music Service. The Leader explained to Members that he had written to the AM's and MP's to try to secure release of the funding, however, it was noted that it was for the Welsh Government to determine the release of these funds.

Members asked whether any community groups have been identified to take over the libraries listed in the report. Officers highlighted that these are proposals for consultation and the consultation period would be used to identify if there are alternative arrangements that could be put in place to operate the services going forward.

Members highlighted that within the report there are proposals to generated income from rents related to homeless people. Officers confirmed that this proposal related to generating income from the housing benefit system.

Members highlighted concern over the proposals to reduce terms and conditions of service for catering staff and cleaning staff as the roles are predominantly carried out by female staff. Officers explained that the proposals were subject of consultation as approved by the Personnel Committee. Officers explained to Members that the catering duties are different to those undertaken previously and that is why there is a need to reduce the grades attached to the various posts. In relation to the Cleaning Service, officers explained that the Authority needed to recover the actual costs from the schools budgets. There is a risk that schools would wish to buy services in from an external provider however, if this were to materialise, schools will need to satisfy the Council that any external cleaning service would meet the quality standards.

Members asked for information on the operation of all of the libraries within the Authority, not just the ones highlighted within the report. Officers explained that there are 4 libraries that have been identified within the report for transfer to a community organisation or, failing this, closure as all four have recorded less than 10,000 issues of books in the last year.

Members highlighted their concern around the Welfare Rights Service being cut. Officers explained that the proposals showed savings of £2.8 million within the Social Services department and that they have had to identify savings on areas that are not statutory. Officers also mentioned that alternative services could be accessed via organisations such as the Citizens Advice Bureau (CAB) who are due to receive additional funding from the Department of Works and Pensions (DWP) in relation to Universal Credit support.

Members asked about the Equality Impact Assessments as there will be equality issues around these budget proposals. Officers highlighted that there are new duties under the Well-being of Future Generations (Wales) Act 2015 as well as the continuing duties to assess the equality impact of proposals etc. An Integrated Impact Assessment approach has been developed to meet all of the requirements. It was noted that there would be a two stage process: the initial assessment to identify the impacts; and where the initial assessment indicates a material impact, a further, more comprehensive assessment would be carried out.

Members asked what would be the effect of increasing the fee for Pest Control. Officers explained that the service would still be subsidised and the cost of fee would still be below market rates.

Members asked how Digital by Choice would be sustained when there would be a reduction of staff within the IT Department. Officers explained that the savings identified represented a restructuring of the workforce replacing higher graded staff with lower graded staff as part of a wider succession planning strategy.

The Leader of the Authority highlighted to Members that the Cabinet had spent considerable time developing the budget proposals.

Members thanked officers for the work they have undertaken. Members resolved to lobby the AM's to ensure local government gets additional funding to help offset the significant impacts of the Provisional Settlement.

The Cabinet Member for Finance highlighted that the Cabinet would examine the results of the public consultation very carefully. Members were encouraged to put forward ideas on other potential savings or income generation as soon as possible rather than waiting until the end of the budget process.

The Director of Finance and Corporate Service highlighted to Members that the Final Settlement will be released on the 19th December 2018 and the Council's consultation exercise will end on the 11th January 2019.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet.

2.4 Treasury Management Monitoring 2018/19

Members received information on items which included rates of interest, borrowing and investment income, as detailed within the circulated report.

Following scrutiny, it was agreed that the report be noted.

2.5 Third Sector Grants Scheme

Members received information on the results of the consultation carried out on proposed changes to the Third Sector Grant Scheme.

Members commended Officers on the work that they had undertaken and asked what organisations interested in making an application to the revised Scheme would need to do next. Officers explained that organisations could bid for funding for up to a three year period. Any organisation awarded funding for a three year period would be regarded as a strategic partner and would be required as part of the conditions of grant to support the Council's drive to increase participation in the on-line services; help to increase income in services such as theatres and parks, and also to identify gaps in services within communities and work with the Council to identify ways of meeting those gaps in services.

Members asked that if partners are going to increase participation in the Council's digital services that training on IT security be considered. Officers confirmed this would be part of the work to increase digital inclusion.

Members asked whether organisations not currently in receipt of grant funding could apply to the Scheme. Officers highlighted that there is no restriction on organisations provided that they satisfy the definition of voluntary or community sector.

Members queried the role of the Voluntary Sector Liaison Forum. Officers informed Members that the Voluntary Sector Liaison Forum have helped develop the Scheme and there is a commitment in the Compact that the Forum reviews the Scheme every 3 years. Officers explained that this does not conflict with the role of the Scrutiny Committee.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet.

3. **FORWARD WORK PROGRAMME 18/19**

The Committee noted the Forward Work Programme.

CHAIRPERSON

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CABINET SCRUTINY COMMITTEE

(Council Chamber - Port Talbot Civic Centre)

Members Present:

21 November 2018

Chairperson: Councillor A.N.Woolcock

Vice Chairperson: Councillor S.Rahaman

Councillors: M.Crowley, S.E.Freeguard, M.Harvey,
S.K.Hunt, L.Jones, S.A.Knoyle, S.Miller,
J.D.Morgan, S.Paddison and S.M.Penry

Officers In Attendance A.Jarrett, H.Jenkins, G.Nutt, S.Phillips,
C.Griffiths, K.Jones, R.MacGregor, C.Furlow,
N.Headon and N. Jones

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

1. **PRE-SCRUTINY**

The Committee scrutinised the following matters:-

Cabinet Board Proposals

2.1 **Calculation of Council Tax Base for 2019/20**

The Committee received information in relation to the Calculation of Council Tax Base for 2019/20 as contained within the circulated report.

Members asked for clarification on how the calculations set out in this report impacted on the Budget and Council Tax. Officers explained that the decision on the actual level of council tax payable for 2019/20 would be made in February 2019, and would be based on the final budget determination and the number of properties set out in the report.

Members queried whether the charges were set by Welsh Government. Officers explained that Welsh Government used the council tax information to distribute RSG funding via the Local Government Funding Formula.

Following scrutiny, the Committee were supportive of the proposals to be considered at Cabinet Board.

2.2 Half Year Progress Report – Corporate Governance Improvement Action Plan for 2018/19 – period 1 April 2018 to 30 September 2019

The Committee received information in relation to the Half Year Progress Report – Corporate Governance Improvement Action Plan as contained within the circulated report.

Members queried when the training would take place for elected members on the General Data Protection Regulation. Officers explained that this would take place by the end of January 2019. Members questioned whether there was extra funding for the training. Officers explained that there was no extra cost for the training as the course had been prepared and delivered by Council Officers; it was only the cost of Officers; time.

It was noted that the report title should read 30 September 2018 instead of 30 September 2019.

Following scrutiny, it was agreed that the report be noted.

2.3 Corporate Plan Key Performance Indicators 2018/2019 – Quarter 2 Performance (1 April 2018 – 30 September 2018)

The Committee received information in relation to Corporate Plan Key Performance Indicators 2018/2019 – Quarter 2 Performance (1 April 2018 – 30 September 2018)

Members referred to the delays in child assessments, and queried when would a task and finish group be set up to look into this. Officers explained that a group had recently been set up and a report would be brought back to a future meeting.

Members requested for comparative data from other authorities of a similar size to be made available and Welsh Government performance indicators. Officers stated this information would be circulated to members as soon practicable.

Members highlighted that the Authority were not meeting their targets in relation to the number of people that were being kept in hospital. Members highlighted their concern that there would not be any money for future development. Officers explained that they needed to focus on Domiciliary Care and were looking at a range of issues and solutions. Officers stated that a person's needs should be looked at along with the reasons why they had been admitted to hospital in the first place. Officers added that the option of receiving care at home was always explored. Members questioned whether Abertawe Bro Morgannwg University Health Board (ABMU) were involved. Officers explained that they had a meeting arranged with the Chief Executive of ABMU to discuss these issues.

Members queried was there a system of priorities in place. Officers explained that the Corporate Plan sets out the Council's priorities, and that a number of performance indicators reflected statutory responsibilities.

In relation to Neath Port Talbot coffee shops, members questioned how often were they inspected, and whether products contained information regarding allergies. Officers explained that Neath Port Talbot coffee shops had received five star ratings for hygiene. Officers added that ingredients and potential allergies were stated on the food packaging.

Following scrutiny, it was agreed that the report be noted.

2. **FORWARD WORK PROGRAMME 18/19**

The Committee noted the Forward Work Programme.

CHAIRPERSON

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(DRAFT)
Cabinet Scrutiny Committee
Forward Work Programme 2018/19

Date of Meeting	Agenda Item	Officer
23 May 2018		
7 June 2018		
27 June 2018		
18 July 2018		
1 August 2018		

Tudalen23

Eitem yr Agenda4

Tudalen24

12 September 2018		
3 October 2018		
24 October 2018		
31 October 2018		
21 November 2018		

5 December 2018		
16 January 2019		
23 January 2019		
13 February 2019		
20 February 2019		
6 March 2018	Periodic report on the progress of work against the Wales Audit	Karen Jones

	Proposals for Improvement	
27 March 2018		
17 April 2018		
8 May 2018		
29 May 2018		

Items to be programmed in for future meetings

- To view the impacts of the decisions on the Welsh Language Promotion Strategy and the Valleys Action Plan annually (Karen Jones)