



CABINET

YN SYTH AR ÔL PWYLLGOR CRAFFU'R CABINET DYDD MERCHER, 30 HYDREF 2019

SIAMBR Y CYNGOR – CANOLFAN DDINESIG PORT TALBOT

Rhan 1

1. Penodi Cadeirydd
2. Datganiadau o fuddiannau
3. Cofnodion y Cyfarfod Blaenorol (*Tudalennau 5 - 20*)
4. Blaenraglen Waith 2019/20 (*Tudalennau 21 - 24*)
5. Monitro'r Gyllideb Refeniw 2019-20 (*Tudalennau 25 - 58*)
6. Adroddiad Monitro'r Rhaglen Gyfalaf 2019-20 (*Tudalennau 59 - 64*)
7. Monitro Rheolaeth y Trysorlys 2019-20 (*Tudalennau 65 - 70*)
8. Arferion Rheolaeth y Trysorlys (*Tudalennau 71 - 128*)
9. Cynllun Gweithredu Gwella Llywodraethu Corfforaethol ar gyfer 2019-20 - Adroddiad Cynnydd Hanner Blwyddyn (*Tudalennau 129 - 136*)
10. Cynllun Cydraddoldeb Strategol 2015-2019: Adroddiad Blynyddol Drafft 2018-2019 ac Estyn Cynllun Cydraddoldeb Strategol 2015-2019 tan fis Ebrill 2020 (*Tudalennau 137 - 198*)
11. Adroddiad Blynyddol Sylwadau, Canmoliaethau a Chwynion (*Tudalennau 199 - 206*)

12. Rheolau Gweithdrefnau Contractau (*Tudalennau 207 - 266*)
13. Cronfa Gymunedol yr Aelodau - Baglan (*Tudalennau 267 - 274*)
14. Cronfa Gymunedol yr Aelodau - Llangatwg (*Tudalennau 275 - 280*)
15. Cronfa Gymunedol yr Aelodau - Canol Coedffranc (*Tudalennau 281 - 286*)
16. Cronfa Gymunedol yr Aelodau - y Creunant (*Tudalennau 287 - 292*)
17. Cronfa Gymunedol yr Aelodau - Onllwyn (*Tudalennau 293 - 298*)
18. Cronfa Gymunedol yr Aelodau - Pelenna (Clwb Rygbi Tonmawr) (*Tudalennau 299 - 304*)
19. Cronfa Gymunedol yr Aelodau - Pelenna (Clwb Bowlio Pont-rhyd-y-fen) (*Tudalennau 305 - 310*)
20. Cronfa Gymunedol yr Aelodau - Resolfen (Neuadd Les y Glowyr) (*Tudalennau 311 - 316*)
21. Cronfa Gymunedol yr Aelodau - Resolfen (Ardal Chwarae Bryn Golwg) (*Tudalennau 317 - 322*)
22. Cronfa Gymunedol yr Aelodau - Dwyrain Sandfields (Diffibrilwyr) (*Tudalennau 323 - 328*)
23. Cronfa Gymunedol yr Aelodau - Dwyrain Sandfields (Parc Vivian) (*Tudalennau 329 - 334*)
24. Eitemau brys
Unrhyw eitemau brys (boed yn gyhoeddus neu wedi'u heithrio) yn ôl disgresiwn y Cadeirydd yn unol ag Adran 100b (4)(B) o Ddeddf Llywodraeth Leol 1972.

S.Phillips
Prif Weithredwr

Canolfan Ddinesig
Port Talbot

Dydd Iau, 24 Hydref 2019

Aelodau'r Y Cabinet:

Y Cynghorwyr R.G.Jones, A.J.Taylor, C.Clement-Williams,
D.Jones, E.V.Latham, A.R.Lockyer, P.A.Rees, P.D.Richards,
A.Wingrave a/ac L.Jones

Mae'r dudalen hon yn fwriadol wag

EXECUTIVE DECISION RECORD**CABINET****25 SEPTEMBER 2019****Cabinet Members:**

Councillors: R.G.Jones (Chairperson), A.J.Taylor (Chairperson for minute Nos. 21 and 22), D.Jones, E.V.Latham, P.A.Rees, P.D.Richards, A.Wingrave and L.Jones

Officers in Attendance:

S.Phillips, C.Griffiths, A.Evans, A.Jarrett, G.Nutt, K.Jones, N.Aleksanyan, C.Davies and T.Davies

Invitees:

Councillor M.Harvey (Scrutiny Chair)

1. APPOINTMENT OF CHAIRPERSON

Agreed that Councillor R.G.Jones be appointed Chairperson for the meeting.

2. DECLARATIONS OF INTEREST

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

Councillor D.Jones	-	Re: Report of the Head of Transformation – Member's Community Fund - Aberdulais, as it refers to her Community Fund. As her interest was prejudicial she withdrew from the room during discussion and voting thereon.
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- Councillor L.C.Jones - Re: Report of the Head of Transformation – Member’s Community Fund, Tonna - as it refers to her Community Fund. As her interest was prejudicial she withdrew from the room during discussion and voting thereon.
- Councillor R.G.Jones - Re: Reports of the Head of Transformation – Member’s Community Fund – Margam (Margam Youth Centre and Defibrilator at Margam Park), as the reports refer to his Community Fund. As his interest was prejudicial he withdrew from the room during discussion and voting thereon.
- Councillor E.V.Latham - Re: Report of the Head of Transformation – Member’s Community Fund – Sandfields East, as it refers to his Community Fund. As his interest was prejudicial he withdrew from the room during discussion and voting thereon.
- Councillor P.A.Rees - Re: Report of the Head of Transformation – Member’s Community Fund – Cimla and Neath South, as it refers to his Community Fund. As his interest was prejudicial he withdrew from the room during discussion and voting thereon.
- Councillor P.D.Richards - Re: Report of the Head of Transformation – Member’s Community Fund - Baglan, as it refers to his Community Fund. As his interest was prejudicial he withdrew from the room during discussion and voting thereon.

3. **MINUTES OF PREVIOUS MEETING**

Decision:

That the Minutes of the previous meeting of Cabinet held on 31 July 2019, be approved.

4. **FORWARD WORK PROGRAMME 2019/20**

Noted by the Committee.

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

The Head of Legal Services explained that training would shortly be offered to members on a number of topics including declarations of hospitality.

Decision:

That the report be noted.

6. **TREASURY MANAGEMENT OUTTURN REPORT 2018-19**

Decision:

That the report be noted.

7. **BUILDING SAFE AND RESILIENT COMMUNITIES - GRANT FUNDING**

Decision:

That £200,000 of the Council's Community Resilience Reserve be used for appropriate investment into community organisations and social enterprises in Gwaun Cae Gurwen, Lower Brynaman and Cwmllynfell, as detailed within the circulated report.

Reason for Decision:

To allow for resources to be available across the Building Safe and Resilient Communities pilot programme.

Implementation of Decision:

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

8. **URGENCY ACTION 0375 - EXTENSION OF CONTRACT FOR MANAGED SERVICE FOR THE PROVISION OF AGENCY WORKERS**

Decision:

That the report be noted.

9. **URGENCY ACTION 0376 - INSURANCE ARRANGEMENTS**

Decision:

That the report be noted.

10. **MEMBER'S COMMUNITY FUND - ABERAVON (DEFIBRILLATOR AT ABERAVON HARLEQUINS RFC)**

Decision:

That an Automated External Defibrillator (AED) be supplied and installed at Aberavon Harlequins RFC, Sandfields Road, Port Talbot, and that Councillor Stephan ApDafydd's allocation of £1,520 under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

11. **MEMBERS COMMUNITY FUND - ABERAVON (STREET ART MURALS)**

Decision:

That three street art murals be created beneath Heilbronn Way, Port Talbot, and that Councillors Nigel Hunt and Scott Bamsey contribute £6,216.30 each, under the Member's Community Fund.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

12. **MEMBERS COMMUNITY FUND - ABERAVON (THE BULLDOGS)**

Decision:

That additional items of exercise equipment be purchased to increase user participation at Bulldogs Boxing and Community Activities, Fenbrook Close, Port Talbot, as detailed in the circulated report, and that Councillor Stephan ApDafydd's allocation of £999.40 under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

13. **MEMBER'S COMMUNITY FUND - ABERDULAIS**

(At this point in the meeting, Councillor D.Jones reaffirmed her interest and withdrew from the meeting and the discussion and voting thereon)

Decision:

That a new modern community kitchen be created at Pisgah Congregational Chapel vestry in Cilfrew (as detailed in the circulated report), and that Councillor Doreen Jones contributes £1,500, under the Members Community Fund.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

(Councillor D.Jones re-joined the meeting)

14. **MEMBERS COMMUNITY FUND - BAGALN**

(At this point in the meeting, Councillor P.D.Richard reaffirmed his interest and withdrew from the meeting and the discussion and voting thereon)

Decision:

That road safety measures be introduced at St. Illtyd's Drive and Tyn y Twr, Baglan (as detailed within the circulated report), and that Councillor Peter Richards contributes £2,395 from the Member's Community Fund and Councillors Carol Clement-Williams and Suzanne Renkes contribute £3,802 each, under the same.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

(Councillor P.D.Richards re-joined the meeting)

15. **MEMBER'S COMMUNITY FUND - BLAENGWRACH**

Decision:

That the installation of an additional item of fixed play equipment at the Vale of Neath Leisure Centre Play Area at Chain Road, Glynneath, Neath, be approved, and that Councillor Carolyn Edwards' allocation of £4,630.32 under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

16. **MEMBER'S COMMUNITY FUND - CIMLA AND NEATH SOUTH**

(At this point in the meeting, Councillor P.A.Rees reaffirmed his interest and withdrew from the meeting and the discussion and voting thereon)

Decision:

That the Cimla Common play area improvement scheme, Cimla, Neath (as detailed in the circulated report) be approved, and that Councillor Peter Rees' allocation of £5,074.65, Councillor Jamie Evan's allocation of £10,000 and Councillor Adam McGrath's allocation of £3,602, under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

(Councillor P.A.Rees re-joined the meeting)

17. **MEMBER'S COMMUNITY FUND - CIMLA**

Decision:

That the project proposal to refurbish, part re-equip and make safe, the Brynau Wood play area, Cimla, Neath, be approved and that Councillor John Warman's allocation of £6,398 and Councillor Adam McGrath's allocation of £6,398 under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

18. **MEMBER'S COMMUNITY FUND - COEDFFRANC CENTRAL**

Decision:

That the provision of a 'No waiting, no loading or unloading at any time' Traffic Order (on the North West side of Bosworth Road), and the re-marking of double yellow lines and kerb markings at the junction of Bosworth Road with Burrows Road, Skewen, be approved, and that Councillor Arthur Davies' allocation of £2,500 under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

19. **MEMBER'S COMMUNITY FUND - CYMMER**

Decision:

That the usable space within the Upper Afan Valley Sports Hall, Cymmer, be divided into two zones through the acquisition of partition dividers, and that Councillor Scott Jones' allocation of £5,000 under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

20. **MEMBER'S COMMUNITY FUND - GODRE'RGRAIG**

Decision:

That inclusive play equipment be added to the Hodgson's Road play area in Godre'r graig, and that Councillor Rosalyn Davies' allocation of £10,000, under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

21. **MEMBER'S COMMUNITY FUND - MARGAM (MARGAM YOUTH CENTRE)**

(At this point in the meeting, Councillor R.G.Jones reaffirmed his interest and withdrew from the meeting and the discussion and voting thereon. Councillor A.J.Taylor took over the Chair.)

Decision:

That 18 linear metres of heavy duty guard rail be added to the immediate entrance of the Margam Youth Centre, Groeswen Fields, Knights Road, Margam, Port Talbot, and that Councillor Robert Jones' allocation of £1,776.00, under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

22. **MEMBER'S COMMUNITY FUND - MARGAM (DEFIBRILLATOR AT MARGAM PARK)**

Decision:

That the supply and installation of an Automated External Defibrillator (AED) in the courtyard at Margam Castle, Margam Park, be approved, and that Councillor Robert Jones' allocation of £1,611 under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

(Councillor R.G.Jones re-joined the meeting and resumed the role of Chair)

23. **MEMBERS COMMUNITY FUND - PONTARDAWE**

Decision:

That an underutilised room at Rhydyfro Primary School, Waun Penlan, Pontardawe, be converted and adapted into a multi-functional venue for wider community use, and that Councillor Linet Purcell's allocation of £4,239.68 under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

24. **MEMBERS COMMUNITY FUND - PORT TALBOT**

Decision:

That a new junior training practice area be created on a plot of overgrown land at Ynys Park, Cwmavon Road, Port Talbot, and that Councillors Saifur Rahaman, Dennis Keogh and Sharon Freeguard contribute £1,500 each under the Member's Community Fund.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

25. **MEMBER'S COMMUNITY FUND - SANDFIELDS EAST**

(At this point in the meeting, Councillor E.V.Latham reaffirmed his interest and withdrew from the meeting and the discussion and voting thereon)

Decision:

That 4 Automated External Defibrillators (AED's), be supplied and installed at Awel y Mor Primary School, Tywyn Primary School, Sandfields Library and the Seaside Social and Labour Club, and that Councillors Edward Latham and Matthew Crowley's allocations of £2,600 each, be awarded under the Member's Community Fund.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

(Councillor E.V.Latham re-joined the meeting)

26. **MEMBER'S COMMUNITY FUND - TONNA**

(At this point in the meeting, Councillor L.C.Jones reaffirmed her interest and withdrew from the meeting and the discussion and voting thereon)

Decision:

That the purchase of essential items of catering equipment for Siop Pant y Coed Café, based in Tonna hospital, be approved, and that Councillor Leanne Jones' allocation of £1,510.76 under the Member's Community Fund, be awarded.

Reason for Decision:

To approve the application for funding that has been received under the Members' Community Fund.

Implementation of Decision:

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

CHAIRPERSON

Tudalen16

EXECUTIVE DECISION RECORD

CABINET

2 OCTOBER 2019

Cabinet Members:

Councillors: R.G.Jones (Chairperson), D.Jones, E.V.Latham, P.A.Rees and A.Wingrave

Officers in Attendance:

S.Phillips, A.Evans, H.Jenkins, G.Nutt, K.Jones, C.Griffiths, C.Furlow-Harris, C.Davies and T.Davies

Invitee: Councillor M.Harvey (Scrutiny Chair)

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor R.G.Jones be appointed Chairperson for the meeting.

2. **FORWARD WORK PROGRAMME 2019/20**

Noted by the Committee.

3. **QUARTER 1 KEY PERFORMANCE INDICATORS**

Decision:

That the monitoring report be noted.

4. **CORPORATE PLAN 2018-22 ANNUAL REPORT**

Decisions:

1. That the following documents (as attached as appendices to the circulated report) be commended to Council for approval:
 - Draft Corporate Plan 2018-22 Annual Report (full progress report)
 - Draft Corporate Plan 2018-22 Annual Report (summary report)
 - Corporate Plan Key Performance Indicators 2018-22
 - Public Accountability Measures All Wales Comparisons 2018-19
2. That no changes be made to the Council's well-being objectives at this time.
3. That the Leader of Council be given delegated authority to make such changes as may be needed to the Annual Report prior to publication, provided that such changes do not materially alter the content of the document considered by Council.

Reason for Decisions:

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

Implementation of Decisions:

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

5. **WALES AUDIT OFFICE (WAO) - WELL-BEING OF FUTURE GENERATIONS: AN EXAMINATION OF THE STEP 'WE WILL WORK WITH PARTNERS TO ENSURE THAT WE TARGET SUPPORT TO THOSE CHILDREN AT RISK OF ADVERSE CHILDHOOD EXPERIENCES IN THE FIRST 1,000 DAYS OF THEIR LIVES' - NEATH PORT TALBOT COUNTY BOROUGH COUNCIL, JUNE 2019**

Decision:

That the report be noted.

6. **CHARGEABLE FEES FOR LEGAL WORK**

Decision:

That the introduction and recovery of chargeable fees attributable to work undertaken by the legal services section, in the preparation of Road Traffic Orders, on behalf of external bodies, as outlined in Appendix 1 of the circulated report, to commence from September 2019.

Reason for Decision:

To enable the legal services section to recover its costs in respect of work undertaken on behalf of external bodies in the production of Road Traffic Orders, for or on behalf of those organisations.

Implementation of Decision:

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

7. **DIGITAL DECLARATION**

Members were pleased to note that the Welsh Local Government Association was currently doing more work around the digital agenda.

Decisions:

1. That the Digital Declaration be signed as a further indicator of the Council's commitment to work collaboratively in developing and implementing its own digital strategy.
2. That the Assistant Chief Executive and Chief Digital Officer be authorised to participate in and/or support the proposed Local Government Advisory Group, and associated developments.

Reason for Decisions:

To reinforce with stakeholders the Council's commitment to collaborative working and to ensure the Council is playing an active role in shaping the use of digital innovations in the transformation of public services in Wales.

Implementation of Decisions:

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

8. **MEMBER'S COMMUNITY FUND - CRYNANT**

Decision:

That the purchase of essential items of capital equipment for the 8th Neath Crynant Scout Group, Crynant, be approved, and that £1,060.91 of Councillor Sian Harris' allocation under the Members Community Fund, be awarded.

Reason for Decision:

To approve the Application for funding that has been received under the Members Community Fund.

Implementation of Decision:

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

9. **MEMBER'S COMMUNITY FUND - PORT TALBOT AND ABERAVON**

Decision:

That a key anchor Christmas Event be held in 2019 in Port Talbot town centre, and that Councillors Steffan ApDafydd, Scott Bamsey, Nigel Hunt, Sharon Freeguard, Dennis Keogh and Saifur Rahaman contribute £1,666.66 each from their Members Community Fund.

Reason for Decision:

To approve the Application for funding that has been received under the Members Community Fund.

Implementation of Decision:

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

CHAIRPERSON

Tudalen20

**2019/20 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
20 Nov 2019	Council Tax Base	Decision	Annual	H.Jenkins
	Members Com Fund (if needed)			P.Hinder
	Treasury Management Mid-Year Review			H.Jones
	Margam Park and Pontardawe Arts Centre	Decision	Topical	A.Thomas/ P.Walker
	Talking NPT – Communications and Community Relations Strategy 2018-2020 – Progress Report	Monitor	Topical	K.Jones (SG/CF)

Tudalen21

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
4 Dec 2019	Q2 PIs			K.Jones (SD/CF)
	Third Sector Grant Funding – Award of Grants 2020/21	Decision	Annual	H.Jenkins (NS)
	Welsh Language Promotion Strategy – Annual Report	Monitor	Annual	K.Jones (RH/CF)
	Members Com Fund (if needed)			P.Hinder
	Risk Management		Bi-Annually	H.Jones

Tudalen22

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
5 Feb 2020	Budget Monitoring	Monitor		H.Jenkins
	Treasury Management	Monitor		H.Jenkins
	Members Com Fund (if needed)			P.Hinder
	Constitution Update	Decision		C.Griffiths
	Valleys Action Plan Progress Report			K.Jones (FCP)

Tudalen23

Mae'r dudalen hon yn fwiadol wag



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET

REPORT OF THE CORPORATE DIRECTORS GROUP

30 October 2019

MATTERS FOR DECISION

WARDS AFFECTED: ALL

REVENUE BUDGET MONITORING REPORT 2019/20

Purpose of Report

- 1 This is a monitoring report which provides details for Cabinet to scrutinise and review the overall Authority budget position.
- 2 Members are invited to request further detailed reports relating to the issues raised, for consideration by the relevant scrutiny board.

Executive summary

- 3 The Net Directly Controlled Budget is projected to over spend by £702k, but this is offset by a projected underspend of £261k in the other elements of the budget (inclusive of proposed net transfer to/from reserves). The net budget is therefore projected to overspend by £441k, as outlined in the table below.

	Original budget	Revised budget	Projected Outturn	Variance
	£'000	£'000	£'000	£'000
ELLL – Schools	84,424	84,424	84,424	0
ELLL – Other	24,667	24,667	25,239	572
SSHH	79,681	79,681	79,404	(277)
ENVT	37,535	37,899	38,442	543
CORP	18,076	18,076	17,940	(136)
Directly controlled	244,383	244,747	245,449	702
Other	43,785	43,421	43,160	-261
Budget Requirement	288,168	288,168	288,609	441

Variances

- 4 The following paragraphs provide details of significant variances (>£50k) from the agreed budget together with an explanation of the ways in which these variances are being managed.

Education, Leisure and Lifelong Learning

- 5 The Directorate has a budget of £84.424m for Schools and £24.667m for other Education, Leisure and Lifelong Learning services. The ELLL budget contains savings targets of £1.787k (1.6%), and is currently projected to overspend by £572k

The main variance contributing to the overspend is:-

- **Skills & Training Unit - £60k overspend**
The projected overspend is due to a shortfall in income from the work based learning contract.
- **Alderman Davies CIW School**
It is anticipated that additional costs incurred in relation to Alderman Davies CIW School will need to be covered from the Education Contingency budget.
- **Godre'rgraig School**
A provision for £400k has been included for additional costs relating to temporary relocation of Godre'rgraig School, which is estimated to cost £750k over 2 years. The Welsh Government has been approached for financial support with regard to these extraordinary costs.

The Education Leisure and Lifelong Learning budget is currently projected to overspend by £572k (after proposed virements).

Social Services Health & Housing

- 6 The Directorate has a budget of £79.681m which includes savings targets of £2.585m (3.2%), and is currently projected to underspend by £277k.

The main variances contributing to the over spend are:-

- **Children & Family – Social work £370k underspend**
The underspend is due to savings on staff costs and additional income, of which £270k relates to staff being funded from the Intermediate Care Fund “neglect” project.
- **Residential Care – External provision £437k overspend**
The budget was based on provision for 7 children, but the projected cost is based on the current number of children (10), and assumes that they will remain in placements until the end of the year. The projection also includes £40k for any new placements arising in the remainder of the year.
- **Internal Fostering Service £79k overspend**
An overspend is projected on transport costs and special guardianship orders.
- **Adoption Service £279k underspend**
The budget was based on payment of allowances for 48 children, and an underspend is projected as payments are currently being made for 45 children.
Also it is anticipated that NPT’s contribution to the Western Bay Adoption Service, based on prior year data, will be £250k less than budget.
- **Child & Family Management £85k underspend**
The underspend is due to savings on external legal fees.
- **Community Care Social Work - £706k underspend**
The underspend is due to savings on staff costs of £167k and additional grant income.
- **Elderly Residential Care - £231k overspend**
An overspend is projected as the budget includes a grant income target of £300k which has not been fully achieved.
- **Domiciliary Care - £397k underspend**

The in-house service is projected to underspend by £156k due to staff savings and the external service is projected to underspend by £169k due to a reduction in the number of hours care being provided. Additional client contributions of £73k are also projected.

- **Other Community Care – Direct Payments £131k underspend**
The underspend is due to a reduction in the number of Direct payment recipients (budget 107, actual 92) and recovery of £63k unused Direct Payments balances from client accounts.
- **Physical Disabilities - External Placements £95k underspend**
The underspend is due to a reduction in the number of placements.
- **Learning Disabilities - External Placements £1.01m overspend**
The budget includes FFP savings targets (SSHH903/913) of £350k, which have not yet been achieved, and an increase in the number of service users being supported (budget 423, actual number of service users 448). The transformation team are currently reviewing packages of care which may identify future savings.
- **Community Independence Service £109k underspend**
The underspend is due to savings on staff costs.
- **Transport - £148k overspend**
The budget includes a savings target (SSHH905) of £115k which has not yet been achieved, the consultation on the revised policy has now ended, and a report was approved by members on 17th October.
- **Mental Health Services - External Placements - £216k overspend**
The overspend is due to an increase in the number of service users being supported (budget 71, actual no of service users 76).

The Social Services Budget is projected to underspend by £277k. This includes an expectation that additional funds will become available over the winter months to compensate for the £300k shortfall currently projected in elderly residential care.

Environment

- 7 The Directorate has a budget of £37.899m which includes savings targets of £524k (1.4%), and is currently projected to overspend by £543k.

The main variances contributing to the overspend are:-

- **Refuse Collection £182k overspend**
The overspend is due to a reduction in Sustainable Waste Grant received (£47k) and additional staff activity costs.
- **Waste Disposal & Recycling £111k overspend**
The overspend is due to a reduction in income due to a change in the contractual agreement with Bridgend CBC, which has moved from a fixed fee to a charge per tonne and also to costs relating to the transfer of the MREC facility in house with effect from 1st October .
- **Household Waste Recycling Centre £166k overspend**
The overspend has arisen as a result of additional cost of transporting wood to a recycling facility in Devon, to improve recycling performance by 2-3%. This will reduce the potential of a financial penalty from WG.
- **Catering £59k overspend**
The overspend is due to a projected shortfall in income, and additional cost of staff cover, due to sickness.

The Environment budget is projected to overspend by £543k (after proposed virements and reserves).

Corporate Services

- 8 The Directorate has a budget of £18.076m which includes savings targets of £407K (2.3%), and is currently projected to underspend by £136k.

- **Financial Services £116k underspend**
Although there are no individual services with significant variances to report, the Financial Services Division of the directorate is projected to underspend by £116k as a result of savings on salary costs, due to staff turnover and increased grant income.

The Corporate Services Directorate is projected to under spend by £136k.

Other Services

- 9 Other services variances are:

- **Council Tax Support £257k underspend**
- **Contingency** – it is assumed that the remaining provision (£180k) will be fully utilised
- **Management of change** – it is assumed that this provision (£500k) will be fully utilised to fund the cost of ERVR, or used to replenish the ERVR reserve.

Grants

- 10 The following grants have been awarded since the Quarter 1 report.

Value	Directorate	Service
£30,000	ENVT	Waste Enforcement and Cleaning
£148,000	ENVT	Lost Peatlands
£48,000	CORP	DWP – Housing Benefit Admin subsidy
£5,000	ENVT	Port Talbot Waterfront Enterprise Zone – promotional material

Budget Virements

- 11 The Council's constitution requires the prior approval of any virement that does not involve a significant variation in the level or nature of the delivery of service agreed by Council in the Revenue Budget as follows:-

Less than £100,000 – Corporate Directors

More than £100,000 but less than £500,000 – Cabinet

More than £500,000 – Council

Virements agreed by Corporate Directors during Quarter 2 are identified in Appendix 2.

Virements requiring Cabinet approval are outlined below

Value	Dir	Service
£300,000	ENVT	Waste Disposal & Recycling – MREC costs
-£300,000	Other	Contingency

- 12 The net effect of all the above virements are summarised in Appendix 1.

Reserve Movements

- 13 The following reserve movements are proposed:

Value	Reserve	Explanation
-£50,000	CORP Equalisation Reserve	Reduction in the planned contribution from reserves, due to savings identified within financial services
£11,782	ENVT Equalisation Reserve	Transfer from reserve to fund charging points at SRC for electric cars
£38,000	Building Capacity Reserve	Transfer from reserve to fund unachievable vacancy savings in PR & media
£27,000	Building Capacity Reserve	Transfer from reserve to offset unachievable income target
£28,000	Income Generation Reserve	Transfer from reserve to fund part year cost of commercial coordinator post
-£20,000	CORP Equalisation Reserve	Planned contribution from reserve to Council Tax is no longer required.
£17,000	ENVT Equalisation Reserve	Transfer to Environmental Health Housing Equalisation Reserve to fund works to bring properties into use through enforced sales
-£17,000	Environmental Health - Housing Equalisation Reserve	Transfer from ENVT equalization Reserve to funds works to bring properties into use through enforced sales

- 14 The following Summaries show the projected impact on Specific and General Reserves.

Specific Reserves summary

	£'000
Opening balance at 1/4/19	(39,515)
Budgeted contribution	3,415
Additional reserve transfers already approved	(691)
Additional reserve transfers proposed this quarter	35
Estimated closing balance at 31/3/20	(36,756)

Details of all specific reserves are included in Appendix 3

General Reserve

	£'000
Opening balance at 1/4/19	(20,968)
Original Contribution to Revenue Budget	2,255
Other Original reserve movements	(395)
Additional contributions proposed this quarter	0
Estimated closing balance at 31/3/20	(19,108)

Details of all budgeted movements are included in Appendix 4.

Forward Financial Plan Monitoring 2020/21 to 2022/23

- 15 The list of savings strategies included in the budget for 2019/20 is outlined in appendix 5. Any variation against delivering the budget, including the savings targets, are included above.
Further work to update the FFP for 2020/21 and beyond will be separately reported to members.

Integrated Impact Assessment

- 16 There is no requirement to undertake an integrated impact assessment as this report summarises the Council's financial position in relation to its net expenditure, income and grants.

Valleys Communities Impacts

- 17 No impact

Workforce Impacts

- 18 No Impact

Legal Impact

19 No impact

Risk Management Impact

20 No impact

Member Scrutiny

21 Scrutiny Members are invited to request further reports on selected items from within this report for consideration at the individual scrutiny Committee.

Consultation

22 This item is not subject to external consultation

Recommendations

23 It is recommended that:-

- The budget monitoring information is scrutinised and management arrangements put in place to minimise overspends and any adverse impact on reserves
- Members note the additional grants received
- The proposed reserve movements and budget virements are recommended for approval by Cabinet

Reason for Proposed decision

24 To update the Council's budget for additional grants received, budget virements and reserve movements, in accordance with the Council's constitution.

Implementation of Decision

25 The decision is proposed for implementation after consultation with the scrutiny committee and then consideration and approval by Council.

Appendices

- 26 Appendix 1 – Revenue budget Summary 2019/20
Appendix 2 – Virements approved by Corporate Directors
Appendix 3 – Schedule of Specific Reserves
Appendix 4 – Schedule of General Reserve
Appendix 5 - Forward Financial Plan Savings Monitor

Background Papers

- 27 Budget working papers

Officer contact

- 28 For further information on this report item, please contact:

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Summary 2019-20	Original	Virements			Revised	Projected	Variance
at 30th September 2019 - Quarter 2	Budget	Quarter 1	Quarter 2	Quarter 3	Budget	Outturn	
	2019/20				2019/20	2019/20	2019/20
	£				£	£	£
Education, Leisure and Lifelong Learning - Schools	84,424,000	0	0	0	84,424,000	84,424,000	0
Education, Leisure and Lifelong Learning - Other	24,667,000	0	0	0	24,667,000	25,239,161	572,161
Social Services Health & Housing	79,681,000	0	0	0	79,681,000	79,403,649	-277,351
Environment	37,535,000	24,439	339,128	0	37,898,567	38,442,357	543,790
Corporate Services	18,076,000	0	0	0	18,076,000	17,939,651	-136,349
Directly Controlled Expenditure	244,383,000	24,439	339,128	0	244,746,567	245,448,818	702,251
Swansea Bay Port Authority	47,000				47,000	46,086	-914
Fire Authority	7,470,000				7,470,000	7,466,254	-3,746
Margam Crematorium	1,000				1,000	559	-441
Archives	94,000				94,000	94,500	500
Magistrates Court	12,000				12,000	12,334	334
Capital Financing	19,274,000				19,274,000	19,274,000	0
Council Tax Support	18,108,163				18,108,163	17,851,551	-256,612
Contingency	555,159	-35,981	-339,128		180,050	180,050	0
Management of change	500,000				500,000	500,000	0
Cont from Fire Authority Reserve	-21,000	11,542			-9,458	-9,458	0
Cont from General Reserve	-2,255,000				-2,255,000	-2,255,000	0
Net Budget Requirement	288,168,322	0	0	0	288,168,322	288,609,694	441,372
RSG	-168,695,384				-168,695,384	-168,695,384	0
NNDR	-46,100,360				-46,100,360	-46,100,360	0
Discretionary rate relief	330,082				330,082	330,082	0
Council Tax	-73,702,660				-73,702,660	-73,702,660	0
Total Funding	-288,168,322		0	0	-288,168,322	-288,168,322	0

Virements Agreed by Corporate Directors – during Quarter 2

<u>Value</u>	<u>Directorate</u>	<u>Service</u>
17,424	ENVT	Highways Maintenance Reactive, Winter & Emergency Response
-17,424	Other	Contingency
-17,983	ENVT	Waste Management
17,983	ENVT	Management support
-4,880	ENVT	Non Operational Land
4,880	ENVT	Industrial Estates
-50,000	CORP	Financial Services
50,000	CORP	Transfer from reserves
-37,000	ELLL	Welsh
37,000	ELLL	Management & Admin
-5,967	ENVT	Highways Maintenance Reactive, Winter & Emergency Response
5,967	ENVT	Drainage services
6,365	ENVT	Highways Maintenance Reactive, Winter & Emergency Response
-6,365	Other	Contingency
-10,000	CORP	Internal Audit
-23,000	CORP	Housing Benefit Administration
33,000	CORP	Corporate strategy & Performance
27,500	ELLL	Skills & Training unit
-27,500	ELLL	Youth Service
-90,000	ENVT	Non Operational Land
90,000	ENVT	Former Crown Site
52,526	ENVT	Building Services
-52,526	ENVT	Industrial Workshops
15,339	ENVT	Ty'r Orsaf
-15,339	Other	Contingency
44,196	CORP	Information Governance
-44,196	CORP	Information and Communication Technology
30,000	CORP	Human Resources/ Unions
-30,000	CORP	Payroll

SCHEDULE OF SPECIFIC RESERVES

Description	Reserve at 1st April 2019	Original Net Reserve Movements 2019/20	Changes already approved	Proposed changes in Period	Estimated Reserve Balance at 31 Mar 2020
	£000	£000	£000	£000	£000
EDUCATION, LEISURE & LIFELONG LEARNING					
<i>Delegated Schools Cash Reserves</i>					
ERVR Primary	Cr 13	Cr 1	0	0	Cr 14
Primary Schools Reserve A/C	Cr 1,493	0	0	0	Cr 1,493
Secondary Schools Reserve A/C	377	0	0	0	377
Special Schools Reserve A/C	0	0	0	0	0
Repairs and Maintenance Reserve	Cr 161	0	0	0	Cr 161
	Cr 1,290	Cr 1	0	0	Cr 1,291
<i>Education, Leisure and Lifelong Learning</i>					
Equalisation Account-Education	Cr 870	693	Cr 609	0	Cr 787
Home to School Transport	Cr 36	0	0	0	Cr 36
Margam Discovery Centre - building maintenance reserve	0	Cr 50	0	0	Cr 50
	Cr 906	643	Cr 609	0	Cr 873
Total Education Leisure & Lifelong Learning	Cr 2,196	642	Cr 609	0	Cr 2,164
SOCIAL SERVICES, HEALTH & HOUSING					
Homecare ECM Equipment Reserve	Cr 63	Cr 10	0	0	Cr 73
Community Care Transformation Reserve	Cr 108	0	0	0	Cr 108
Social Services Equalisation	Cr 740	270	0	0	Cr 470
Hillside General Reserve	Cr 1,092	118	0	0	Cr 974
Youth Offending Service - Equalisation	Cr 153	0	0	0	Cr 153
Adoption service	Cr 100	0	0	0	Cr 100

SCHEDULE OF SPECIFIC RESERVES

Description	Reserve at 1st April 2019 £000	Original Net Reserve Movements 2019/20 £000	Changes already approved £000	Proposed changes in Period £000	Estimated Reserve Balance at 31 Mar 2020 £000
Total Social Services Health & Housing	Cr 2,256	378	0	0	Cr 1,878
ENVIRONMENT					
Concessionary Fare - Bus Pass Replacement Reserve	Cr 152	0	0	0	Cr 152
Asset Recovery Incentive Scheme	Cr 126	0	0	0	Cr 126
Local Development Plan	Cr 157	0	0	0	Cr 157
Economic Development	Cr 1	0	0	0	Cr 1
Winter Maintenance Reserve	Cr 764	0	0	0	Cr 764
Baglan Bay Innovation centre - Dilapidation reserve	Cr 78	0	0	0	Cr 78
Renewable Energy Reserve	Cr 7	0	0	0	Cr 7
Environmental Health - Housing Equalisation	Cr 20	0	0	Cr 17	Cr 37
Workways NPT Reserve	Cr 125	0	0	0	Cr 125
Environment Equalization Reserve	Cr 604	132	0	29	Cr 443
	Cr 2,034	132	0	12	Cr 1,890
Operating Accounts					
Operating Accounts Equalization	Cr 36	0	0	0	Cr 36
Vehicle Tracking	Cr 92	0	0	0	Cr 92
Operating Accounts -Vehicle Renewals	Cr 1,728	641	0	0	Cr 1,087
	Cr 1,856	641	0	0	Cr 1,215
Total Environment	Cr 3,890	773	0	12	Cr 3,105

SCHEDULE OF SPECIFIC RESERVES

Description	Reserve at 1st April 2019	Original Net Reserve Movements 2019/20	Changes already approved	Proposed changes in Period	Estimated Reserve Balance at 31 Mar 2020
	£000	£000	£000	£000	£000
FINANCE AND CORPORATE SERVICES					
Elections Equalisation Fund	Cr 240	Cr 15	0	0	Cr 255
Health & Safety / Occupational Health	Cr 41	34	0	0	Cr 6
Development Fund for Modernisation	Cr 115	0	0	0	Cr 115
IT Renewals Fund	Cr 1,298	404	0	0	Cr 894
Corporate Equalisation Reserve	Cr 532	234	Cr 17	Cr 70	Cr 386
Building Capacity	Cr 184	0	0	65	Cr 119
Voluntary Organisation Reserve	Cr 17	7	0	0	Cr 10
Total Finance and Corporate Services	Cr 2,427	664	Cr 17	Cr 5	Cr 1,785
COUNCIL RESERVES					
Insurance-Claims Reserve	Cr 9,043	2,000	0	0	Cr 7,043
Swansea Bay City Deal	Cr 75	0	0	0	Cr 75
Income Generation Reserve	Cr 716	34	0	28	Cr 654
Member Community Fund	Cr 547	600	Cr 53	0	0
Community Resilience Fund	Cr 2,000	0	0	0	Cr 2,000
Housing Warranties	Cr 220	0	0	0	Cr 220
Fire Authority Reserve	Cr 10	21	Cr 11	0	0
Pantteg Landslip Reserve	Cr 500	0	0	0	Cr 500
Waste Reserve	Cr 393	0	0	0	Cr 393
LAWDC Contingency Reserve	Cr 1,005	0	0	0	Cr 1,005
Treasury Management Equalisation Reserve	Cr 6,826	500	0	0	Cr 6,326
ERVR - Transitional Reserve	Cr 4,818	0	0	0	Cr 4,818
Accommodation Strategy	Cr 2,274	0	0	0	Cr 2,274
Corporate Contingency	0	Cr 2,200	0	0	Cr 2,200
Total Council Reserves	Cr 28,427	955	Cr 64	28	Cr 27,508

SCHEDULE OF SPECIFIC RESERVES

Description	Reserve at 1st April 2019	Original Net Reserve Movements 2019/20	Changes already approved	Proposed changes in Period	Estimated Reserve Balance at 31 Mar 2020
	£000	£000	£000	£000	£000
JOINT COMMITTEES					
Environment Legacy Reserve (SWTRA)	Cr 60	0	0	0	Cr 60
Substance Misuse Area Planning Board	Cr 41	4	0	0	Cr 37
WB Safeguarding Board Reserve	Cr 109	0	0	0	Cr 109
Intermediate Care Pooled Fund	Cr 43	0	0	0	Cr 43
Workways Regional Reserve	Cr 66	0	0	0	Cr 66
	Cr 319	4	0	0	Cr 315
TOTAL ALL REVENUE RESERVES	Cr 39,515	3,416	Cr 690	35	Cr 36,755

	Original Estimate 2019/20	Revised Estimate 2019/20	Variance 2019/20
	£'000	£'000	£'000
Opening balance 1st April	Cr 19,714	Cr 20,968	Cr 1,254
Council Tax increased income	Cr 1,000	Cr 1,000	0
Capital - Phase II Accommodation financing costs	180	180	0
Doubtful Debt Provision	200	200	0
Contributions to the Economic Development Fund	200	200	0
Community Councils Grant Scheme	25	25	0
Contribution from /to revenue	2,255	2,255	0
Estimated Closing balance 31st March	Cr 17,854	Cr 19,108	Cr 1,254

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
ELLL704	ES&C	Out of county placements	Andrew Thomas	No major impact, pupils will have reached school leaving age. Also savings in special school transport costs	72	0	0	0
ELLL707	ES&C	Pontardawe Arts Centre - Reduce Subsidy	Andrew Thomas	2nd year of proposal from 2018/19. This will place an imperative on realising increased income targets as identified in the facility's Business Plan and working towards establishing a Cinema via Arts Council for Wales grant funding. The cinema is unlikely to come to fruition until 2020/21 and we are then targeting additional income of £70k. Other possibilities linked to the cinema project are the further development of the licensed bar, and food and beverage offer which complement the Arts programme and cinema audience.	40	70	0	0
ELLL715	ES&C	School Catering	Chris Millis	Standardising Breakfast Clubs to 45 minute contracts and School Catering hours based upon volume of meals delivered. Full year savings available from 2021 after pay protection ends	0	50	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
ELLL801	ES&C	Re-negotiate current contract to deliver outdoor education at the Discovery Centre, Margam Park.	Andrew Thomas	Negotiations nearing completion with Field Studies Council which involve a 100% reduction in management fee. However as part of the negotiations it will be necessary to establish an annual "sinking fund" to meet the landlord building maintenance obligations in the sum of £50k. This means the net reduction in management fee is £200k. Likely increased cost for NPT pupils - more in line with what other users pay. Every effort will be made to protect financially disadvantaged pupils from price increases.	200	0	0	0
ELLL802	ES&C	Reduction in subsidy of Celtic Leisure Contract	Andrew Thomas	More efficient management of Celtic Leisure contract, including leisure centres, swimming pools and the Gwyn Hall Theatre).	140	0	0	0
ELLL808	ES&C	Margam Park - income generation	Andrew Thomas	Targeted increase of 24 additional weddings/and other functions. It is expected that gross income will increase by over £200k with the net contribution after catering costs being £75k.	75	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
ELLL810	ES&C	Cefn Coed Museum - reduce subsidy	Chris Millis	Second year of strategy agreed in Feb 2018. Consult and work with Friends of Cefn Coed Museum to identify income generation opportunities and volunteer contributions, and support wider development of this facility including current Valleys Gateway proposal.	5	0	0	0
ELLL901	ES&C	School Meals	Chris Millis	The current price of a school meal for pupils in primary and special schools is £2.30. From September 2019 it is proposed that this is increased to £2.35.	30	0	0	0
ELLL903	ES&C	Cleaning Service	Chris Millis	The current budget shortfall for the cleaning service to schools is £127k. It is proposed to increase the cost of the service to schools to generate an additional £50k. On the basis of the improved final budget provision for schools this proposal should be at less risk to schools deciding to outsource their cleaning service.	50	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
ELLL904	ES&C	Croeserw Community Centre	Chris Millis	Croeserw Community Centre is the only community centre the local authority wholly manages as all others have been transferred to their respective community organisations or individuals. This strategy in the main has worked well. It is proposed to engage with any interested parties who wish to take on the operation of the centre and seek transfer over 2 years. This proposal has been delayed for implementation from April 2020.	0	45	45	0
ELLL906	ES&C	Education Learning Resource Service	Andrew Thomas	Increased income target to be achieved by reviewing the fees and charges for services currently provided and to pursue new customers	10	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
ELLL907	ES&C	Special Education Service - Out of County placement savings	Andrew Thomas	The Council has been pursuing a strategy of developing specialist provisions within county to prevent hugely expensive out of county placements over many years. This proposal is a continuation of that strategy whilst recognising there is a degree of risk associated with it as more and more children present with high levels of complex needs and therefore require placement in very specialist provisions out of county. The 2019/20 Budget also includes a proposal to open a new Secondary Education specialist provision for ASD to cater for the needs of pupils with challenging needs.	58	0	0	0
ELLL908	ES&C	School uniform grant	Chris Millis	WG have recently confirmed funding to replace the former "school uniform grant" in the form of the PDG Access Grant, so this provision now will be funded wholly by WG grant	35	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
ELLL909	ES&C	SEN post 16 transport saving	Chris Millis	This is a non-statutory service. This budget is £228k and is projected to overspend in year (2018-19) by £ 73k. For all other students NPTC are responsible for transporting pupils who are registered pupils of the College. It is proposed to cut this budget and discuss with the college their funding arrangements. This proposal will require full consultation and Integrated Impact Assessment.	0	228	0	0
ELLL910	ES&C	SSIP Budget Reduction	Andrew Thomas	21st Century Band B business cases, which are a requirement of WG to draw down capital funding, have been completed in the current financial year which means there are fewer to complete in 2019/20.	40	0	0	0
ELLL911	ES&C	Vacancy management	Andrew Thomas/ Chris Millis	This reduces the number of jobs when staff leave, or there may be some delay in appointments.	50	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
ELLL912	ES&C	Library service reduction	Andrew Thomas	The 19/20 saving will be delivered via vehicle contract savings upon expiry of mobile vehicle leases in October 2018 and November 2019 together with a staff vacancy saving. The final budget proposal for 2019/20 is reduced and has an alternative savings target of £50k down from £75k. The saving in subsequent years will be subject to a separate report on the future operation of the Library Service including those at Baglan, Cwmafan, Glynneath and Skewen.	50	80	80	0
ELLL913	ES&C	Youth service reduction	Chris Millis	This proposal has been amended as the service anticipates additional grant income resulting in only minor service adjustments. It is not expected to impact on service delivery.	20	0	0	0
ELLL914	ES&C	Grant management	Andrew Thomas/ Chris Millis	To fund legitimate core costs from specific grants	60	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
ELLL915	ES&C	Schools delegated budget	Andrew Thomas/ Chris Millis	The final Budget increases the School Budget by £3.673m to £85.381 with £957 being funded from specific grant and reserves. This is £845k short of what is needed, as the UK and WG have not yet confirmed any funding for the increased cost of Teachers' pensions for 2019/20. Should this be confirmed, top up funding will be provided to Schools. WG will need to provide additional funding in year to cover the pension shortfall and into the base budget for subsequent years; otherwise there will be significant cuts in future years.	845	0	0	0
ELLL916	ES&C	Savings arising from the cessation of the Print Commissioning function	Andrew Thomas/ Chris Millis	Directorates will commission printing services direct from suppliers, and therefore no longer incur the cost of the overhead from the unit	7	0	0	0
SSHH901	SCHWB	Children's services	Keri Warren	Ensure that only those children who need to be in care are admitted and remain, and that those in care have safe and stable placements. Safeguarding will always remain a top priority.	500	0	0	0
SSHH902	SCHWB	Hillside	Alison Davies	Generate additional income from welfare bed placements by increasing the number of beds available	200	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
SSHH903	SCHWB	Adult Social Care	Angela Thomas	Provide for assessed need in the most economical way across all of adult services.	250	0	0	0
SSHH904	SCHWB	Maximise value for money across respite care services	Angela Thomas	Ensure that we fully utilise POBL bed provision. This will mean reducing the choice of residential provision in relation to respite care.	150	0	0	0
SSHH905	SCHWB	Transport policy	Angela Thomas	Only provide free taxi transport for Adults to attend daily respite and college, if transport is an assessed need. The original proposal has been reduced from £215k to £115k	115	0	0	0
SSHH906	SCHWB	Homecare	Angela Thomas	Following the re-design of the in house homecare service, reduce management and support staffing via ER/VR.	250	0	0	0
SSHH907	SCHWB	Homecare	Angela Thomas	Re-model the Extra Care Supported Living Schemes	180	0	0	0
SSHH908	SCHWB	Western Bay	Angela Thomas	Jointly working with City & County of Swansea and ABMU to make procurement savings on the Deprivation of Liberty Assessments	50	0	0	0
SSHH910	SCHWB	Building Safe & Resilient Communities	Andrew Jarrett	Divert demand through earlier intervention & prevention by identifying sources of community provision which will meet people's needs	200	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
SSHH911	SCHWB	Staffing across the Directorate	Angela Thomas/ Keri Warren	Reduction in staffing via ER/VR	525	0	0	0
SSHH912	SCHWB	Community Resource Team	Angela Thomas	Ongoing additional Intermediate Care Fund (ICF) grant	60	0	0	0
SSHH913	SCHWB	Supporting People	Angela Thomas	Optimise the use of the SP grant in Learning Disability services	100	0	0	0
SSHH914	SCHWB	Savings arising from the cessation of the Print Commissioning function	All	Directorates will commission printing services direct from suppliers, and therefore no longer incur the cost of the overhead from the unit	5	0	0	0
ENVT901	S&E	Parking tariff increase	Dave Griffiths	Introduce increased prices by average of 30p for all Council run car parks in the 3 Town Centres from April 2019	30	0	0	0
ENVT902	S&E	Alternative car parking initiatives	Dave Griffiths	Increased income from Neath BID or usage.	10	0	0	0
ENVT903	S&E	E&T cost saving	Dave Griffiths	Staff savings via ERVR	49	0	0	0
ENVT904	S&E	Highways Development Control	Dave Griffiths	Income generation via permitting watercourses etc.	10	0	0	0
ENVT905	S&E	Car Parking Permits	Dave Griffiths	Increased Income from sale of permits to police and schools in Neath	4	0	0	0
ENVT906	S&E	Staff and Member Parking charges	Dave Griffiths	Increase charge by £3 per month for staff working more than 23 hours and £1.50 for other part time staff. These charges also apply to members.	50	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
ENVT907	S&E	Road Safety and Business Performance	Dave Griffiths	Reduce budget for Supplies & Services	9	0	0	0
ENVT908	R&SD	Increased Rental Income	Simon Brennan	Pontardawe One Stop Shop rental income	14	0	0	0
ENVT909	R&SD	Employee cost savings	Simon Brennan	Reduce management capacity in Estates and Building Cleaning following non-replacement of staff vacancy	25	0	0	0
ENVT910	R&SD	Port Talbot Civic Centre	Simon Brennan	Remove security at night in Civic Buildings	50	0	0	0
ENVT911	R&SD	Estates section	Simon Brennan	Reduction in staff costs to cover Gypsy and Traveller Site	20	0	0	0
ENVT912	R&SD	Investment Income	Simon Brennan	Consolidate various income sources from filming, land fees etc.	40	0	0	0
ENVT913	R&SD	Income generation	Nicola Pearce	Including: Environmental Monitoring at Giants Grave, Japanese Knotweed Remediation service and imposing charges for HHSRS Inspections prior to serving notices	40	0	0	0
ENVT914	R&SD	Income generation	Nicola Pearce	Introduce Food Hygiene Income Target associated with food premises re-scores	8	0	0	0
ENVT915	R&SD	Reduce Subscriptions	Nicola Pearce	Cancel TS Link subscription and rely instead on alternative means of intelligence gathering	4	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
ENVT918	S&E	Pest control	Michael Roberts	Increase fee levels to cover costs, which will still be much lower than market rates. In some instances this will result in the charge increasing by triple the fee e.g. treatment of rats from £40 for 3 visits to £120 for 3 visits.	50	0	0	0
ENVT919	S&E	Cemeteries	Michael Roberts	Move closer to full recovery with increases for a number of cemetery services. For example - burial fee increasing from £659 to £800.	50	0	0	0
ENVT920	S&E	Bowling Greens/ sports fields	Michael Roberts	Cease to provide any maintenance services in relation to bowling greens. Ensure cost recovery of charges for work on sports fields - increase charges or stop work.	50	0	0	0
ENVT924	S&E	Savings arising from the cessation of the Print Commissioning function	All	Directorates will commission printing services direct from suppliers, and therefore no longer incur the cost of the overhead from the unit	11	0	0	0
CORP577	P&R	CCTV - cost savings	Karen Jones	Savings at the end of the current CCTV Maintenance contract period which reflects a lower number of cameras currently in use.	30	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
CORP702	P&R	ICT Staff reductions	Steve John	Development capacity will fall and service requests will take longer to effect. Income generation and/or collaborative opportunities may offset some job losses/service issues. A number of posts are funded from reserves, which will be exhausted by March 2020	160	160	0	0
CORP801	P&R	Finance Division - Reduce number of staff	Huw Jones	This proposal will reduce the number of people working within the Finance Division, with posts being lost through the Voluntary Redundancy process. This will put more pressure on the staff remaining and reduce resilience within the Division.	120	0	0	0
CORP901	P&R	Digital strategy - automation of one post following introduction of a new Corporate Performance Management System	Karen Jones	Employee has been re-deployed under the Council's Management of Change Scheme	25	0	0	0
CORP902	P&R	Reduce management cost	Karen Jones	Management review following staff turnover	25	30	30	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
CORP903	P&R	Digital strategy - further transformation of customer services	Karen Jones	Digital strategy - Move to a position where there is one One Stop Shop. This will mean a gradual reduction in face to face services at Port Talbot Civic Centre. Automation of telephone calls at contact Centre Service leading to a reduction in the number of jobs	0	36	30	0
CORP904	P&R	Income generation - info asset sponsorship - implementing the corporate communications and community relations strategy	Karen Jones	Income Generation and Digital Strategy - Introduce targeted sponsorship and advertising policy for the Council's information assets, based on ethically and commercially sound policy. The business case is being developed and is likely to require pump prime funding i.e. invest to save	0	0	30	50
CORP905	P&R	Income generation - working towards a self-financing CCTV service	Karen Jones	Revisit the 2015 options appraisal to identify a strategy that can reduce/eliminate the Council subsidy for this non statutory service. Capital investment will be required to ensure the service can satisfy insurance, business continuity and service requirements	0	0	40	80

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
CORP906	P&R	Income generation - refocus the communications, community relations, customer services to promote Council services & functions	Karen Jones	Market the Council's services and functions to staff and the external customer base to increase participation in paid for services.	0	20	40	60
CORP907	P&R	HR Non staff savings	Sheenagh Rees	Reduce expenditure on printing, postage, books, stationery, and conference fees, by moving to digital services and solutions	6	0	0	0
CORP908	P&R	HR staff savings	Sheenagh Rees	Pilot project to automate tasks in the Employment support team, to enable deletion of vacant posts from the structure	6	0	0	0
CORP909	P&R	Corporate services staff savings	Craig Griffiths	Savings following internal promotion of staff	18	0	0	0
CORP910	P&R	Legal non staff saving	Craig Griffiths	Reduction in Online Resource - contract end April 2019	6	0	0	0
CORP911	P&R	Remove annual contribution to Member Development Reserve	Karen Jones	The reserve balance of £115k is sufficient to meet anticipated future use.	5	0	0	0
CORP912	P&R	Savings arising from the cessation of the Print Commissioning function	All	Directorates will commission printing services direct from suppliers, and therefore no longer incur the cost of the overhead from the unit	6	0	0	0

Ref	Board	Description	Lead	Main Impacts	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
OTH	P&R	Insurance charge	All	Reduction in total cost of insurance management, premiums and claims	500	0	0	0
					5,803	719	295	190

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET

REPORT OF THE HEAD OF FINANCE- H.Jones

30 October 2019

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED – ALL

CAPITAL BUDGET MONITORING 2019/20

Purpose of Report

1. To provide Members with information in relation to delivery of the 2019/20 Capital Programme.

Background

2. On 14th February 2019 Council approved its Capital Programme for 2019/20; the report detailed planned Capital Expenditure totalling £44.816m for the financial year.

On 31st July 2019 Council approved the current Capital Budget as at 30th June 2019, the report detailed planned Capital Expenditure totalling £52.212m for the financial year.

The purpose of this report is to update Members as to the delivery of this Programme as at 30th September 2019 and to seek approval for a further updated budget position.

Targeted Achievements

3. As Members are aware the following achievements are being targeted during this financial year:

- Progression of the Council's Band B 21st Century Schools programme;
 - Cefn Saeson - a new replacement 11-16 School in the Cimla area of the County Borough.
- Investment in a flood and coastal risk prevention project at Aberavon Seafront.
- County Borough regeneration including the commencement of the next phase of the Neath Town Centre redevelopment. Development works on the former Crown building and redevelopment work of the former Plaza cinema in Port Talbot.
- Further investment of £3m into Disabled Facility Grants to assist people to live at home and investment of over £3m in Schools Capital Maintenance and Highways and Engineering Maintenance improvements.

Changes to the approved Budget

4. The updated Capital Programme now totals £43.800m with the main changes proposed being:
 - A £4.887m budget had been included in 2019/20 in relation to the Harbourside infrastructure development. However, £4.612m of this has now been re-profiled into 2020/21 to reflect the profile of the works required on the site and the revised project proposal.
 - The £2.5m budget for the Plaza development has been reduced to £2m. This £500k budget has been re-profiled into 2020/21.
 - A £4.680m budget had been included in 2019/20 in relation to the Crown Development. This budget has been reduced to £2.207m with the balance of £2.473m being re-profiled into 2020/21 to reflect project spend.
 - A budget of £800k has been allocated this year to fund Cymmer Afan site clearance and land reclamation.

- Reduction of £1.286m in the flood and coastal risk management programmes at Aberavon and Briton Ferry this is primarily due to tenders being lower than anticipated and works being re-profiled.
- A budget of £500k has been included to commence works on the Swansea Bay Technology Centre.
- A £757k budget had been included in 2019/20 in relation to the refurbishment of 8 Wind Street, Neath. This budget has been reduced to £177k with the balance of £580k being re-profiled into 2020/21 to reflect project spend.
- The WG has confirmed that the £766k made available re Sustainable Waste Grant is for revenue expenditure purposes and has been updated for this report.

2019/20 Capital Expenditure

5. Details of Capital Expenditure as at 30th September 2019 is outlined in Appendix 1 of this report.

Financial Impact

6. All relevant details are set out in the body of the report.

Integrated Impact Assessment

7. No requirement for this as information set out in the report summarises the Council's financial commitment to fund capital projects in year.

Valleys Communities Impact

8. No implications.

Workforce Impacts

9. There are no workforce impacts arising from this report.

Legal Impacts

10. There are no legal impacts arising from this report.

Risk Management

11. The capital programme is actively managed by managers and the Capital Programme Steering Group to comply with all relevant planning conditions, legislation, regulations and health and safety.

Consultation

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

Recommendations

13. Cabinet commends to Council:
 - The approval of the proposed 2019/20 budget totalling £43.800m;
 - And note the position in relation to expenditure as at 30th September 2019.

Appendices

14. Appendix 1 – Details of Capital Expenditure as at 30th September 2019.

List of Background Papers

Capital Programme working files

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Capital Budget and Spend 2019/20 as at 30th September 2019

	Current Budget £'000	Proposed Budget £'000	Actual @ 30 th Sep 2019
Ysgol Cwm Brombil	1,973	1,973	749
Cefn Saeson	5,524	5,524	1,046
Capital Maintenance - ELLL	1,125	1,125	751
Welsh Medium School Grant - YGG Pontardawe & YGG Tyle'r Ynn	820	820	21
Infant Class Sizes Grant - YGG Rhosafan, YGG Castell Nedd, Gnoll Primary	1,241	1,241	108
Childcare Offer Grant - Small Grants Pot, Baglan Primary, Blaenbaglan Primary & Rhos Primary	1,088	1,088	313
Cymmer Afan Site Clearance & Land Reclamation	0	800	16
Leisure Investment	156	156	50
Margam Orangery Upgrading Works	250	250	15
Highways and Engineering Maintenance	1,885	2,266	614
Additional Highway Works (Highways Refurbishment Grant)	1,496	1,496	691
Local Transport Fund (multiple locations)	480	480	17
Road Safety Grant (multiple locations)	407	407	16
Safe Routes In Communities (multiple locations)	333	157	10
Active Travel Fund - Neath To Port Talbot; Fabian Way and Ffordd Amazon	319	319	51
Flood & Coastal Risk Projects - Aberavon & Brunel Dock	3,616	2,330	26
Major Bridge Strengthening - A474 Tesco	895	895	0
Cymmer Viaduct Design	220	220	6
Health & Safety	893	893	279
Street Lighting	663	663	0
Vehicle Replacement Programme	1,119	1,119	906
Sustainable Waste Management Grant	766	0	0

	Current Budget £'000	Proposed Budget £'000	Actual @ 30th Sep 2019
Absorbent Hygiene Product Waste Grant	0	110	0
Regeneration: Harbourside Infrastructure	4,887	275	22
Regeneration: Plaza Redevelopment	2,500	2,000	257
Regeneration: Magistrates Court	792	732	660
Regeneration 6 Station Road	502	100	1
Regeneration: Seafront Regeneration	250	200	0
Regeneration: Turbine House - Margam Park	189	189	105
Regeneration: Neath Town Centre Redevelopment	500	500	3
Regeneration 8 Wind Street	757	177	1
Regeneration: Crown Buildings Development	4,680	2,207	13
Regeneration: Valleys Task Force	250	200	0
Regeneration: Commercial Property Grants	300	75	0
Regeneration: Property Enhancement Development Grant	1,070	665	2
Regeneration: Swansea Bay Technology Centre	0	500	8
Regeneration: Other (includes Economic Stimulus Grant)	846	1,969	107
School/Vehicle Asset Financing	640	640	122
Capital Maintenance – Social Services	216	216	49
Efficiency & Warm Homes	799	799	409
Disabled Facilities Grants	3,000	3,000	1583
Additional WG capital grant - Maintenance Schools & Leisure	750	750	100
Additional WG capital grant - various projects	1,430	1,370	13
Contingency	615	471	0
Other	1,970	2,433	627
Total	52,212	43,800	9,767



NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET

REPORT OF THE HEAD OF FINANCE – H.JONES

30 October 2019

Matter for Monitoring

Wards Affected - All

TREASURY MANAGEMENT MONITORING 2019/20

Purpose of Report

- 1 This report sets out treasury management action and information for the second quarter of 2019/20.
- 2 This report will also be forwarded to the next Audit Committee in line with the Council's Treasury Management Practices Scrutiny arrangements.

Rates of Interest

- 3 The Monetary Policy Committee (MPC) voted on the 2nd August 2018 to increase the bank rate to 0.75% and to date it has remained at that level.

Effective Date	Bank Rate
4th December 2008	2.00%
8th January 2009	1.50%
5th February 2009	1.00%
5th March 2009	0.50%
4th August 2016	0.25%
2nd November 2017	0.50%
2 nd August 2018	0.75%

- 4 The following table provides examples of external borrowing costs as provided by the Public Works Loans Board as at 9th October 2019:

	Equal Instalments of Principal		Annuity		Maturity	
	Previous 04Jul19	Current 09Oct19	Previous 04Jul19	Current 09Oct19	Previous 04Jul19	Current 09Oct19
	%	%	%	%	%	%
5-5.5 years	1.28	2.10	1.28	2.10	1.30	2.02
10-10.5 years	1.30	2.02	1.30	2.02	1.58	2.25
20-20.5 years	1.58	2.25	1.60	2.26	2.10	2.74
35-35.5 years	2.02	2.67	2.07	2.70	2.09	2.71
49.5-50 years	2.16	2.79	2.16	2.79	2.02	2.62

- 5 The Public Works Loans Board announced on 9th October 2019 that they will increase their interest rate across the board (i.e. for all repayment periods) by 1%. This is due to the substantial number of Local Authorities borrowing at the previous record low rates. The above table includes the impact of those increases. This will mean that the cost of borrowing to Local Authorities will now be 1% higher compared to the rates prior to 9th October.

General Fund Treasury Management Budget

- 6 The following table sets out details of the treasury management budget for 2019/20 along with outturn figures for 2018/19. The budget consists of a gross budget for debt charges i.e. repayment of debt principal and interest, and interest returns on investment income.

2018/19 Outturn £'000		2019/20 Original Budget £'000
19,094	Principal and Interest charges	19,644
	Investment Income	
(509)	- Total	(300)
195	- less allocated to other funds	110
(314)	Subtotal Income	(190)
(340)	Contribution from General Reserves	(180)
134	Contribution to General Reserves	
	Contribution to/(from) treasury management reserve	
18,574	Net General Fund	19,274

NB: Other funds include Trust Funds, Social Services Funds, Schools Reserves, Bonds etc.

Borrowing

- 7 The Council has entered into the following loan since the last quarterly monitoring report:

Date	Amount of Loan £'000	Type	Interest Rate %	Term of Loan (Years)
29/8/19	10,000	Maturity Loan	1.70	49.5

This loan will be used to fund the Council's Capital Programme.

Investment Income

- 8 In line with the Council's Investment Strategy, the 2019/20 original budget target for investment income is £300k, actual investment income for the financial year to date total's £212k. Any income received in excess of the budget will normally be transferred into the treasury management equalisation reserve at year end

- 9 Members should note that the majority of investments are classified as 'specified' i.e. up to 12 months and are currently deposited with Local Authorities and Santander Bank.
- 10 The Council policy will allow investments up to a maximum of £25m for periods of more than 1 year and up to 5 years, and this will be considered when decisions on investing surplus funds are made. The Council has no such investments.

Financial Impact

- 11 All relevant financial information is provided in the body of the report.

Integrated Impact Assessment

- 12 There is no requirement to undertake an Integrated Impact Assessment as this report is for information purposes.

Valleys Communities Impacts

- 13 No implications

Workforce Impacts

- 14 There are no workforce impacts arising from this report.

Legal Impacts

- 15 There are no legal impacts arising from this report.

Risk Management

- 16 There are no new risk management issues arising from this report. Borrowing and investment decisions are made in line with the Council's Treasury Management Policy. The Council has appointed Link Asset Services to provide support and advice in relation to this policy.

Consultation

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

Recommendations

- 18 It is recommended that members note the contents of this monitoring report.

Appendices

- 19 None

List of Background Papers

- 20 PWLB Notice Number 384/19

Officer Contact

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Mae'r dudalen hon yn fwriadol wag



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET

30 OCTOBER 2019

REPORT OF THE HEAD OF FINANCE – H.JONES

Matter for Decision

Wards Affected: All Wards

Treasury Management Practices Statements (TMPS) Update

Purpose of the Report:

1. The purpose of this report is to seek approval for updated Treasury Management Practices.

Executive Summary:

2. The governance arrangements for the Council's Treasury Management activities are set out in the Treasury Management Practices Statements (TMPS). Following staffing changes within the Finance Division these TMP's need to be updated to reflect current arrangements.

Background:

3. The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management requires the Council to:
 - 'Create and maintain a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities; and
 - Create and maintain Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives'.

4. The Council last approved its Treasury Management Practices in 2012 and since then a number of staffing changes have taken place in the Finance Division. As a result the previously approved practices need to be updated. Members should note that amendments have been made to:

TMP5 - Organisation, clarity and segregation of responsibilities, and dealing arrangements

The structure chart detailed in section 5.3 of TMP 5 has been updated to reflect the current management structure for Treasury Management Operations.

TMP 11 – Use of External Service Providers

Correspondence addresses for Treasury Brokers have been updated where applicable.

5. Attached at Appendix 1 to this report is an updated version of the Treasury Management Practices Statements which Cabinet is asked to approve before forwarding them to Council for endorsement.

Financial Impacts:

6. There are no direct financial impacts associated with this proposal as the report only updates arrangements on how to manage treasury activities.

Integrated Impact Assessment:

7. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016, a copy of which is included at Appendix 2. The first stage assessment has indicated that a more in-depth assessment is not required for the reasons set out in Appendix 2

Valleys Communities Impacts:

8. No implications

Workforce Impacts:

9. No implications but the updated TMPS set out in this report are required following changes to staff within the Finance Division.

Legal Impacts:

10. The updated TMPS ensure that the Council's Treasury Management activities are carried out in line with the Constitution.

Risk Management Impacts:

11. Risk Management arrangements are detailed in Appendix 1 to this report.

Consultation:

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

Recommendation:

13. It is recommended that Cabinet approve the updated Treasury Management Practices Statements (TMPS) as set out in Appendix 1 of this report and commend them to Council for approval.

Reasons for Proposed Decision:

14. To update Treasury Management governance arrangements.

Implementation of Decision:

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

Appendices:

16. Appendix 1 – Treasury Management Practices (TMPS)
Appendix 2 – First Stage Integrated Impact Assessment

List of Background Papers:

17. None

Officer Contact:

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**TREASURY MANAGEMENT PRACTICES STATEMENTS
(TMPS)**

CONTENTS

- TMP 1** Treasury risk management
- TMP 2** Performance measurement
- TMP 3** Decision making and analysis
- TMP 4** Approved instruments, methods and techniques
- TMP 5** Organisation, clarity and segregation of responsibilities, and dealing arrangements
- TMP 6** Reporting requirements and management information arrangements
- TMP 7** Budgeting, accounting and audit arrangements
- TMP 8** Cash and cash flow management
- TMP 9** Money laundering and Counter Fraud
- TMP 10** Training and qualifications
- TMP 11** Use of external service providers
- TMP 12** Corporate governance

Reviewed and Updated October 2019

TMP 1 TREASURY RISK MANAGEMENT

Within Neath Port Talbot County Borough Council, the responsible officer is the Director of Finance & Corporate Services who is also the Section 151 Officer. The responsible officer will design, implement and monitor all arrangements for the identification, management and control of treasury management risk, will report at least annually on the adequacy/suitability thereof, and will report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the Council's objectives in this respect, all in accordance with the procedures set out in TMP6 (Reporting requirements and management information arrangements).

1.1 Credit and Counterparty Risk Management

Credit and counterparty risk is the risk of failure by a counterparty to meet its contractual obligations to the Council under an investment, borrowing, capital project or partnership financing, particularly as a result of the counterparty's diminished creditworthiness, and the resulting detrimental effect on the Council's capital or current (revenue) resources.

This Council regards a key objective of its treasury management activities to be the security of the principal sums it invests. Accordingly, it will ensure that its counterparty lists and limits reflect a prudent attitude towards organisations with whom funds may be deposited, and will limit its investment activities to the instruments, methods and techniques referred to in TMP4 (Approved Instruments Methods And Techniques). It also recognises the need to have, and will therefore maintain, a formal counterparty policy in respect of those organisations from which it may borrow, or with whom it may enter into other financing arrangements.

1.1.1 Policy on the use of credit risk analysis techniques

1. The Council will use credit criteria in order to select creditworthy counterparties for placing investments with.
2. Credit ratings will be used as supplied by the Fitch credit rating agency.

3. Treasury Management Consultants will provide regular updates of changes to all ratings relevant to the Council.
4. The responsible officer will formulate suitable criteria for assessing and monitoring the credit risk of investment counterparties and shall construct a lending list comprising maturity periods, type, group, sector, country and counterparty limits.

Credit ratings for individual counterparties can change at any time. The S151 Officer is responsible for applying approved credit rating criteria for selecting approved counterparties. Treasury management staff will add or delete counterparties to/from the approved counterparty list in line with the policy on criteria for selection of counterparties.

5. This Council will not rely solely on Fitch credit ratings in order to select and monitor the creditworthiness of counterparties. In addition it will use other sources of information including:-

- Other credit rating agencies i.e. Moodys and Standard & Poors
- Market data
- Information on government support for banks
- The credit ratings of that government support
- Credit watches and credit outlooks from credit rating agencies
- Credit Default Swaps (CDS) spreads to give early warning of likely changes in credit ratings
- Sovereign ratings to select counterparties from only the most creditworthy countries
- Advice of treasury management consultants.

6. Maximum maturity periods and amounts to be placed in different types of investment instrument are identified in Section 1.8.
7. Diversification: this Council will avoid concentrations of lending and borrowing by adopting a policy of diversification. It will therefore use the following:-

- Maximum amount to be placed with any one institution - £20m (with the exception of the UK Government's Debt Management Office)
 - Group limits - where a number of institutions are under one ownership – maximum of £20m
 - Country limits - a minimum sovereign rating of AA+ is required for an institution to be placed on our approved lending list.
 -
8. Non-specified investments have different or potentially more 'risky' credit ratings as opposed to specified investments and both are set out in Section 1.8. This schedule also sets out the categories of investment instruments which fall into the specified investments category.

1.2 Liquidity Risk Management

This is the risk that cash will not be available when it is needed, that ineffective management of liquidity creates additional unbudgeted costs, and that the Council's business/service objectives will be thereby compromised.

This Council will ensure it has adequate though not excessive cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives. This Council will only borrow in advance of need where there is a clear business case for doing so and will only do so for the current capital programme or to finance future debt maturities.

1.2.1 Amounts of approved minimum cash balances and short-term investments

The Treasury Management section shall seek to minimise the balance held in the Council's main bank accounts at the close of each working day. Borrowing or lending shall be arranged in order to achieve this aim.

1.2.2 Details of:

a. Bank overdraft arrangements

A £5m overdraft at 1% over base rate has been agreed as part of the banking services contract with Santander. The overdraft is assessed on a pooled basis for the Council's accounts.

b. Short-term borrowing facilities

The Council accesses temporary loans through approved brokers on the London money market.

1.3 Interest Rate Risk Management

The risk that fluctuations in the levels of interest rates create an unexpected or unbudgeted burden on the Council's finances, against which the Council has failed to protect itself adequately.

The Council will manage its exposure to fluctuations in interest rates with a view to containing its interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements as amended in accordance with TMP6 (Reporting requirements and management information arrangements).

This will be achieved by the prudent use of approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of costs and revenues, but at the same time retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates.

Investments/Borrowings

These are reviewed and set out in the Treasury Management Strategy Report approved annually by Council.

1.3.1 Upper limit for fixed interest rate exposure e.g. current limit 100%

1.3.2 Upper limit for variable interest rate exposure e.g. current limit 50%

1.3.3 Policies concerning the use of instruments for interest rate management

- a. callable deposits (fixed investments for up to 5 years at borrower's option)

The Council will use callable deposits as part as of its Annual Investment Strategy (AIS). The credit criteria and maximum periods are set out in the Schedule of Specified and Non-specified Investments (TMP 1).

- b. LOBO's (borrowing under lender's option/borrower's option)

Use of LOBOs are considered as part of the annual borrowing strategy. All borrowing for periods in excess of 364 days must be approved by either the Director of Finance and Corporate Services or the Head of Finance.

1.4. Exchange Rate Risk Management

The risk that fluctuations in foreign exchange rates create an unexpected or unbudgeted burden on the Council's finances, against which the Council has failed to protect itself adequately.

This Council will manage its exposure to fluctuations in exchange rates so as to minimise any detrimental impact on its budgeted income/ expenditure levels.

1.5. Refinancing Risk Management

The risk that maturing borrowings, capital, project or partnership financings cannot be refinanced on terms that reflect the provisions made by the Council for those refinancing, both capital and current (revenue), and/or that the terms are inconsistent with prevailing market conditions at the time.

This Council will ensure that its borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and as favorable to the Council as can reasonably be achieved in the light of market conditions prevailing at the time.

The Council will actively manage its relationships with its counterparties in these transactions in such a manner as to secure this objective, and will avoid over-reliance on any one source of funding if this might jeopardise achievement of the above.

1.5.1. Debt/Other Capital Financing, Maturity Profiling, Policies and Practices

The Council will establish through its Prudential and Treasury Indicators the amount of debt maturing in any year/period.

Any debt rescheduling will be considered when the difference between the refinancing rate and the redemption rate is most advantageous and the situation will be continually monitored in order to take advantage of any perceived anomalies in the yield curve. The reasons for any rescheduling to take place will include:

- a) the generation of cash savings at minimum risk;
- b) to reduce the average interest rate;
- c) to amend the maturity profile and/or the balance of volatility of the debt portfolio.

Rescheduling will be reported to the Cabinet (Finance) Sub Committee at the meeting immediately following its action.

1.5.2. Projected Capital Investment Requirements

The responsible officer will prepare a three year plan for capital expenditure for the Council. The capital plan will be used to prepare a medium term annual revenue budget for all forms of financing charges.

1.6. Legal and Regulatory Risk Management

The risk that the Council itself, or an organisation with which it is dealing in its treasury management activities, fails to act in accordance with its legal powers or regulatory requirements, and that the Council suffers losses accordingly.

This Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. In framing its credit and counterparty policy in Section 1.8 credit and counterparty risk management, it will ensure that there is evidence of counterparties' powers, authority and compliance in respect of the transactions they may effect with the Council, particularly with regard to duty of care and fees charged.

This Council recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely on the Council.

1.6.1. References to Relevant Statutes and Regulations

The treasury management activities of the Council shall comply fully with legal statute, guidance, Codes of Practice and the regulations of the Council.

1.6.2. Procedures for Evidencing the Council's Powers/Authorities to Counterparties

The Council's powers to borrow and invest are contained in legislation.

England and Wales

Investing: Local Government Act 2003, section 12

Borrowing: Local Government Act 2003, section 1

In addition, it will make available on request the scheme of delegation of treasury management activities which states which officers carry out these duties and who are the authorised signatories.

Required Information on Counterparties

Lending shall only be made to counterparties on the Approved Lending list. This list has been compiled using advice from

the Council's treasury advisers based upon credit ratings supplied by Fitch credit rating agency.

1.6.3. Statement on the Council's Political Risks and Management of Same

The responsible officer shall take appropriate action with the Council and the Leader of the Council to respond to and manage appropriately political risks such as change of majority group, leadership in the Council, change of Government etc.

1.6.4. Monitoring Officer

The monitoring officer is the Head of Legal Services. The duty of this officer is to ensure that the treasury management activities of the Council are lawful.

1.6.5. Chief Financial Officer

The Chief Financial Officer is the Section 151 Officer (Director of Finance & Corporate Services); the duties of this officer are to set out in the Annual Investment Strategy and his primary duty is to ensure that the financial affairs of the Council are conducted in a prudent manner and to make a report to the Council if he has concerns as to the financial prudence of its actions or its expected financial position.

1.7. Fraud, Error and Corruption, and Contingency Management

The risk that the Council fails to identify the circumstances in which it may be exposed to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings, and fails to employ suitable systems and procedures and maintain effective contingency management arrangements to these ends. It includes the area of risk commonly referred to as operational risk.

This Council will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable

systems and procedures, and will maintain effective contingency management arrangements, to these ends.

The Council will therefore:-

- a) Seek to ensure an adequate division of responsibilities and maintenance at all times of an adequate level of internal check which minimises such risks.
- b) Fully document all its treasury management activities so that there can be no possible confusion as to what proper procedures are.
- c) Staff will not be allowed to take up treasury management activities until they have had proper training in procedures and are then subject to an adequate and appropriate level of supervision.
- d) Records will be maintained of all treasury management transactions so that there is a full audit trail and evidence of the appropriate checks being carried out.

1.7.1 Details of Systems and Procedures to be Followed, Including Internet Services

Authority

- The Scheme of Delegation to Officers sets out the delegation of duties to officers.
- All loans and investments are negotiated by the responsible officer or authorised persons.
- Loan procedures are defined in the Council's Financial Regulations.

Procedures

- Electronic banking procedures are performed through the Santander online banking system. All members of the Treasury Team (Section 5.3) and all authorised Bank Signatories have specified access which is password protected. The Internal Audit Manager is the systems administrator who can make changes to user's permissions within the online banking system.
- CHAPS / Faster Payments can be processed for all urgent payment requests and providing all paperwork is certified and evidenced in line with Financial Regulations a member of the Treasury Team will input the payment

and pass to a bank signatory to authorise and submit the payment on line.

Investment and borrowing transactions

- A detailed register of all loans and investments is maintained through an Excel spreadsheet.
- All investments made directly with the borrowing institution are recorded and approved accordingly. Any discrepancies are reported to the relationship manager for resolution.
- All transactions placed through brokers are confirmed by a broker note showing details of the loan/investment arranged. Written confirmation is received and checked against the dealer's records for the transaction. Any discrepancies are immediately reported to the Broker for resolution.

Regularity and Security

- Lending is only made to institutions on the Approved List of Counterparties.
- The Investment Summary and the Cashflow spreadsheet prompts the Treasury Officer that money borrowed or lent is due to be repaid.
- All loans raised and repayments made go directly to and from the bank account of the lending institution.
- Counterparty limits are set for every institution (see Section 1.8) that the Council invests with.
- Brokers have a list of named officials authorised to agree deals.
- For direct dealing, the banks have a list of officers who are authorised to place deposits with them.
- There is a separation of duties in the treasury management team between arranging and authorisation of all deals.
- The Council's bank holds a list of Council officials who are authorised signatories for treasury management transactions.
- Manual payments can only be authorised by an authorised signatory, the list of signatories having previously been agreed with the current provider of our banking services.

- The Santander on line banking system, Santander Connect, can only be accessed by a password and user name.
- There is £10 million insurance cover for employees involved in loans management and accounting.

Checks

- Bank reconciliation is carried out monthly from the bank statement to the financial ledger.
- A debt charge/investment income listing is produced periodically when a review is undertaken against the budget for interest earnings and debt costs.
- Verification of Principal and Interest from lenders/borrowers to core records and financial ledger.

1.7.2 Emergency and Contingency Planning Arrangements Disaster Recovery Plan

The majority of information required to manage the Council's treasury management function is maintained on the Council's ICT systems with links to the Santander Bank accounts accessed through password controls via the internet.

The following arrangements are in place to minimise disruption in the advent of emergency contingency planning:

- Access to the Council's bank account details and transactions can be actioned via the internet from any computer on the Council's intranet system or from home based computers. Control is authenticated via the bank and password control arrangements.
- Treasury management spreadsheets are included within a shared folder
- The Council's ICT contingency recovery plan covers the eventuality of any ICT system failure.
- The Santander Bank has an approved list of contacts to consult with within the Council to enable bank account summary information to be released via the telephone should there be internet or other system failure/interruptions.

1.7.3 Insurance Cover Details

Fidelity Insurance

The Council has ‘Fidelity’ insurance cover with QBE. This covers the loss of cash by fraud or dishonesty of employees. This cover is limited to £10m for any one event with an excess of £100,000 for any one event.

Professional Indemnity Insurance

The Council also has a ‘Professional Indemnity’ insurance policy with QBE which covers loss to the Council from the actions and advice of its officers which are negligent and without due care. This cover is limited to £5m for any one event with an excess of £5,000 for any one event.

Business Interruption

The Council also has a ‘Business Interruption’ cover as part of its property insurance with AIG

1.8. Market Risk Management

The risk that, through adverse market fluctuations in the value of the principal sums the Council borrows and invests, its stated treasury management policies and objectives are compromised, against which effects it has failed to protect itself adequately.

The Council only invests in financial instruments whose principal sums are not affected by market fluctuations.

The current list of specified and non-specified investment criteria are detailed in the following tables and are updated annually as part of the Annual Treasury Management report approved by Council.

Specified Investments

	Minimum ‘High’ Credit Criteria	Funds Managed	Max Amount	Max Duration
Term deposits				

Appendix 1 - Treasury Management Practices

Term deposits - Debt Management Office	N/A	In-house	Unlimited	1 year
Term deposits – local, police and fire authorities	N/A	In-house	£10m	1 year
Term deposits – Nationalised & Part Nationalised UK banks/Building Societies	Fitch short-term rating F1+, F1	In-house	£20m	1 year
Term deposits – UK banks/Building Societies	Fitch short-term rating F1+	In-house	£20m	1 year
Term deposits – UK banks/Building Societies	Fitch short-term rating F1	In-house	£15m	6 months or 185 days
Callable deposits				
Callable deposits – Debt Management Agency deposit facility	N/A	In-house	Unlimited	
Callable deposits – Nationalised & Part Nationalised UK banks/Building Societies	Fitch short-term rating F1+, F1	In-house	£20m	
Callable deposits – Nationalised & Part Nationalised UK banks/Building Societies	Fitch short-term rating F2	In-house	£10m	
Callable deposits - UK banks/Building Societies	Fitch short-term rating F1+ or F1	In-house	£15m *	
Term deposits – non UK banks	Fitch short-term rating F1+	In-house	£5m	6 months or 185 days

* Where necessary this limit may be temporarily exceeded with the Authority's bankers only.

Other specified investments are as follows:

1. The UK Government – in addition to the Debt Management Account facility, there are UK Treasury Bills or Gilts with less than 1 year to maturity.

2. Supranational Bonds of less than 1 year duration – there are two categories:
 - (a) multilateral development bank bonds such as European Investment Bank Bonds
 - (b) a financial institution that is guaranteed by the UK Government such as The Guaranteed Export Finance Company.
3. Pooled Investment Vehicles (such as Money Market funds) that have been awarded a high credit rating agency.

Specified investments are considered low risk assets where the possibility of loss of principal or investment income is small.

Non-Specified Investments:

A maximum of £25m will be held in aggregate in non-specified investments. All non-specified investments will be sterling denominated, as reflected below:

Maturities in excess of 1 year

	Minimum Credit Criteria	Funds Managed	Max. Investment	Max. Maturity Period
Fixed term deposits with fixed rate and fixed maturity				
Debt Management Agency Deposit Facility	N/A	In-house	Unlimited	5 years
Term deposits – local authorities	NA	In-house	£10m	5 years
Term deposits – UK banks/Building Societies	Fitch long-term rating A	In-house	£10m	5 years
Term deposits – Non UK banks	Fitch long-term rating A	In-house	£3m	5 years
Term deposits – building societies	Fitch long-term rating A	In-house	£3m	5 years
Fixed term deposits with variable rate and variable maturities				
Callable deposits	Fitch long-term rating A	In-house	Criteria as above	

TMP 2 PERFORMANCE MEASUREMENT

This Council is committed to the pursuit of best value in its treasury management activities, and to the use of performance methodology in support of that aim, within the framework set out in its Treasury Management Annual Investment Strategy.

Accordingly, the treasury management function will be the subject of ongoing analysis of the value it adds in support of the Council's stated business or service objectives. It will be the subject of regular examination of alternative methods of service delivery, of the availability of fiscal or other grant or subsidy incentives, and of the scope for other potential improvements. The performance of the treasury management function will be measured as follows;

2.1. Evaluation and Review of Treasury Management Decisions

The Council has a number of approaches to evaluating treasury management decisions:-

- a) regular reviews carried out by the treasury management team in conjunction with the Section 151 Officer
- b) reviews with treasury management consultants
- c) annual review after the end of the year as reported to full council
- d) half yearly and other monitoring reports
- e) comparative reviews
- f) strategic, scrutiny and efficiency value for money reviews

2.1.1 Periodic Reviews during the Financial Year

The Section 151 Officer holds a treasury management review meeting with the treasury management team periodically to review actual activity against the Treasury Management Strategy Statement (TMSS) and cash flow forecasts. This will include:-

- a) Total debt (both on-and off balance sheet) including average rate and maturity profile
- b) Total investments including average rate and maturity profile and changes to the above from the previous review and against the TMSS.

- c) Latest debt charge estimates.

2.1.2 Reviews with the Authority's Treasury Management Consultants

The treasury management team holds reviews with the external consultants every 6 months to review the performance of the investment and debt portfolios.

2.1.3 Annual Review after the end of the financial year

An Annual Treasury Report is submitted to the Council each year after the close of the financial year which reviews the performance of the debt / investment portfolios. This report contains the following:-

- a) total debt and investments at the beginning and close of the financial year and average interest rates
- b) borrowing strategy for the year compared to actual strategy
- c) investment strategy for the year compared to actual strategy
- d) explanations for variance between original strategies and actual
- e) debt rescheduling undertaken in the year
- f) actual borrowing and investment rates available through the year
- g) comparison of actual return on investments to the estimated return within the annual budget strategy.
- h) compliance with Prudential and Treasury Indicators

2.1.4 Comparative Reviews

When data becomes available, comparative reviews are undertaken to see how the performance of the authority on debt and investments compares to other authorities with similar size portfolios (but allowing for the fact that Prudential and Treasury Indicators are locally set). Data used will be sourced from:-

- CIPFA Treasury Management statistics published each year for the last complete financial year

2.2 Benchmarks and Calculation Methodology

2.2.1 External Borrowing

The performance of borrowing activities will be assessed via the following key performance indicators:-

- Interest rate payable on external debt
- Total pooled rate of interest which includes internal borrowing
- Maturity profile of external debt

2.2.2 Investment

The performance of investment activities will be measured against the following benchmarks:-

- 3 month LIBID compounded quarterly
- Annual Average Bank of England Base Rate

2.3 Policy Concerning Methods for Testing Value for money in Treasury Management

2.3.1 Frequency and Processes for Tendering

The process for advertising and awarding contracts will be in accordance with the Council's Financial Regulations and OJEU requirements if relevant.

2.3.2 Banking Services

The Council's banking arrangements are to be subject to competitive tender every 5 years unless it is considered that there will be changes in the volume of transactions in the foreseeable future which renders a shorter period appropriate.

2.3.3 Money-Broking Services

The Council will use money broking and direct investment services where appropriate in order to make deposits or to borrow, and will establish charges for all services prior to using them.

An approved list of brokers and direct investment contacts will be established which takes account of both prices and quality

of services. In respect of short term borrowing, the cost of using the bank overdraft facilities will be evaluated against cost of short term borrowing (interest plus brokerage) to provide best value for money.

2.3.4 Consultants'/Advisers' Services

This Council's policy is to appoint professional treasury management consultants.

2.3.5 Policy on External Managers

The Council's policy is not to utilise external investment fund managers. All investments are managed in house.

TMP 3 DECISION MAKING AND ANALYSIS

This Council will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of learning from the past, and for demonstrating that reasonable steps were taken to ensure that all issues relevant to those decisions were taken into account at the time. The issues to be addressed and processes and practices to be pursued in reaching decisions are detailed below.

3.1. Funding, Borrowing, Lending, and New Instruments / Techniques:

3.1.1 Records to be kept

The Treasury section maintains computerised spreadsheets into which all investment and loan transactions are recorded. The following records will be retained:-

- Daily cash balance forecasts
- Money market rates obtained from the Treasury Management advisors
- Brokers/Direct confirmations for investment and temporary borrowing transactions
- Details on borrowing /lending where deals are done directly
- PWLB loan confirmations
- PWLB debt portfolio schedules
- Certificates for market loans

3.1.2 Processes to be pursued

- Cash flow analysis.
- Debt and investment maturity analysis
- Ledger reconciliation
- Review of opportunities for debt restructuring
- Review of borrowing requirement to finance capital expenditure (and other forms of financing where those offer value for money)
- Performance information (e.g. monitoring of actuals against budget for debt charges, interest earned, debt

management; also monitoring of average pool rate, investment returns, etc.).

3.1.3 Issues to be addressed

3.1.3.1 In respect of every treasury management decision made the Council will:

- a) above all be clear about the nature and extent of the risks to which the Council may become exposed;
- b) be certain about the legality of the decision reached and the nature of the transaction, and that all authorities to proceed have been obtained;
- c) be content that the documentation is adequate both to deliver the Council's objectives and protect the Council's interests, and to deliver good housekeeping;
- d) ensure that third parties are judged satisfactory in the context of the Council's creditworthiness policies, and that limits have not been exceeded;
- e) be content that the terms of any transactions have been fully checked against the market, and have been found to be competitive.

3.1.3.2 In respect of borrowing and other funding decisions, the Council will:

- a) consider the ongoing revenue liabilities created, and the implications for the Council's future plans and budgets;
- b) evaluate the economic and market factors that might influence the manner and timing of any decision to fund;
- c) consider the merits and demerits of alternative forms of funding, including funding from revenue, leasing and private partnerships;
- d) consider the alternative interest rate bases available, the most appropriate periods to fund

3.1.3.3 In respect of investment decisions, the Council will:

- a) consider the optimum period, in the light of cash flow availability and prevailing market conditions;
- b) consider the alternative investment products and techniques available providing they do not expose the Council to changes in the value of its capital.

TMP 4 APPROVED INSTRUMENTS, METHODS AND TECHNIQUES

This Council will undertake its treasury management activities by employing only those instruments, methods and techniques detailed in the schedule to this document, and within the limits and parameters defined in TMP1, Risk Management.

4.1. Approved Activities of the Treasury Management Operation

- borrowing;
- lending;
- debt repayment and rescheduling;
- consideration, approval and use of new financial instruments and treasury management techniques;
- managing the underlying risk associated with the Council's capital financing and surplus funds activities;
- managing cash flow;
- banking activities;
- leasing;
- managing the underlying exchange rate risk associated with the Council's business activities.

4.2. Approved Instruments for Investments

In accordance with the Local Authorities (Capital Finance) Regulations, the instruments approved for investments by this Council are:

- Deposits (banks, building societies, local authorities) for up to 5 years
- UK Debt Management Office

4.3. Approved Techniques

- LOBOs – lenders option, borrower's option borrowing instrument
- The use of structured products such as callable deposits

4.4. Approved Methods and Sources of Raising Capital Finance

Finance will only be raised in accordance with the Local Government Act 2003, and within this limit the Council has a number of approved methods and sources for raising capital finance. These are:

On Balance Sheet	<u>Fixed</u>	<u>Variable</u>
PWLB	*	*
EIB	*	*
Market (long term)	*	*
Market (temporary)	*	*
Market (LOBOs)	*	*
Local temporary	*	*
Overdraft		*
Internal (capital receipts & revenue balances)	*	*
Leasing (not operating leases)	*	*

Other Methods of Financing

Capital Grants

PFI/PPP

Operating leases

Borrowing will only be done in Sterling. All forms of funding will be considered dependent on the prevailing economic climate, regulations and local considerations. The responsible officer has delegated powers to take the most appropriate form of borrowing from the approved sources.

4.5. Investment Limits

The Annual Investment Strategy sets out this Council's limits and guidelines for the use of each type of investment instrument (Section 1.8).

4.6. Borrowing Limits

Borrowing limits are set out in the Treasury Management Strategy Statement and Prudential and Treasury Indicators.

TMP 5 ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES, AND DEALING ARRANGEMENTS

This Council considers it essential, for the purpose of the effective control and monitoring of its treasury management activities, and for the reduction of the risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner, and that there is at all times a clarity of treasury management responsibilities.

The principles on which this will be based is a clear distinction between those charged with setting treasury management policies and those charged with implementing and controlling these policies, particularly with regard to the execution and transmission of funds, the recording and administering of treasury management decisions, and the audit and review of the treasury management function.

The responsible officer (S151 Officer) will ensure that there are clear written statements of the responsibilities for each post engaged in treasury management, and the arrangement for absence cover.

The responsible officer will ensure there is proper documentation for all deals and transactions, and that procedures exist for the effective transmission of funds.

The Council delegates responsibility for the implementation of treasury management policies to Cabinet, regular monitoring of its treasury management policies and practices to Cabinet (Finance) Sub Committee and for the execution and administration of treasury management decisions to the Director of Finance & Corporate Services (Section 151 Officer), who will act in accordance with the Council's policy statement and TMP's.

5.1. Allocation of Responsibilities

Scheme of Delegation

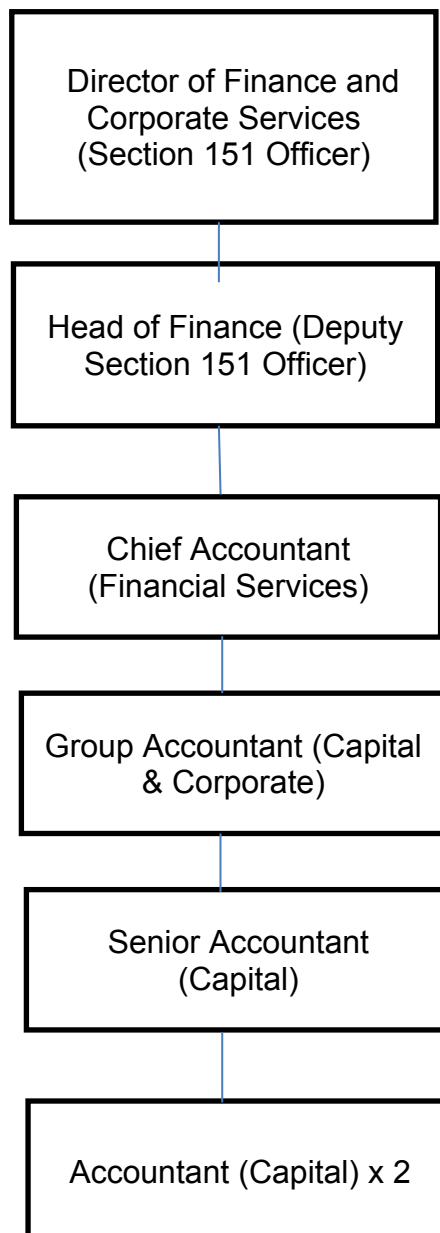
Area of Responsibility	Council/ Committee	Frequency
Treasury Management Strategy / Annual Investment Strategy / MRP policy	Cabinet for approval by Full Council	Annually before the start of the year
Treasury Management Strategy / Annual Investment Strategy / MRP policy – mid-year report	Cabinet	Mid-year
Treasury Management Strategy / Annual Investment Strategy / MRP policy – updates or revisions at other times	Cabinet for approval by Full Council	Periodically
Annual Treasury Outturn Report	Cabinet	Annually by 30 th September after the end of the year
Treasury Management Monitoring and Performance Reports	Cabinet and Cabinet Scrutiny Committee and Audit Committee	Quarterly
Treasury Management Practices	Cabinet for approval by Full Council	Amendments to be reported annually
Scrutiny of Treasury Management Strategy	Cabinet and Cabinet Scrutiny Committee and Audit Committee	Annually

5.2. Principles and Practices concerning Segregation of Duties

5.2.1 The following duties must be undertaken by separate officers:-

- **Dealing** - Negotiation and approval of deal and bank reconciliation
- **Authorisation/Payment of Transaction** - Approval and payment

5.3. Treasury Management Organisation Chart



5.4. Statement of the Treasury Management Duties/Responsibilities of each Treasury Post

5.4.1 The Responsible Officer (S151 Officer)

The responsible officer is the person charged with professional responsibility for the treasury management function and in this Council is the Director of Finance and Corporate Services who is also the S151 Officer. This person will carry out the following duties:-

- a) recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- b) submitting regular treasury management policy reports;
- c) submitting budgets and budget variations;
- d) receiving and reviewing management information reports;
- e) reviewing the performance of the treasury management function;
- f) ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- g) ensuring the adequacy of internal audit, and liaising with external audit;
- h) recommending the appointment of external service providers;
- i) the responsible officer has delegated powers through this policy to take the most appropriate form of borrowing from the approved sources, and to make the most appropriate form of investments in approved instruments;
- j) the responsible officer may delegate his power to borrow and invest to members of his staff (Section 5.5);
- k) the responsible officer will ensure that Treasury Management Policy is adhered to, and if not will bring the matter to the attention of elected members as soon as possible;
- l) prior to entering into any capital financing, lending or investment transaction, it is the responsibility of the responsible officer to be satisfied, by reference to the Council's legal department and external advisors as appropriate, that the proposed transaction does not

breach any statute, external regulation or the Council's Financial Regulations.

5.4.2 Head of Finance/Chief Accountant/Group Accountant/ Senior Accountant/Accountant x 2

The responsibilities of this team will be:-

- a) Negotiating, arranging and execution of transactions;
- b) adherence to agreed policies and practices on a day-to-day basis;
- c) maintaining relationships with counterparties and external service providers;
- d) supervising treasury management staff;
- e) monitoring performance on a day-to-day basis;
- f) submitting management information reports to the responsible officer;
- g) identifying and recommending investment or borrowing opportunities;
- h) opportunities for improved practices.

5.4.3 The Head of the Paid Service – the Chief Executive

The responsibilities of this post will be:-

- a) ensuring that the system is specified and implemented;
- b) ensuring that the responsible officer reports regularly to the full Council/Cabinet on treasury policy, activity and performance.

5.4.4 The Monitoring Officer – the Head of Legal Services

The responsibilities of this post will be:-

- a) ensuring compliance by the responsible officer with the treasury management policy statement and treasury management practices and that they comply with the law.
- b) Being satisfied that any proposal to vary treasury policy or practice complies with law or any code of practice.
- c) Giving advice to the responsible officer when advice is sought.

d) Internal Audit

The responsibilities of Internal Audit will be:-

- a) reviewing compliance with approved policy and treasury management practices;
- b) reviewing division of duties and operational practice;
- c) assessing value for money from treasury activities;
- d) undertaking probity audit of treasury function.

5.5. Absence Cover Arrangements

In addition to the two Accountants and the Senior Accountant further operational cover is provided by the Group Accountant.

5.6. Dealing Limits

Investments – The limits for investing are specified in Section 1.8.

Borrowing – The Council will undertake long term borrowing for capital purposes and also short term borrowing to cover cash flow needs. The amount of capital borrowing will depend on the Council's policy on the use of its internal monies in place of new borrowing.

The capital borrowing requirement is determined annually as part of the budget setting process and reviewed and revised throughout the year as part of the revisions to the debt charge estimates. The amount of borrowing is also referenced to the treasury management prudential indicators including affordability.

5.7. List of Approved Brokers

A list of approved brokers is maintained by the Treasury Team (Section 11.1.2).

5.8. Policy on Broker's Services

Brokers are utilised, where appropriate, in order to maximise financial returns available for investments, and minimise costs involved in borrowing.

5.9. Policy on Taping of Conversations

It is not this Council's policy to record broker's conversations

5.10. Direct Dealing Practices

The Council will consider dealing direct with counterparties if it is appropriate and the Council believes that better terms will be available.

5.11. Settlement Transmission Procedures

All payments are made through the Santander Connect banking system and are input and authorised by 14.00 on the same day on line.

5.12. Documentation Requirements

For each deal undertaken a record is prepared giving details of dealer, amount, period, counterparty, interest rate, dealing date, payment date(s), broker.

5.13. Arrangements Concerning the Management of Third-Party Funds.

The Council holds a number of trust funds. The cash in respect of these funds is held in the Council's bank account but transactions are separately identified in the financial ledger. Interest is given on credit balances based on the actual bank rate for the period.

TMP 6 REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS
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This Council will ensure that regular reports are prepared and considered on the implementation of its treasury management policies; on the effects of decisions taken and the transactions executed in pursuit of those policies; on the implications of changes, particularly budgetary, resulting from regulatory, economic, market or other factors affecting its treasury management activities; and on the performance of the treasury management function.

6.1. Annual Programme of Reporting

- a) Annual reporting requirements before the start of the year:
 - review of the Council's approved clauses, treasury management policy statement and practices;
 - strategy report on proposed treasury management activities for the year comprising of the Treasury management strategy statement, Annual Investment Strategy and Minimum Revenue Provision Policy Statement
- b) Mid-year review
- c) Annual review report after the end of the year

6.2 Annual Treasury Management Strategy Statement

6.2.1 The Treasury Management Strategy Statement sets out the specific expected treasury activities for the forthcoming financial year. This strategy will be submitted to Cabinet and then to full Council for approval before the commencement of each financial year.

6.2.2 The formulation of the annual Treasury Management Strategy Statement involves determining the appropriate borrowing and investment decisions in the light of the anticipated movement in both fixed and shorter -term variable interest rates.

6.2.3 The Treasury Management Strategy Statement is concerned with the following elements:

- a) Prudential and Treasury Indicators

- b) current Treasury portfolio position
- c) borrowing requirement
- d) prospects for interest rates
- e) borrowing strategy
- f) policy on borrowing in advance of need
- g) debt rescheduling
- h) investment strategy
- i) creditworthiness policy
- j) policy on the use of external service providers
- k) any extraordinary treasury issue
- l) the MRP strategy

6.2.4 The Treasury Management Strategy Statement will establish the expected move in interest rates against alternatives (using all available information such as published interest rate forecasts where applicable), and highlight sensitivities to different scenarios.

6.3. The Annual Investment Strategy Statement

At the same meetings, Members will also receive a report on the Annual Investment Strategy which will set out the following:-

- a) The Council's risk appetite in respect of security, liquidity and optimum performance
- b) The definition of high credit quality to determine what are specified investments as distinct from non-specified investments
- c) Which specified and non-specified instruments the Council will use
- d) The Council's policy on the use of credit ratings and other credit risk analysis techniques to determine creditworthy counterparties for its approved lending list
- e) Which credit rating agencies the Council will use
- f) How the Council will deal with changes in ratings, rating watches and rating outlooks
- g) Limits for individual counterparties and group limits
- h) Country limits
- i) Levels of cash balances
- j) Interest rate outlook
- k) Budget for investment earnings
- l) Policy on the use of external service providers

6.4. The Annual Minimum Revenue Provision Policy Statement

This statement will set out how the Council will make revenue provision for repayment of its borrowing using the four options for so doing and will be submitted at the same time as the Annual Treasury Management Strategy Statement.

6.5. Policy on Prudential and Treasury Indicators

6.5.1 The full Council approves before the beginning of each financial year a number of treasury limits which are set through Prudential and Treasury Indicators.

6.5.2 The responsible officer is responsible for incorporating these limits into the Annual Treasury Management Strategy Statement, and for ensuring compliance with the limits. Should it prove necessary to amend these limits, the responsible officer shall submit the changes for approval to the full Council

6.6. Mid-Year Review

The Council will review its treasury management activities and strategy on a six monthly basis. This review will consider the following:-

- a) activities undertaken;
- b) variations (if any) from agreed policies/practices;
- c) interim performance report;
- d) regular monitoring;
- e) monitoring of treasury management indicators for local authorities.

6.7. Annual Review Report on Treasury Management Activity

An annual report will be presented to the Council's Cabinet the earliest practicable meeting after the end of the financial year, but in any case by the end of September. This report will include the following:-

- a) transactions executed and their revenue (current) effects;
- b) report on risk implications of decisions taken and transactions executed;
- c) compliance report on agreed policies and practices, and on statutory/regulatory requirements;
- d) performance report;
- e) report on compliance with CIPFA Code recommendations;
- f) monitoring of treasury management indicators.

6.8. Management Information Reports

Management information reports will be prepared by the Head of Finance/Chief Accountant and will be presented to the Council's Cabinet on a quarterly basis and to each subsequent Audit Committee.

These reports will contain the following information:-

- a) a summary of transactions executed;
- b) measurements of performance including effect on loan charges/ investment income;
- c) degree of compliance with original strategy and explanation of variances;
- d) any non-compliance with Prudential limits or other treasury management limits.

TMP 7 BUDGETING, ACCOUNTING & AUDIT ARRANGEMENTS
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The responsible officer will prepare, and this Council will approve and, if necessary amend, an annual budget for treasury management, which will bring together all of the costs involved in running the treasury management function, together with associated income. The responsible officer will exercise effective controls over this budget, and will report upon and recommend any changes required in accordance with TMP6 Reporting requirements and management information arrangements.

The Council will account for its treasury management activities, for decisions made and transactions executed, in accordance with appropriate accounting practices and standards, and with statutory and regulatory requirements in force for the time being

The Council will ensure that its auditors, and those charged with regulatory review, have access to all information and papers supporting the activities of the treasury management function as are necessary for the proper fulfilment of their roles, and that such information and papers demonstrate compliance with external and internal policies and approved practices.

7.1. Statutory/Regulatory Requirements

The accounts are drawn up in accordance with the Code of Practice on Local Authority Accounting in Great Britain that is recognised by statute as representing proper accounting practices. The Council has also adopted in full the principles set out in CIPFA's 'Treasury Management in the Public Services - Code of Practice' (the 'CIPFA Code'), together with those of its specific recommendations that are relevant to this Council's treasury management activities.

7.2. Accounting Practices and Standards

Due regard is given to the Statements of Recommended Practice and Accounting Standards as they apply to Local Authorities in Great Britain.

7.3. Treasury Management Budgets, Accounts, Prudential and Treasury Indicators

The Group Accountant (Capital and Corporate) will prepare a three year medium term financial plan with Prudential and Treasury Indicators for treasury management which will incorporate the budget for the forthcoming year and provisional estimates for the following two years.

The Head of Service will exercise effective controls over this budget and monitoring of performance against Prudential and Treasury Indicators, and will report upon and recommend any changes required in accordance with TMP6.

7.4. List of Information Requirements of External Auditors.

- TMPS
- Counterparty/broker deal confirmations
- Temporary Investment Summaries
- Reconciliation of loans outstanding in the financial ledger to Treasury Management records
- Maturity analysis of loans outstanding
- Certificates for new long term loans taken out in the year
- Reconciliation of loan interest, discounts received and premiums paid to financial ledger by loan type
- Calculation of loans fund interest and debt management expenses
- Details of interest rates applied to internal investments
- Calculation of interest on working balances
- Interest accrual calculation
- Principal and interest charges on loans and investments reconciled to the financial ledger
- Calculation of loans fund creditors and debtors
- Annual Treasury Outturn Report
- Treasury Management Strategy Statement and Prudential and Treasury Indicators
- Review of limits set by Prudential and Treasury Indicators
- Calculation of the Minimum Revenue Provision

7.5. Budget Monitoring Report

Budget Monitoring reports are periodically produced for the Section 151 Officer, whilst a quarterly budget monitoring report goes to Cabinet. The report is intended to highlight any variances between budgets and spend in order that the

Appendix 1 - Treasury Management Practices

Council can assess its financial position. Details of treasury management activities are included within this report.

TMP 8 CASH AND CASH FLOW MANAGEMENT

Unless statutory or regulatory requirements demand otherwise, all monies in the hands of this Council will be under the control of the responsible officer, and will be aggregated for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis, and the responsible officer will ensure that these are adequate for the purposes of monitoring compliance with TMP1 (1) Liquidity risk management.

8.1. Arrangements for Preparing/Submitting Cash Flow Statements

Cash flow projections are prepared annually, monthly and daily. The annual and monthly cash flow projections are prepared from the cash flow statement within the previous year's annual Statement of Accounts, adjusted for known changes in levels of income and expenditure and also changes in payments and receipts dates. These details are updated on an ongoing basis by information received of new or revised amounts to be paid or received as and when they are known.

Santander Bank provides details of projected end of day balances. This then forms the basis for the cash requirement for that day and when combined with predicted future cash flow requirements will identify relevant investment opportunities.

8.2. Bank Statements Procedures

The Council receives bank statements for each working day.

A formal bank reconciliation is undertaken on a monthly basis which is then reviewed by a Senior Accountant.

TMP 9 MONEY LAUNDERING AND COUNTER FRAUD

This Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Accordingly, it will maintain procedures for verifying and recording the identity of counterparties and reporting suspicions, and it will ensure that staff involved in this are properly trained.

9.1. Proceeds of Crime Act 2002

Money laundering has the objective of concealing the origin of money generated through criminal activity. Legislation has given a higher profile to the need to report suspicions of money laundering. The Proceeds of Crime Act (POCA) 2002 established the main offences relating to money laundering. In summary, these are:

- concealing, disguising, converting, transferring or removing criminal property from England and Wales, from Scotland or from Northern Ireland
- being concerned in an arrangement which a person knows or suspects facilitates the acquisition, retention, use or control of criminal property
- acquiring, using or possessing criminal property.

These apply to all persons in the UK in a personal and professional capacity. Any person involved in any known or suspected money-laundering activity in the UK risks a criminal conviction. Other offences under the POCA include:

- failure to disclose money-laundering offences
- tipping off a suspect, either directly or indirectly
- doing something that might prejudice an investigation – for example, falsifying a document.

9.2. The Terrorism Act 2000

This Act made it an offence of money laundering to become concerned in an arrangement relating to the retention or control of property likely to be used for the purposes of terrorism, or resulting from acts of terrorism. All individuals and businesses in the UK have an obligation to report knowledge, reasonable grounds for belief or suspicion about

the proceeds from, or finance likely to be used for, terrorism or its laundering, where it relates to information that comes to them in the course of their business or employment

9.3. The Money Laundering Regulations

Organisations pursuing relevant business (especially those in the financial services industry regulated by the FCA) are required to appoint a nominated officer and implement internal reporting procedures; train relevant staff in the subject; establish internal procedures with respect to money laundering; obtain, verify and maintain evidence and records of the identity of new clients and transactions undertaken and report their suspicions. In December 2007 the UK Government published the Money Laundering Regulations 2007, which replaced the Money Laundering Regulations 2003. In 2017 these regulations were replaced by The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations.

9.4. Local Authorities

Public service organisations and their staff are subject to the full provisions of the Terrorism Act 2000 and may commit most of the principal offences under the POCA, but are not legally obliged to apply the provisions of the Money Laundering Regulations 2017. However, as responsible public bodies, they should employ policies and procedures which reflect the essence of the UK's anti-terrorist financing, and anti-money laundering, regimes. Accordingly this Council will do the following:-

- a) evaluate the prospect of laundered monies being handled by them
- b) determine the appropriate safeguards to be put in place
- c) require every person engaged in treasury management to make themselves aware of their personal and legal responsibilities for money laundering awareness
- d) make all its staff aware of their responsibilities under POCA
- e) appoint a member of staff to whom they can report any suspicions. This person is the Audit Manager.
- f) in order to ensure compliance is appropriately managed, this Council will require senior management to give

appropriate oversight, analysis and assessment of the risks of clients and work/product types, systems for monitoring compliance with procedures and methods of communicating procedures and other information to personnel

- g) The officer responsible for creating and monitoring the implementation of a corporate anti money laundering policy and procedures is the Head of Finance and it shall be a requirement that all services and departments implement this corporate policy and procedures.

9.5. Procedures for Establishing Identity / Authenticity of Lenders

It is not a requirement for local authorities to require identification from every person or organisation it deals with. However, in respect of treasury management transactions, there is a need for due diligence and this will be effected by following the procedures below.

The Council does not accept loans from individuals.

All loans are obtained from the PWLB, other local authorities or from authorised institutions under the Financial Services and Markets Act 2000. This register can be accessed through the FCA website on www.fca.org.uk

9.6. Methodologies for Identifying Deposit Takers

In the course of its Treasury activities, the Council will only lend money to or invest with those counterparties that are on its approved lending list. These will be local authorities, the PWLB, Bank of England and authorised deposit takers under the Financial Services and Markets Act 2000. The FCA register can be accessed through their website on www.fca.org.uk

All transactions will be carried out by BACS/CHAPS/Faster Payment for making deposits or repaying loans.

TMP 10 TRAINING AND QUALIFICATIONS

The Council recognises that due to its increased complexity, it is important to ensure that all staff involved in the treasury management function are fully equipped to undertake the duties and responsibilities allocated to them. It will therefore seek to appoint individuals who are both capable and experienced and will provide for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. The responsible officer will recommend and implement the necessary arrangements. There are two categories of relevant individuals:-

- a) Treasury management staff employed by the Council
- b) Members charged with governance of the treasury management function

Additionally, training may also be provided on the job and it will be the responsibility of the Chief Accountant to ensure that all staff under his/her authority receive the level of training appropriate to their duties. This will also apply to those staff who from time to time cover for absences from the treasury management team. The training needs will also be identified during the Employee Development Review meetings that the Council operates.

10.1 Details of Approved Training Courses

Treasury management staff and members will go on courses provided by their treasury management consultants, CIPFA, money brokers etc.

10.2 Records of Training Received by Treasury Staff

The Group Accountant will maintain records on all staff and the training they receive.

10.3 Approved Qualifications for Treasury Staff

Qualified CCAB Accountant for Senior Accountant and above, AAT for Accountant post.

10.4 Statement of Professional Practice (SOPP)

10.4.1 Where the responsible officer is a member of CIPFA, there is a professional need for him/her to be seen to be committed

to professional responsibilities through both personal compliance and by ensuring that relevant staff are appropriately trained.

10.4.2 Other staff involved in treasury management activities who are members of CIPFA must also comply with the SOPP.

10.5 Member Training Records

Records will be kept by the Group Accountant of all training in treasury management provided to members.

10.6 Members Charged with Governance

Members charged with governance also have a personal responsibility to ensure that they have the appropriate skills and training for their role. The Council will arrange such training.

TMP 11 USE OF EXTERNAL SERVICE PROVIDERS

This Council recognises the potential value of employing external providers of treasury management services, in order to acquire access to specialist skills and resources. When it employs such service providers, it will ensure it does so for reasons which will have been submitted to full evaluation of the costs and benefits. It will also ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subject to regular review. It will ensure, where feasible and necessary, that a spread of service providers is used, to avoid over-reliance on one or a small number of companies. Where services are subject to formal tender or re-tender arrangements, legislative requirements will always be observed. The monitoring of such arrangements rests with the responsible officer, and details of the current arrangements are set out below.

11.1 Details of Contracts with Service Providers, Including Bankers, Brokers, Consultants, Advisers

This Council will employ the services of other organisations to assist it in the field of treasury management. In particular, it will use external consultants to provide specialist advice in this ever more complex area. However, it will ensure that it fully understands what services are being provided and that they meet the needs of the Council, especially in terms of being objective and free from conflicts of interest.

It will also ensure that the skills of the in house treasury management team are maintained to a high enough level whereby they can provide appropriate challenge to external advice and can avoid undue reliance on such advice.

Treasury management staff and their senior management will therefore be required to allocate appropriate levels of time to using the following sources of information so that they are able to develop suitable levels of understanding to carry out their duties, especially in challenge and avoiding undue reliance.

- The quality financial press
- Market data including rating agency reports
- Financial websites

- Bulletins from treasury advisors

11.1.1 Banking Services

- Name of supplier of service is the Santander UK plc
- Regulatory status – banking institution authorised to undertake banking activities by the Prudential Regulation Authority & Regulated by the Financial Conduct Authority (FCA) and the Prudential Regulation Authority.
- Contract commenced 1st October 2015 for 5 years and has subsequently been extended to 31 October 2022
- Cost of service is fixed although subject to activity volumes and RPI uplift on each anniversary.
- The agreement can be terminated at any time by either party on 12 months prior written notice.

11.1.2 Money-Broking Services

The Council will use money brokers for borrowing and investment activities if appropriate. The performance of brokers is reviewed by the Group Accountant, to see if any should be taken off the approved list and replaced by another choice and will make appropriate recommendations to change the approved brokers list to the Head of Finance.

Name of Brokers	Address	Tel. Number	Regulatory Status
Tradition UK Limited	Beaufort House 15 St Botolph Street London EC3A 7QX	02074223566	FCA
Tullett Prebon	155 Bishopsgate London	02072007393	FCA

	EC2M 3TQ		
King & Shaxon	1 st Floor, 115 Cutler Street, Houndsditch, London EC3A 7BR	02079298529	FCA

11.1.3 Consultancy Services

Treasury Consultancy Services

The Council will seek to take expert advice on interest rate forecasts, annual treasury management strategy, timing for borrowing and lending, debt rescheduling, use of various borrowing and investment instruments, how to select credit worthy counterparties to put on its approved lending list etc. The performance of consultants will be reviewed by the Group Accountant to check whether performance has met expectations.

- a) Name of supplier of service is Link Asset Services, 65 Gresham Street, London, EC2V 7NQ
Tel: 0870 402 7573
- b) Regulatory status: investment adviser authorised by the FCA
- c) Contract runs until July 2022

11.1.4 Credit Rating Agency

The Council receives a credit rating service through its treasury management consultants, the costs of which is included in the consultant's annual fee. The credit rating agencies include Fitch, Moody's and Standard and Poors.

11.2 Procedures and Frequency for Tendering Services

See TMP2

TMP 12 CORPORATE GOVERNANCE

12.1 List of Documents to be Made Available for Public Inspection

- a) The Council is committed to the pursuit of proper corporate governance throughout its businesses and services, and to establishing the principles and practices by which this can be achieved. Accordingly, the treasury management function and its activities will be undertaken with openness and transparency, honesty, integrity and accountability.

- b) This Council has adopted the CIPFA Code of Practice on Treasury Management and implemented key recommendations on developing Treasury Management Practices, formulating a Treasury Management Policy Statement and implementing the other principles of the Code.

- c) The following documents are available for public inspection:-
 - Treasury Management Policy Statement
 - Treasury Management Strategy Statement
 - Annual Investment Strategy (England and Wales)
 - Minimum Revenue Provision Policy Statement (England and Wales)
 - Annual Treasury Review Report
 - Treasury Management monitoring report (mid-year)
 - Annual accounts and financial instruments disclosure notes
 - Annual budget
 - Capital Programme
 - Minutes of Council / Cabinet / committee meetings
 - Schedule of all external funds managed by the Council on behalf of others and the basis of attributing interest earned and costs of these investments.

Impact Assessment - First Stage**1. Details of the initiative****Initiative description and summary:**

Update to Council's Treasury Management Practices Statements (TMPS). The TMPS provide the governance framework in which Treasury Management activity is undertaken within the Council. This report updates the TMPS specifically in relation to the management structure for Treasury Management operations and correspondence addresses of Treasury Brokers.

Service Area: Treasury Management

Directorate: Finance and Corporate Services

2. Does the initiative affect:

	Yes	No
Service users		√
Staff		√
Wider community		√
Internal administrative process only	√	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age						N/A
Disability						N/A
Gender Reassignment						N/A

Marriage/Civil Partnership						N/A
Pregnancy/Maternity						N/A
Race						N/A
Religion/Belief						N/A
Sex						N/A
Sexual orientation						N/A

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		√				
Treating the Welsh language no less favourably than English		√				

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		√				

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<p>To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.</p>		√				
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6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people			N/A
Integration - how the initiative impacts upon our wellbeing objectives			N/A
Involvement - how people have been involved in developing the initiative			N/A
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions			N/A
Prevention - how the initiative will prevent problems occurring or			N/A

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getting worse			
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7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	
Reasons for this conclusion	
A full impact assessment is not required as this relates to internal Council processes regarding the governance of Treasury Management Activities.. The report asks Members to approve the above.	

A full impact assessment (second stage) is required	
Reasons for this conclusion	

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	Name	Position	Date
Completed by	Huw Jones	Head of Finance	15/10/2019
Signed off by	Hywel Jenkins	Director of Finance and Corporate Services	21/10/2019

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

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

Matter for Monitoring

Wards Affected: All Wards

Report Title

Half Year Progress Report - Corporate Governance Improvement Action Plan for 2019-20 – period 01.04.19 to 30.09.19

Purpose of Report

1. To provide Members with a half year update on the progress made on the Corporate Governance Improvement Action Plan for 2019-20 (attached at Appendix 1). The action plan reflects the governance issues (improvement areas) identified in the Council's Annual Governance Statement for 2018-19 ([reported to Cabinet on 8th May 2019](#)).

Executive Summary

2. During the period April – September 2019, good progress has been made on all of the improvement work areas contained within the action plan.

Background

3. The Annual Governance Statement describes the Council's governance arrangements and the controls we employ to manage the risks of failure to achieve strategic objectives. The Annual Governance Statement forms part of the Annual Statement of Accounts and provides a public

statement of the extent to which the Council complies with good practice and meets the core and sub principles of effective governance.

Progress to date

4. The Corporate Governance Group continues to oversee the improvement work identified in the Corporate Governance Improvement Action Plan to ensure the Council's processes and procedures enable the Council to carry out its functions effectively.
5. During the period April – September 2019, good progress has been made on all of the following improvement work areas contained within the action plan: Integrated Impact Assessment, General Data Protection Regulation (GDPR), Information Management and Corporate Performance Management System. More detail is contained in Appendix 1.

Financial Appraisal

6. The progress described was delivered against a challenging financial backdrop. Meeting the duties set out in the Well-being of Future Generations (Wales) Act 2015 has created additional unfunded duties on the Council which have been met from the Council's base budgets.

Integrated Impact Assessment

7. There is no requirement to undertake an Integrated Impact Assessment as this report is for monitoring/information purposes.

Valleys Communities Impact:

8. No implications.

Workforce Impact

9. New legislative requirements have meant additional training for staff across the Council. Training has been delivered on the revised Integrated Impact Assessment Tool and GDPR in order to mitigate legal challenges, fines and non-compliance.

Legal Impact

10. This monitoring report is prepared under the Local Government (Wales) Measure 2009 and discharges the Council's duty to "make arrangements to secure continuous improvement in the exercise of its functions".
11. The Council also has a duty to reflect the requirement of the Well-being of Future Generations (Wales) Act 2015 to ensure that our governance structures enable different parts of the organisation to work together on setting well-being objectives and taking all reasonable steps to meet well-being objectives.

Risk Management Impacts

12. The Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, including arrangements for the management of risk. Failure to monitor progress on the action plan may lead to non-compliance by the Wales Audit Office and statutory recommendations the Council would be obliged to address. We continue to use the integrated corporate performance and risk management system (CPMS) to regularly report on strategic risks and high level operational risks.

Consultation

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

Recommendations

14. It is recommended that Cabinet note the half year progress made on the Corporate Governance Improvement Action Plan for 2019-20 for the period 01.04.19 to 30.09.19 - attached at Appendix 1.

Reason for Proposed Decision

15. This is a matter for monitoring therefore no decision is required.

Implementation of Decision

16. This is a matter for monitoring therefore no decision is required.

Appendices

17. Appendix 1 – Corporate Governance Improvement Action Plan 2019-20

List of Background Papers

18. Annual Governance Statement (contained within the [2018-19 Statement of Accounts](#))

Officer Contact

19. Karen Jones, Assistant Chief Executive & Chief Digital Officer Tel: 01639 763284 or e-mail: k.jones3@npt.gov.uk

Corporate Governance Improvement Work identified for 2019-2020

Action Plan – six month progress update 01.04.19 to 30.09.19

Key Improvement Area	Lead Officer	Progress
1. Integrated Impact Assessment: <ul style="list-style-type: none"> review and evaluate the revised Integrated Impact Assessment Tool 	Caryn Furlow - Harris	<p>The revised Integrated Impact Assessment tool was circulated to staff at the end of April 2019. A review and evaluation will be undertaken in spring 2020 to ensure the revised IIA tool is embedded into practice.</p> <p>Following the request from Members to have the IIA first stage screenings as appendices to reports – this is now regular practice.</p>
2. General Data Protection Regulation (GDPR): <ul style="list-style-type: none"> monitoring of arrangements 	Craig Griffiths	<p>The Information Governance team transferred to Legal Services in mid-September 2019 and a programme of work is ongoing with the Information Governance Team to consider the future work streams of the section.</p> <p>Work is presently ongoing to conclude the initial school development programme in respect of GDPR and it is estimated that this initial work will be undertaken by the end of 2019, with ongoing review in 2020.</p> <p>A work stream is presently under consideration with the team to determine how best the Council can continue to demonstrate compliance with GDPR and Data</p>

Key Improvement Area	Lead Officer	Progress
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Tudalen 134</p>		<p>Protection principles and a work programme will commence where officers will engage with internal sections and Accountable Managers to assist in demonstrating compliance with GDPR.</p> <p>Discussions are to be had with Internal Audit as to how GDPR issues can be implemented in audit processes as well. In the interim the Records Officers are obtaining accredited qualifications in data protection compliance and data protection principles with external bodies to assist the Council in fulfilling its legal obligations.</p>
<p>3. Information Management:</p> <ul style="list-style-type: none"> • update the Information Strategy and bring forward for approval 	<p>Karen Jones</p>	<p>Responsibility for updating the Strategy sits with the SIRO. A report has been drafted and will be finalised by the end of 2019-20.</p>
<p>4. Corporate Performance Management System:</p> <p>4.1 review system implementation / benefits maximised</p>	<p>Caryn Furlow - Harris</p>	<p>A client review has been arranged with CAMMS (software providers) on 18th October 2019 to review implementation and post implementation of the system. Some preparatory work has commenced ahead of undertaking a Snap survey of CPMS system users during the month of November 2019 to gauge feedback.</p>

Key Improvement Area	Lead Officer	Progress
<p>4.2 support performance scrutiny review</p>		<p>We are also looking to align this internal work with the review planned to be undertaken by the Wales Audit Office, early in 2020.</p> <p>A programme of briefings for elected members is being developed to establish how the system can support Members in discharging their roles in relation to performance management.</p>
<p>5. Review of the Council's collaborative / regional working arrangements</p> <p>Tudalen135</p>	<p>Karen Jones</p>	<p>At the meeting of the Chairs and Vice Chairs forum on the 17th September 2019, the Group were presented with the Welsh Local Government Association's Compendium of Shared Services. This had been updated by Democratic Services Officers to identify which Scrutiny Committee has responsibility for the collaboration and the last time information about those arrangements had been reported to that Committee.</p> <p>Each scrutiny committee will consider the arrangements as a part of their Forward Work Programmes.</p>

Mae'r dudalen hon yn fwiadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report of

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

Matter for Decision

Wards Affected: All Wards

Strategic Equality Plan 2015-2019: Draft Annual Report 2018-2019 and Extension of the Strategic Equality Plan 2015-2019 until April 2020

Purpose of Report

1. To present the Strategic Equality Plan 2015-2019 draft Annual Report 2018-2019 for consideration and approval.
2. To approve the extension of the current Strategic Equality Plan 2015-2019 until April 2020.

Executive Summary

3. The Annual Report, attached at Appendix 1, provides an account of progress over the period 1st April 2018 to 31st March 2019 in meeting the Public Sector Equality Duty and in particular against the equality objectives set out in the Strategic Equality Plan 2015-2019.
4. The report is required to meet duties set out Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.
5. The Annual Report reports on progress in meeting the Public Sector Equality Duty through our work in relation to the equality objectives as well as through our other plans and strategies and through the various initiatives and projects we have undertaken.

6. Concentrating our efforts on improving the accessibility of our website, working to address hate crime and domestic violence and improving our impact assessment process has enabled us to help improve areas which have a big impact on people's lives
7. To enable the better alignment of the revised Strategic Equality Plan for the period 2020 -2024 with the corporate plan, to better explore the requirements and impact of the soon to be introduced socio-economic duty as well as to take on board the outputs of various projects and initiatives such as the poverty symposium it is proposed to extend the current Strategic Equality Plan to April 2020.
8. A report on the review of the Draft Strategic Equality Plan and equality objectives for 2020 -2024 for public consultation will be brought before Members in early December 2019.

Background

9. Under the Equality Act 2010 the Council is required to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations amongst and between people of different protected groups. This is known as the Public Sector Equality Duty.
10. In Wales specific duties have been introduced under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to help public bodies carry out the public sector equality duty. These include the requirement to publish a Strategic Equality Plan, and equality objectives, every four years and to report on progress in an annual report for each of those financial years.
11. **Key areas that were progressed during the year include:**
 - Community Profile - a key piece of work to better understand our Black and Minority Ethnic (BME) communities, along with their experiences of living in the area and the issues they face in accessing services was undertaken during 2018. The outcomes of the exercise have been discussed within the Equality and Community Cohesion Group and we will use the information to inform our work going forward.
 - BME Community Association – two Members now sit on the Board of the new organisation while two officers provide support and advice to the Community

Association. In April 2019 the Community Association became a Community Incorporated Organisation with the Charity Commission.

- We held the annual Crucial Crew event at Margam Park between 2 and 13 July 2018 for 1,600 Year 6 pupils with 12 partner agencies attending to deliver safety information; partner agencies included South Wales Police, Port Talbot and Afan Women's Aid, Calan DVS, Hafan Cymru, Neath Port Talbot Road Safety, Welsh Centre for Action on Dependency and Addiction (WCADA) delivering Internet safety, healthy relationships, cycle safety and drug/alcohol awareness. In addition, Year 10 pupils delivered peer education on issues such as bullying, anti-social behaviour, drugs, social media etc.
- We made significant progress on implementing the Healthy Relationships for Stronger Communities Strategy (the renamed Violence against Women, Domestic Abuse and Sexual Violence Strategy) and have begun to consider how men, older people and minority groups are affected by this agenda too.
- A key part of our work during 2018-2019 continued to be understanding the impact of our policies and services on people who share protected characteristics. We have introduced a revised integrated impact assessment during the year and completed training on how to use the new framework with those officers that author reports.
- Gender pay gap – following our work to identify reasons for the gender pay gap in the Council we have subscribed to the Chwarae Teg Fair Play Employer Scheme for a 12 month period. This Scheme supports organisations to develop gender equality action plans, using analysis of available workforce data, consideration of employer practices, matched to evidenced best practice recommendations, including actions to reduce gender pay gaps.

12. Key areas where we did not perform as well as hoped:

- Educational performance – this remains a critical area. Performance of girls and boys has declined in both literacy and numeracy across all key stages (with the exception of the percentage of boys attaining level 5+ literacy at Key Stage 3 with a significant increase on last year, 80.48% compared to 78.31%).
- Issues in the development of and rescheduling of training sessions on the revised integrated impact assessment process during 2018 and 2019 caused the implementation of the revised impact assessment process to be delayed until April 2019. Issues which the introduction of the process was meant to address, such as when to undertake an impact assessment, what to consider and how to report the outcomes, were therefore not adequately addressed during the period. However, with the implementation of the revised

assessment process its effectiveness will be monitored closely during 2019-2020 to ensure any issues are addressed as soon as is appropriate.

Extension to the Strategic Equality Plan to April 2020

13. The current Strategic Equality Plan 2015-2019 was adopted by Council on 14 October 2015. The development and implementation of this plan had been brought forward six months to take into account the various topical issues of the time. However, this did raise issues of clear reporting in the first year of the plan, lack of alignment with other reporting requirements and plans.
14. While work is underway in reviewing the current Plan and equality objectives it is considered appropriate to delay its introduction until April 2020 to allow sufficient time to improve its alignment with our Corporate Plan, to better explore the requirements and impact of the soon to be introduced socio economic duty as well as to take on board the outcomes of various projects/initiatives such as the poverty symposium, etc. In addition, is it vital that the equality objectives are developed with the involvement of interested groups something that is central to the review of the Plan.
15. Consequently, officers consider it appropriate to extend the current Strategic Equality Plan to April 2020. It is proposed that a short explanation as to the reasons for the extension will be included at the beginning of the Plan. This proposed text is found at Appendix 2.

Financial Appraisal

16. The performance described in the Annual Report was delivered against a challenging financial backdrop. Since 2010, spending reductions to c£83 million have been delivered to enable the Council to achieve a balanced budget. In 2018-2019, we achieved our target budget savings of £6.790 million against a total net revenue expenditure of £282.851 million.

Integrated Impact Assessment

17. There is no requirement to undertake an integrated impact assessment.

Valleys Communities Impact:

18. The Annual Report includes progress made in delivering some of the projects to support valley communities.

Workforce Impact

19. The progress described in the annual report was achieved against a backdrop of a reduced workforce alongside ongoing financial challenges

Legal Impact

20. This Draft Annual Report is prepared under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

Risk Management

21. We have a legal duty under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to produce and publish an annual report every year. Failure to produce an annual report could lead to a compliance notice from the Equality and Human Rights Commission, an independent statutory agency which was established under the Equality Act 2006.

Crime and Disorder Impact

22. The Council has a legal duty under Section 17 of the Crime and Disorder Act 1998 to carry out all its various functions with “due regard to the need to prevent Crime and Disorder in its area”.

23. The Strategic Equality Plan contains specific proposals to prevent and address hate crime and domestic abuse and progress has been made to meet these proposals thereby assisting us in discharging the crime and disorder duty.

Violence Against Women, Domestic Abuse and Sexual Violence Impacts

24. The Council has a legal duty under Section 2(1) of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 when exercising relevant functions to ‘have regard (along with all other relevant matters) to the need to remove or minimise any factors which:

- (a) increase the risk of violence against women and girls, or
- (b) exacerbate the impact of such violence on victims.’

25. The Strategic Equality Plan contains specific proposals to prevent and address domestic abuse and progress has been made to meet these proposals thereby assisting us in discharging this duty.

Consultation

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

Recommendations

27. It is recommended that Cabinet considers and approves the Strategic Equality Plan 2015-2019 Draft Annual Report 2018-2019.

28. It is recommended that the Assistant Chief Executive and Chief Digital Officer be given delegated authority to make such changes as may be needed to the Draft Annual Report prior to publication, provided that such changes do not materially alter the content of the document considered by Cabinet.

29. It is recommended that Cabinet approve an extension to April 2020 for the current Strategic Equality Plan.

30. It is recommended that Cabinet approve the explanatory note to be included in the Strategic Equality Plan 2015-2019.

Reason for Proposed Decision

31. To meet the statutory requirements set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

Implementation of Decision

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

Appendices

33. Appendix 1 – Strategic Equality Plan 2015-2019 Draft Annual Report 2018-2019

34. Appendix 2 - Strategic Equality Plan 2015-2019 Extension to April 2020
explanatory text

List of Background Papers

35. [Strategic Equality Plan 2015-2019](#)

36. [Equality Act 2010](#)

37. [Equality Act 2010 \(Statutory Duties\) \(Wales\) Regulations 2011](#)

Officer Contact

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Mae'r dudalen hon yn fwriadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

STRATEGIC EQUALITY PLAN 2015-2019

DRAFT ANNUAL REPORT 2018-2019



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If you require this report in larger print or in an alternative format, please contact the Corporate Policy Team on 01639 763010 or email: policy@npt.gov.uk

This document is also available in Welsh

FOREWORD

I am pleased to present a progress report for the period 1st April 2018 to 31st March 2019 based on our performance in meeting the Public Sector Equality Duty and against the equality objectives contained in our Strategic Equality Plan 2015-2019.

The Strategic Equality Plan sets out how we intend to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations amongst and between people in the county borough.

Overall we are making good progress but are mindful of the limitations we face in light of ever diminishing budgets.

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

Cllr D Jones

Cabinet Member for Corporate Services and Equality

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Section 1 – Equality Legislation

The Equality Act 2010

The Equality Act 2010, brought together and replaced previous anti-discrimination legislation, simplified and strengthened the law, removed inconsistencies and made it easier to understand for everyone. By implementing the Act our aim is to work towards creating a fairer society, improving public services, addressing entrenched inequalities and ultimately improving people's lives.

The Council, along with other public bodies, is required under the Act to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations amongst and between people of different protected groups (known as the Public Sector Equality Duty).

The protected groups, or characteristics, are:

- age
- gender reassignment
- sex
- race
- disability
- pregnancy and maternity
- sexual orientation
- religion and belief
- marriage and civil partnership (but only in respect of the need to eliminate discrimination)

Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

In Wales specific duties have been introduced to help us carry out the public sector duty and these include the production of a Strategic Equality Plan (SEP) and the development and publication of equality objectives.

This Annual Report is prepared under Section 16(1) of The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and sets out the progress made against each of our equality objectives contained within our Strategic Equality Plan 2015-2019.

Welsh Language Measure 2011

The Measure gave the Welsh language official status in Wales, established the role of the Welsh Language Commissioner, created a procedure for introducing duties in the form of language standards and made provision regarding promoting and facilitating the use of the Welsh language amongst other provisions. The Welsh Language Commissioner's role is to promote the Welsh language, and improve the opportunities people have to use it, by emphasising the language's official status in Wales, and by placing standards on organisations.

Welsh Language Standards (No1) Regulations 2015

These Regulations, imposed on county councils and county borough councils, national park authorities and Welsh Ministers, include a range of standards of conduct in respect of the Welsh language. The standards were grouped into the following areas:

- service delivery
- policy making
- operational
- promotion
- record keeping

A [Welsh Language Standards Annual Report for 2018-2019](#) has been produced, in accordance with these Regulations, which details how we have complied with the standards during the year.

Well-being of Future Generations (Wales) Act 2015

This legislation also places duties upon the Council to set well-being objectives and to work in a sustainable way to achieve a fairer and more equal Wales. The Council has recently revised its integrated impact assessment tool to assist officers in weaving together all of the duties that arise in relation to equality.

Section 2 - Overview of progress

Our work during 2018-2019 has continued to focus on consolidating the work previously undertaken and to integrate our equalities work with our wider Corporate Plan. We are acutely aware that in these financially constrained times there is a risk that inequality and inequity will increase. We have therefore focused on those areas of work where we believe there is an increased risk of inequality and where we can have the most impact at a time of reducing resources.

Some highlights from the year include:

- Community Profile - a key piece of work to better understand our Black and Minority Ethnic (BME) communities, along with their experiences of living in the area and the issues they face in accessing services has been undertaken by the Black and Minority Ethnic (BME) Community Association, supported by Neath Port Talbot Council for Voluntary Service and the Regional Community Cohesion Co-ordinator. This activity has been funded from grant monies provided under our Third Sector Grant Scheme. The outcomes of the exercise have been discussed within the Equality and Community Cohesion Group and we will use the information to inform our work going forward.
- BME Community Association – we were pleased to nominate two Members to sit on the Board of the new organisation and for two officers to provide support and advice to the Community Association. In January 2019 the Community Association became a Registered Charity with the Charity Commission.
- We held the annual Crucial Crew event at Margam Park between 2 and 13 July 2018 for 1,600 Year 6 pupils. 12 partner agencies attended the event, these included: South Wales Police, Port Talbot and Afan Women's Aid, Calan DVS, Hafan Cymru, Neath Port Talbot Road Safety, Welsh Centre for Action on Dependency and Addiction (WCADA). The focus of the event was to deliver safety information on the following areas: internet safety, healthy relationships, cycle safety and drug/alcohol awareness. In addition Year 10 pupils delivered peer education on issues such as bullying, anti-social behaviour, drugs and social media.
- We made significant progress on implementing the Healthy Relationships for Stronger Communities Strategy (the renamed Violence Against Women, Domestic Abuse and Sexual Violence Strategy). This included successful campaigns such a White Ribbon Day, promoting workplace policies to a number of local employers,

supporting the Welsh Government's campaigns, completing a service mapping exercise, roll out of the National Training Framework, introducing a new lesson plan that will now be rolled out across all our schools, and increased capacity of the Independent Domestic Violence Advisor service. We also began to consider how men, older people and minority groups are affected by this agenda too. In particular, we received a very interesting input from BAWSO (an organisation which provides specialist services for Black and Minority Ethnic (BME) communities on female genital mutilation) when presenting our Healthy Relationships for Stronger Communities Strategy annual report. As we refresh the Strategy in 2019-20 we will be extending the research and engagement with these groups to inform the next set of priorities for our Healthy Relationships for Stronger Communities Strategy partnership.

- Understanding the impact of our policies and services on people who share protected characteristics remains a key part our work. We have introduced a revised integrated impact assessment during the year and delivered training on how to use the new framework to those officers across the Council that write reports.
- We have also looked to our existing data collection mechanisms to ensure they are fit for purpose and are being utilised effectively. Where we have identified gaps, we have worked with relevant groups including the BME Community Association and representatives of the faith community to enhance our mutual understanding of the issues and experiences of people living in our area. This work has provided a firm base from which to make progress over the coming year in reducing/removing any significant barriers that some protected groups face on a daily basis which impact on their participation in community life and when accessing our services.

Section 3 - Progress made against each of our Equality Objectives

Equality Objective 1 - Address harassment, discrimination and other threats to personal safety experienced by people due to their protected characteristics

1. Increase awareness and reporting of hate crime

What did we do?

- We developed scripts for the community cohesion and hate crime radio campaign which aired in September and October 2018. The Victim Support Reporting Centre was promoted as part of the campaign.
- There was an increase in the number of reported hate crimes during 2018-2019, 162 compared to 122 in 2017-2018 and a significant increase in the number of racially motivated hate crimes, 106 compared to 68 in 2017-2018. This increase could be due to a combination of factors including a rise in the number of hate crimes against BME communities, more increased confidence in reporting to the police and a rise in awareness of reporting mechanisms as a consequence of the Community Profiling exercise undertaken. There was also an increase in the number of reported hate crimes against transgender people, 12 compared to 4 in 2017-2018.
- The police continue to share hate crime and tension monitoring information with the Safer Port Talbot Partnership which has provided invaluable insights into the position in Neath Port Talbot. The information will help shape further initiatives to address these issues in the locality as well as work to better understand and subsequently improve people's experiences.
- Along with the Regional Community Cohesion Co-ordinator, we provided information, advice and support to the local Muslim community following the potential violent threat from right wing groups during April 2018 as well as the potential threat following the right wing attack on two Mosques in Christchurch New Zealand in March 2019.
- Three non-partisan educational workshops on the Israeli–Palestinian conflict were delivered by Solutions Not Sides at Ysgol Gymraeg Ystalyfera Bro Dur on 6 March 2019. The workshops were an extremely valuable resource for promoting community cohesion in the area. The aim of the initiative was to empower young people with the knowledge, empathy and skills to promote dialogue and conflict resolution, and to challenge prejudice (particularly Antisemitism and Anti-Muslim Hate) and conspiracy theories.

- The Exploitation Task and Finish Group (a sub group of the Western Bay Safeguarding Board), developed a safeguarding children and adults at risk of exploitation training course which considers exploitation in its many forms: sexual, criminal, county lines, modern slavery, hate/mate crime, cuckooing and radicalisation. The first training session was delivered to 12 staff in February 2019 and in March 2019 we held a Train the Trainer session for 48 staff so that further Exploitation training could be delivered.
- The BME Development Officer continued to deliver projects with the BME Community Association. One of these projects was a Neath Port Talbot 'Community Profile' exercise in Black and Minority Ethnic communities. Engagement took place with people from diverse communities e.g. Romanian, Tamil, Bangladeshi, Pakistani, and other Eastern European communities. One of the key issues identified was on hate incidents/crime and actions to address this and other issues will be considered by the Equality and Community Cohesion Group of which the BME Community Association is a member.

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2. Strengthen partnership work to tackle domestic abuse and establish multi-agency mechanisms to support people at risk of being drawn into serious and organised crime

What did we do?

- The Communications & Engagement Group, led by the Council's Principal Officer for Community Safety, provides a partnership response to awareness raising activities, challenging attitudes and preconceptions surrounding domestic abuse. This has included several successful campaigns including International Women's Day and White Ribbon Day. The Group has also amplified the messages locally being promoted through the Welsh Government's national campaigns.
- We held an 'It's Your World' Wellbeing Workshop, delivered to 300 Year 8 pupils from Ysgol Bae Baglan. The aim was to raise awareness of substance misuse, domestic abuse, child sexual exploitation and mental health, build resilience and to highlight the services young people can access for additional support.
- The Healthy Relationships for Stronger Communities Strategy Children & Young People Sub-Group has conducted service mapping and highlighted recommendations for change, as well as delivering an awareness raising event for front line practitioners. As a result of this work a new lesson plan has been delivered in all Neath

Port Talbot schools. The Spectrum programme, delivered by Hafan Cymru, continues to be supported across schools. In addition the Group has worked closely with the Sex and Relationship Education Group to develop age appropriate lessons and guidance which will be included in existing lesson packs for both primary and secondary schools.

- Caseloads for our Independent Domestic Violence Advisors have been reduced to safe levels and there are much improved relationships with the specialist agencies enabling cases to be stepped up or stepped down more efficiently and effectively. We also worked with partners to ensure there was more consistency in approach by specialist agencies across the county borough.

Equality Objective 2 - Improve access to information by meeting the needs of people from protected groups where these are different from the needs of other people

1. To improve the Council's website content

What did we do?

- We commissioned a disability audit of the top ten most frequently used web pages to identify how we can improve access to services for those residents who have disabilities. The following pages were audited:
 - Bin Day Finder – Recycling
 - School Term Dates 2018-2019
 - Find Opening Times for Briton Ferry Recycling Centre
 - View Planning Application
 - Pay Your Council Tax
 - Bulky Item Collections
 - Apply for a Van Permit
 - Renew a Library Book
 - List Jobs
 - Find Parking Charge for Milland Road, Neath

A report on the findings has since been received and work is being undertaken to address the issues identified.

- We currently have 29 on-line services live via our website with a further 14 in development. The number of on-line transactions increased by 24% in 2018-2019 to 75,438 – up from 60,623 in 2017-2018.
- Hits to our website have increased from 2,845,526 in 2017-2018 to 3,036,058 in 2018-2019.
- Demand at our One Stop Shops (OSS) has reduced; 65,259 callers for the period 2017-2018 compared to 60,194 in 2018-2019. Contributory factors include reductions in recycling and council tax enquiries along with the continuing active promotion by staff of on-line services available to customers.

- The Public Services Board created a new partnership to take forward work on digital inclusion. The Digital Inclusion Working Group is addressing four barriers to digital inclusion: connectivity, affordability, skills and confidence. Key pieces of work completed included, exploring how well served the area is by broadband and actioning the findings of a survey of third sector organisations to identify how well placed the sector is to operate within a digital environment.
- A survey of all Public Services Board organisations was also completed to ensure all Public Services Board agencies were working to the criteria set out in the Welsh Government's Digital Inclusion Charter. The work has identified areas where working together will be beneficial – for example there will be a co-ordinated approach to cyber-crime prevention with agencies promoting the same messages and support services.
- A digital inclusion ambassador post, funded from the Rural Development Programme, has been created and this officer is working closely with the third sector to ensure there is sufficient understanding of the way the digital revolution will impact on third sector organisations. Access to funding to replace outdated ICT equipment, training and providing services for those residents who are not on-line will be a key focus of the work going forward.

2. To increase the accessibility of information/documentation

What did we do?

- The community services directory, DEWIS, lists various support and care services available across the county borough, along with a dedicated mobile phone app which allows social workers to access information on-line when visiting clients.
- The number of published resources available on DEWIS increased from 120 in July 2018 to 552 in July 2019 and the number of registered users increased from 52 in July 2018 to 202 in July 2019. The number of detailed DEWIS views per month showed an increase of 75% from quarter 2 (July to September) 2018 (the first quarter of use) of 2,654 to 10,837 in quarter 1 (April to June) 2019.
- There are currently 1,184 downloadable pieces of information available via our website. Ranging from details on our 'Capital Programme' to 'How to Foster' to information on 'Recycling'.

- We have recognised the changes in how library users access some of our digital services and the use of different platforms with more and more visitors using free Wi-Fi rather than desktop computers in our libraries. This highlights the way in which customers now access on-line information and will help inform future service provision.
- There has been an increase in the numbers of people attending libraries for various activities and events, including IT help sessions, Bookstart song and rhyme sessions, Knit and Natter, Cymraeg I Blant Baby Massage, Welsh Reading Group, Workways+ Employment Support; library usage is now varied and not restricted to computers and book borrowing.

Equality Objective 3 - Improve access to services by meeting the needs of people from protected groups where these are different from the needs of other people

Improve access to the provision of Social Services

What did we do?

- Last year saw a reduction in the overall number of people we support, totalling just over 2,700 who had a service and care plan. While those aged 65+ receiving a service rose by 5%, mainly due to more people having respite or domiciliary care, the overall fall is due to identifying at an earlier stage what support people need. This means many more people are getting help and support from third sector and other community based organisations which promotes greater independence.
- To better understand if the services we provide make a positive difference to people's lives we undertook a Citizens' Survey during the autumn 2018 with children over the age of 7, adults, parents and carers. Whilst the response rate was rather low across all groups (particularly from parents, just 13%) the responses received have been supportive of our services, for example, 93% of adults agreed that they were 'treated with respect'; and 84% of children knew 'who to speak to about my care and support'.
- Once again, 2018-2019 saw an increase in the number of Local Area Coordinators, to six, focussing on co-production and empowerment of local citizens and communities.
- The Direct Payments Support Service continues to support recipients and successfully piloted its own recruitment fair. The number of people in receipt of direct payments increased to 440 during 2018-2019, up from 415 on the previous year.
- The Looked After Children's Youth Council, known as YOVO (YOuR VOice Matters), collaborated with Lleisiau Bach - a project run by the Swansea University Human Rights Observatory - to undertake a research project to ensure children and young people going into care receive information about their placement. Their work directly influenced social work practice. In future, social workers will provide information booklets which include profiles of

the foster carers. YOVO also won the NPT CVS Community Youth Award for volunteering and helping the community.

- Our Gateway Team acts as a single point of contact for adults who need support to maintain or regain their independence to contact social services. Highly skilled contact officers, and health and social care professionals provide advice and signposting where necessary and make early assessments to identify people who need support from health or social services.
- NPT Carers Service works in partnership as an integrated service with health and social care. The service provides information, advice and assistance for carers on a wide range of issues including benefits advice. A support worker is co-located within various teams, including SPOC (Single Point of Contact) and Gateway to ensure carers have the right information at the right time and are supported at the first point of contact. Carers 'Have Your Say' events have taken place to ensure that they have had the opportunity to be involved in the start of co-producing services for carers.
- In 2018-2019, the NPT Carers Service conducted 274 carers assessments on our behalf, an increase of 49 on the previous year. A quarterly newsletter was also sent to 3,430 carers known to the service across the county borough.
- The Community Connecting Team (CCT) deliver high quality community based opportunities and new beginnings to vulnerable people aged 16 and over living in the area. CCT are committed to ensuring all people are given the best possible chances and opportunities to achieve their personal goals by enabling them to develop skills, involving people in local community groups and activities, and encouragement to build new friendships and maintain old ones. The team supported 81 people in 2018-2019 (an increase from 51 in 2017-2018); a number that does not take into account people who attend CCT activities/sessions independently or with support from their personal assistant.
- The Employment, Work and Training service provides work, training and employment opportunities for pan-disability adults. The purpose is to create a live environment which prepares and provides service users with the tools and skills to develop their potential and eventually to work/train/gain employment in the community. The service is based in two locations: Bspoked Enterprises in Neath Abbey, and Fresh Start in Cymmer. Over the last 12 months more than 130 people have accessed the service and many have progressed to other areas such as

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volunteering and working in the community. A number of service users have also successfully gained employment via the Welsh Government-funded Elite Project. This has helped establish good links and partnership working with organisations which compliments the service, including Neath College, Keep Wales Tidy and Career Wales.

- Funding has been secured from the communities for Work+ grant to undertake a pilot project, with support from Swansea University, to better understand the needs of the Gypsy and Traveller Community in Neath Port Talbot, the third largest Gypsy and Traveller Community in Wales.

Equality Objective 4 - Monitor information and data effectively in order to identify disadvantages experienced by people due to their protected characteristics

Develop robust monitoring systems within services

What did we do?

- The collection of our employment data continues to be challenging. However, it is anticipated that with the employee portal now accessible to staff via the intranet, issues previously experienced with data gathering will be reduced.
- The new integrated impact assessment process was piloted by a number of service areas during spring 2018 with training sessions arranged for officers, senior management and elected members in May/June 2018. Unfortunately, these training sessions had to be postponed until late summer/early autumn 2018 due to circumstances outside of our control. However, the programme of training has now been completed which should mean that report authors are able to give proper consideration to the range of legal duties placed upon the Council under the various pieces of legislation.
- There were 134 respondents to the community profiling exercise survey, undertaken by the BME Community Association, with the highest number of responses from the Bangladeshi community and significant number of responses from the Sri Lankan, Pakistani and Polish communities. A report on the findings was produced and reported to the Equality and Community Cohesion Group in October 2018. The exercise has helped us better understand the makeup of our BME communities and we are working with the BME Community Association through our Equality and Community Cohesion Group to address the concerns, issues and barriers faced by the communities.
- BME Community Association and St Paul's Centre explored establishing gardening activities (one of the recommendations from the community profile was to grow specialist foods.) but unfortunately there was no interest from the communities. However, with a gardening scheme already in existence at Tir Morfa the initiative is to be revisited.

- There are 59 different languages and dialects spoken in schools across Neath Port Talbot with 722 pupils out of 20,764 speaking languages other than English and Welsh as a first language.

Equality Objective 5 - Deliver staff training in line with the Equality Act requirements

What did we do?

- We continue to deliver Home Office accredited WRAP (Workshop to Raise Awareness of Prevent) training to staff; 490 staff (including 95 from external organisations) attended Prevent Awareness sessions during 2018-2019.
- The Regional Community Cohesion Coordinator and Victim Support co-designed and co-delivered hate crime 'train the trainer' training to Council staff during the year. A wide range of equality related topics were offered by the training section including dementia awareness, dyslexia awareness, human trafficking and trans and gender identity training. Approximately 2,000 staff were trained along with nearly 400 from partner organisations and 20 foster carers who attended 'Working with Parents with a Learning Disability' session.

Equality Objective 6 - Improve access to the environment by meeting the needs of people from protected groups where these are different from the needs of other people

What did we do?

- 2018-2019 saw the reestablishment of our tourism provision and the team secured £253,000 in funding to promote and develop Neath Port Talbot. This included capital funding to deliver a visitor hub at the car park at Neath canal at Resolven, to include the modernisation of existing toilet facilities (including designated disabled toilets), the creation of a café with ramped access and a digital information point which will be installed at a height which is accessible to all users.
- The Tourism Team continues to deliver the 'Tourism Development in Neath Port Talbot Project' which aims to develop the tourism industry's knowledge of the area through a series of 'Sense of Place' events focused on exploring 'undiscovered' walks in the valleys areas. The project has also produced high quality videography and photography to enable tourism operators within the valley areas to promote the area more effectively. This work was informed by the findings of the visitor research exercise undertaken during 2018-2019 which identified the visitor demographic reasons for visits to the area.
- Work on the Neath canal towpath, undertaken over the last two years involved the creation of an active travel route on the towpath between Neath (Zoar's Ark) and Briton Ferry. The existing route was in a poor condition; the running surface was stone dust with frequent ruts and potholes, and there were several barriers along the length that required cyclists to dismount and prevented access by some wheelchair users. The works involved surfacing the route to create a smooth tarmac surface and the replacement of barriers with bollards, allowing access for all while preventing access by cars.
- A Member led audit was undertaken which focussed on accessibility to the civic centres, including the public meeting rooms. A Member Disability Audit Group has been established and Members are currently reviewing the findings to help us ensure that our meeting facilities allow people from all backgrounds to access and participate in meetings.

- As part of our ongoing commitment to improving access we continue to install disability crossings/dropped kerbs where they are of most benefit; during 2018-2019 we installed 11 'sets' as a result of individual requests and planned improvement/construction works.

Equality Objective 7 - Reduce gaps in the educational performance experienced by pupils due to their protected characteristics

1. To raise levels of attendance of pupils with the protected characteristics at school

What did we do?

- Attendance in primary schools has been fairly consistent between the two academic years (94.02% 2018-2019 compared with 94.14% for 2017-2016). However, there was some improvement in attendance amongst traveller pupils (84.58% compared to 81.14%) and those identifying as non-white British (93.63% compared to 93.45%) **(All figures are still provisional)**
- Secondary school attendance was fairly consistent between the two academic years (93.46% 2018-2019 compared with 93.48% for 2017-2016). However, there were improvements in attendance amongst those identifying as non-white British pupils and those with special education needs (94.40% compared to 94.03% and 91.47% compared to 91.27% respectively) while there was a significant decrease in attendance amongst traveller pupils for the same period (76.62% compared to 78.05%).
- The Well-being and Behaviour Service work with key professionals to support schools in meeting the needs of pupils with Social, Emotional and Behavioural Difficulties (SEBD). This includes training, whole school approaches and multi-agency initiatives, feedback on the impact of work is positive. A continuum of support for pupils with SEBD is in place and is constantly being added to and developed due to the increasingly complex needs. The development of multi-agency initiatives is key to ensuring pupils' needs are supported holistically along with those of their families and communities. An example of this is the piloting of multi-agency support initiatives led by the police and linked to pilot schools. Outcomes have included a decrease in public protection notices, improved attendance and behaviour by pupils in school and parents re-engaged with employment and training.
- There were a total of 18 permanent exclusions during the academic year 2018-2019 nearly double to the previous academic year. While the number of primary school exclusions remained constant at one, the number of secondary school exclusions rose to 17; 13 boys and 4 girls. More significantly the number of pupils with Special Educational Needs (SEN) who were excluded rose from 7 to 13 in number.

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2. To reduce the gaps in educational performance attainment between boys and girls at Foundation Phase and Key Stages (KS) 2, & 3

What did we do?

- Following support visits during the last two years, there was an expectation on all primary schools to assess and target improvement in pupils' skills and wellbeing. Strong progress continues to be made in this area and schools are now in a stronger position to meet the demands of curriculum development in order to address pupils' skills levels
- In September 2017 we implemented our Leadership Strategy, with the aim of developing confident, ambitious school leaders, who are able to manage change effectively. As a result schools are becoming more proficient and effective at improving standards and wellbeing of pupils.
- Since the new inspection arrangements were introduced in September 2017, to date 20 schools have been inspected, of which:
 - 18 out of 20 have been graded 'Good' or better for Standards.
 - All 20 schools have been graded 'Good' or better for Care, Support and Guidance
 - 19 out of 20 have been graded 'Good' or better for Wellbeing and Attitudes to Learning
 - 18 out of 20 have been graded 'Good' or better for Leadership.
- The number of schools categorised as green or yellow in the academic year 2018-2019 increased to 98%. This represents the highest figure since categorisation was introduced in 2014-2015.
- Five full time and one part time Community First Legacy youth workers support all secondary schools with tailored support provided to each school with the part time worker providing Welsh speaking support to Ysgol Gyfun Ystalyfera pupils. This includes one to one support, home visits, work outside of schools and with small groups in years 9-11 to support them in their learning.
- To date the Cynnydd project, which operates across south west Wales to reduce the number of 11-24 year olds at risk of becoming not in education, employment or training (NEET), has worked with 508 young people. 89% left the project achieving a positive outcome reducing the risk of becoming NEET. So far 90 young people have gained a qualification as a result of Cynnydd support.

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- Boys' attainment levels continue to fall in both literacy and numeracy at Key Stage 2 and Key Stage 3 with the exception of attainment in literacy, which has shown significant improvement, 80.48% compared to 78.31% in 2017-2018 academic year
- Girls' attainment has shown a marked decline in 2018-2019 in both literacy and numeracy across all key stages.
- The numbers of traveller pupils increased from 55 (Pupil Level Annual School Census 2018) to 75 (Pupil Level Annual School Census 2019) with 56 in primary schools, 13 in middle and 6 in secondary schools. There is difficulty in tracking numbers due to the transient nature of the community. Further to this, some families may not wish to be identified as Gypsy/Traveller but may seek support from the service. Figures do not account for fairground and circus children who receive support out of school.
- Over the last three years, numbers across all key stages have remained in single figures resulting in large fluctuations in attainment from one year to the next. In 2019 two of six pupils achieved the Foundation Phase Indicator (33.3%), at Key Stage 2 seven of nine pupils (77.8%) achieved the Core Subject Indicator (Maths, English and Science) whilst none of the three pupils at Key Stage 3 achieved the Core Subject Indicator. Over the past three years (2016-2019) only four gypsy travellers have been in the Key Stage 4 cohort, none of which have achieved the L2+ indicator (5 GCSEs including English and Maths).
- At all key stages, English as an Additional Language (EAL) pupils consistently outperform their peers in all key indicators. Over the past three years, (2016-2018) EAL pupils have significantly exceeded national EAL figures. At the end of Key Stage 4, EAL pupils consistently outperform their peers nationally and non-EAL pupils locally. EAL pupils perform better than national 3-year averages (2016-2018) at Key Stage 4.
- **Attainment for girls across both literacy and numeracy at Key Stage 4 – information available in December**
- **Attainment for boys across both literacy and numeracy at Key Stage 4 –information available in December**

Equality Objective 8 - Ensure our employment and recruitment processes promote fairness and equality for all.

What did we do?

- We have created a new part time mental health post to provide reactive interventions to support those already identified as having mental health conditions, as well as to develop preventative mental health programmes.
 - During 2018-2019, 29 managers attended recruitment training which ensured they were made aware of their responsibilities under the Equality Act 2010 in relation to making reasonable adjustments, at interview and when considering the best applicant for the post, thereby ensuring a fair and transparent process.
 - We continue to be a Disability Confident employer. The Disability Confident Scheme encourages employers to become more confident so they employ and retain disabled people, increase understanding of disability and the benefits of employing or retaining disabled people in order to make a substantial contribution towards halving the disability employment gap. By continuing our Disability Confident journey, we ensure that disabled people and those with long term health conditions have opportunities to fulfil their potential and realise their aspirations.
- In 2018-2019, the proportion of black and minority ethnic employees of the total workforce remained at 1%, although the actual headcount of employees has increased by two.

Gender Pay Gap Objective - To further develop pay/employment data to better understand the reasons for the gender pay gap and to identify any actions which may be feasible to close the pay gap.

What did we do?

- We have been working to identify reasons for and way to address the gender pay gap in the Council. In September 2018, we published our first gender pay gap report for the period 2017-2018 and will be publishing our second report in December 2019 (for the period 2018-2019). This information will be in the 'Annual Equalities Employment Report'.
- On 14 January 2019, the Personnel Committee gave approval for the Council to subscribe to the Chwarae Teg Fair Play Employer Scheme for a 12 month period. The Scheme supports organisations to develop gender equality action plans, using analysis of available workforce data, consideration of employer practices, matched to evidenced best practice recommendations, including actions to reduce gender pay gaps.
- As a starting point, during June 2019, Chwarae Teg launched a survey to our employees to find out what it is like to work in the Council. The response rate was 32%. The results of the survey will be analysed by Chwarae Teg and feedback provided during August 2019. Chwarae Teg will then support us in formulating a 'Gender Equality Action Plan' which will help us address any gender inequalities identified and assist us to develop actions to help reduce our gender pay gap.
- Whilst the Council's gender pay gap is lower than the UK's median gender pay gap (the difference between the midpoint in the ranges of hourly rates of men and women), we are committed to implementing the actions from the 'Gender Equality Action Plan' to help close the gender pay gap.

Section 4 – Meeting the Public Sector Equality Duty and Specific Duties

In meeting the equality objectives we continue to be conscious of the ongoing financial challenges, reduced capacity, greater expectation and the changing demographic in Neath Port Talbot. We aim to undertake all our work in the knowledge of and commitment to the Public Sector Equality Duty.

Concentrating our efforts on improving the accessibility of our website, working to address hate crime and domestic violence and improving our impact assessment process has enabled us to help improve areas which have a big impact on people's lives.

We have placed a strong emphasis on ensuring equality and celebrating diversity across the range of our activities. There is also recognition and work to address inequalities in all of its forms, whether in relation to statutory duties concerned with people of protected characteristics, inequality caused by disparities in income, or by virtue of whether children and young people are cared for by their own families or the council.

We have been keen to work towards a more holistic approach to our work which has included attempts to better align our equality objectives and corporate improvement priorities, so that any progress made is complementary to both. Progress against our improvement priorities and the wellbeing objectives can be found in the Corporate Plan Annual Report 2018-2019 (**LINK to be inserted**).

Following lengthy discussions with the previous Welsh Language Commissioner and her representatives we found a mutually acceptable way forward in relation to the challenge submitted to the implementation of 54 standards and a final determination was received in April 2018. This brought an end to two years of negotiation which has resulted in variations made to standards as well as a clearer understanding of what is required.

Our [Welsh Language Standards Annual Report 2018-2019](#) was published on 30 June 2019 in accordance with statutory requirements.

In January 2018 a task and finish group, drawn from members of the Cabinet Scrutiny Committee, was established to develop the [Neath Port Talbot Welsh Language Promotion Strategy](#). With support and advice from Menter Iaith Castell-nedd Port Talbot, the task and finish group drafted the strategy and action plan and was subject to public

consultation during May and June 2018. Following consultation the strategy and action plan were revised and adopted by Council on 26 September 2018. The first Annual Report on the strategy will be presented to Cabinet in December 2019.

Identifying and collecting relevant information

We continued to engage with members of the public, partners, local communities and interest groups to gather information, which helped shape our various strategies, policies and plans as well as influencing the delivery of our services.

Tudalen172 The identification and collection of information remains a key element particularly of the impact assessment process and by gathering relevant information as part of service provision we are better placed to understand the complexity of our county borough and utilise this information in developing policy and services.

We continue to see improvements in the collection and analysis of employment data as a result of the roll out of the Employee Portal where staff are able to update their own individual records. As a result we are able to better understand our workforce and so develop internal policies that are informed by more robust information.

The community profiling initiative that was undertaken by the Neath Port Talbot BME Community Association has provided specific and robust data about our BME communities, their concerns and experiences of living in Neath Port Talbot. Using this data, not only will we be able to develop policies and services which are better informed but working with the BME Community Association and where appropriate other local organisations and communities this data will inform local initiatives to provide positive outcomes.

Some examples of our other work during 2018-2019 to meet the Public Sector Equality Duty

- Neath Port Talbot Youth Council is now fully elected with young people elected from schools and also from special interest groups such as Looked after Children, Speech & Language Club, Young Carers, Lesbian Gay Bisexual Transgender Queer + and Colleges.
- A young person from the Youth Council is currently on the Children's Commissioner's Advisory Board with another elected as a Member of Youth Parliament for Neath Port Talbot and winning a Youth Excellence Award 2018.
- Young Carers Awareness Raising sessions have taken place in schools with 1,500 young people taking part.
- We enhanced our procurement arrangements by signing up to the Ethical Supply Chains Programme. This makes a commitment to ensuring that we actively examine where we source our goods and services to ensure those arrangements are ethical.
- We have a Third Sector Grant Scheme that was co-produced with representatives of the local third sector.
- Last year, the [Corporate Communications and Community Relations Strategy \(2018-2020\)](#) was approved. The Strategy was developed to help us meet the requirement under the Well-being of Future Generations (Wales) Act 2015, to involve people in the work that we carry out. It has also been designed to make our collective communications and community relations efforts more consistent, effective and relevant.
- Programmes to educate children and young people about wider community safety programmes are well-established and we have been continuously reviewing our programmes to ensure that they remain relevant. For example, equipping children and young people to stay safe on-line has become a key area of focus.
- There is a particular focus on children most at risk of an adverse childhood experience with the intention of strengthening prevention and early intervention work. We are also building on our children's rights work to ensure that children and young people have a say in matters that affect them.
- We continue to work with bus operators and community transport organisations to improve transport connectivity for our communities. We also support the Community Transport Association with their 'connecting communities' project and in developing community car schemes in our valleys which help residents to access health facilities.

- Our annual Black History Month (BHM) event, hosted by the Minority Ethnic Achievement Support (MEAS) Team and pupils from our schools was held in November 2018. The theme of the 2018 event was 'Icons of Black Wales' where we showcased the talent in our schools and recognised and celebrated the achievements of our Black Minority Ethnic (BME) young people and others locally, nationally and on the global stage.
- As a result of the loss of funding for the MEAS and the Gypsy and Traveller Education Support teams a reduced Vulnerable Learners Service has been created. Whilst continuing to provide support to pupils across all age groups there is a likelihood that the reduction in capacity will impact those who are amongst the most vulnerable in our schools.
- An access card has been developed by the BME Community Association to help identify those people who have limited Welsh or English language. The community profile work undertaken identified a number of people who are not accessing services or are needing to rely on inappropriate means to access services because of language barriers. It is anticipated that the card will be introduced during 2019-2020.
- Welsh Government funding was received for a new Community Cohesion Officer post to support the delivery of the Western Bay Community Cohesion Delivery Plan. The post holder, working with the Regional Community Cohesion Coordinator the post holder, will identify and mitigate community tensions, in particular as a result of Brexit and to coordinate a multi-agency response in developing community based solutions. It is anticipated that recruitment to this post will be completed by November 2019.
- In September 2018, delivery of the Welsh Government's Childcare Offer scheme was piloted in 14 wards in Neath Port Talbot and was rolled out to all wards by the end of January 2019. As at July 2019 there were 775 active (approved) applications for the offer.
- We organised an engagement event with key partners to consider the research on adverse childhood experiences and the 'first 1,000 days' of a child's life. The event brought together 165 front-line practitioners from across public services and the third sector to start mapping the current systems and identify improvements to help every child have the best start in life. The focus of the event was on working more effectively together in developing opportunities for prevention and earlier intervention. Following the event a report was prepared with recommendations to progress the work. We were also successful in gaining funding from Welsh Government to hold future engagement events regarding the 'first 1,000 days'.

- Further services have been included within the Families First programme to provide social opportunities for children and young people with a disability aged 0-25 years.
- The Youth Service supported 12 community based youth clubs which provided young people aged 11-18 access to a range of educational, social and recreational activities (such clubs are a positive contribution to making a difference to the young people's social, cultural, economic and environmental wellbeing).
- Since April 2018 Families First and the Youth Service have delivered community based targeted provision to support vulnerable groups of young people who are carers, lesbian gay bisexual or transgender, and those with speech, language and communications needs as well as daily one to one caseload support for vulnerable young people
- As part of the Families First programme monitoring, equalities data is sought from each participant to improve our understanding of our current users and to help us target provision at all groups. Changes to the programme equalities form are being planned following feedback from the programme's LGBTQ+ (Lesbian, Gay, Bisexual, Transgender and Queer +) youth club. User engagement has also been undertaken throughout the year, including with children and young people using the youth clubs and disability services, to understand the impact of the services and any potential areas for improvement.
- The Active young people programme is offering a range of activities to encourage participation by all members of the community. The Park Lives and Street Games Programmes are delivered in the heart of the communities and a number of different sessions have been set up in the most deprived areas of the county borough. Sessions are well attended and specific disability sport clubs have been set up and are being well attended.
- Last year we reviewed our 2017-2020 Welsh in Education Strategic Plan (WESP). The Plan details how we will support and further develop Welsh language education in schools and in the wider communities and how we plan for future growth. It is aligned to national policy and guidance in order to contribute to the Welsh Government's aim of achieving a million Welsh speakers by 2050.
- Schools have been supported to embed a rights based approach as a framework for wellbeing within their schools. This was launched in the wellbeing conference in June 2018. So far 39 schools have signed up for the Rights Respecting Schools Award with UNICEF. A training event for schools for the Bronze award was held last

November and Rights Respecting packs were distributed to all schools who have signed up; 41 schools have signed up, 19 have achieved Bronze and 9 have achieved Silver.

- 30 members of staff from the Think Families Partnership, Families First commissioned projects, schools, Children Services and the NHS attended accredited participation training on the 26 and 27 March at Margam Orangery. The two day course was designed to improve knowledge and understanding of children and young people participation and develop the ability of staff to embed this into practice. 100% of attendees who completed feedback forms indicated that their knowledge of children & young people's participation had improved, as well as their confidence to apply this knowledge.
- Last October, we held an event for council staff to celebrate 100 years of Women's suffrage. It was hosted by the Mayor of Neath Port Talbot with a panel of female local elected cabinet members, the Leader of the Welsh Local Government Association and the local Unison Branch secretary to discuss their experiences as Women in politics and their hopes for the future.
- In March 2019, a 'Question Time' event for students was held in partnership with Neath College. It was hosted by the Mayor of Neath Port Talbot with a focus on the legislation currently being drafted by the Welsh Assembly to enable 16 year olds to vote at the 2021 National Assembly for Wales Elections.
- 300 disabled facility grants were completed during the year compared to 258 the previous year and the average time take to deliver a grant was 232 days compared to 242 the previous year. These variations can largely be attributed to fluctuations in demand. There were more low cost smaller adaptations completed during this year.
- We have developed an Autism Spectrum Disorder (ASD) Group made up of professionals, parents and carers who meet on a monthly basis to devise working plans in order to improve the lives of people with Autism, their families and carers. We have also developed an ASD Strategic Plan and a new ASD lead is in the process of being appointed to deliver the plan.
- We signed the UK Government's Armed Forces Covenant, as well as encouraging all of our strategic partners to sign the Covenant too. The objectives of the Covenant include encouraging everyone to offer support to the local Armed Forces Community to make it easier for them to access the help and support available. During the past 12 months, the our Armed Forces Covenant Liaison Officer has encouraged participation and sharing of information amongst organisations that support veterans and families who are experiencing health and wellbeing issues;

organisations included NHS Veterans Wales (NHS mental health therapists), Change Step (working with the Welsh Centre for Action on Dependency and Addiction (WCADA)), Poppy Factory (Employment for veterans with a disability), Age Cymru 360 project (support for elderly veterans and their carers), Royal British Legion (Admiral Nurse Project and Home from Hospital support), BLESMA (Support for limbless veterans), Action on Hearing Loss (Project for veterans whose hearing has been damaged by service), Blind Veterans UK.

- As part of our support for those service families that have experienced domestic abuse, we have also liaised with BAWSO, the organisation that supports women of ethnic backgrounds who experience domestic abuse, to discuss the particular issues of women from the commonwealth countries who had married service people and were experiencing difficulties in their relationship.
- A Member has been appointed as our Armed Forces Champion, to ensure that the voice of all members of the armed forces community are heard.
- We commissioned work to better understand the number and circumstances of people on low incomes across the county borough. We will use the findings of this work to inform the design of a poverty symposium which we will be holding in autumn 2019.
- We led work through the Public Services Board to identify people vulnerable to being drawn into drug-related crime. A Critical Incident Group met during 2018-2019 to identify the range of measures that agencies could take to protect vulnerable people from being drawn into county lines whilst also identifying opportunities to improve access to support for those who are drug-dependent.

Integrated Impact Assessments

We have reviewed and revised our equality impact assessment process to include our new legal duties introduced by the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016 as well as maintaining the focus of equalities and the Welsh language. The aim has been to develop a more integrated approach to assessing the impact of our policies and services not only on people who share protected characteristics but also on the wider community, both now and in the future.

With the introduction of the new assessment process and in acknowledgement of the limited experience amongst staff (due to the significant loss of staff as a result of the financial constraints we have faced, and continue to do so) we have developed a training programme to ensure our staff fully understand the why as well as the how to undertake assessments, the importance of consultation and involvement as well as recognising the wider sustainable development principle.

The revised integrated impact assessment process was introduced across all service areas in April 2019, following delays in the delivery of training sessions (due unforeseen circumstances), further revision of the forms and process as well as the need to hold additional sessions for relevant staff.

The Council's Executive and Non-Executive/Regulatory Report Guidance was also updated to reinforce current and reflect new legislative requirements. This update of the report guidance also provided an opportunity to reinforce the way in which impact assessments are reported to members.

A review of the impact assessment process and the success of its implementation is scheduled to be undertaken in May 2020.

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Specific Employment Information

Employment Information for the period 2018-2019 will be reported to the Equality and Community Cohesion Group and the Personnel Committee during the latter part of 2019, when a full analysis of the data will be available; data analysed by the protected characteristics of sex, race, disability and age and by other specific criteria.

The data will be for the 12 month period 1 April 2018 to 31 March 2019, or, where appropriate, a snapshot of the workforce on 31 March 2019.

We recognise that gaps remain in the information available as providing this data is voluntary. Data collection is low in relation to the following protected characteristics: gender reassignment, pregnancy and maternity, religion and belief and sexual orientation. However, the employee portal has provide staff with an opportunity to update their own

personal records, including the ability to update their protected characteristics, securely and in confidence. The number of staff accessing the employee portal at 31 March 2019 was 3,991.

Our second gender pay gap report, to be published in December 2019, sets out the difference between the average pay of the men and women who work in the Council for the period 2018-2019. The pay data was taken from the Council's workforce of 6002 employees, at 31 March 2019 and excludes casual employees and all schools' employees.

During 2018-2019 external recruitment has once again been reduced significantly to only specialist and hard to fill posts e.g. qualified social care workers.

Section 5 - Have your say

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

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

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

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

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Section 6 - Performance Measures

Performance Key	
↑	Performance has improved
↔	Performance has been maintained
↓	Performance has declined.
-	No comparable data (data not suitable for comparison/no data available for comparison)

Equality Objective 1: Address harassment, discrimination and other threats to personal safety experienced by people due to their protected characteristics

No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
1	EQ1.1	Number of hate crime reports	122	162	-
2	EQ1.2	Number of hate crime reports – Disability	14	19	-
3	EQ1.3	Number of hate crime reports – Race	68	106	-
4	EQ1.4	Number of hate crime reports – Religion	3	3	-
5	EQ1.5	Number of hate crime reports – Sexual Orientation	37	24	-
6	EQ1.6	Number of hate crime reports – Transgender	4	12	-
It is not possible to clearly define the direction of improvement as the reason for the increase in the number of reports cannot be accurately established.					

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Equality Objective 1: Address harassment, discrimination and other threats to personal safety experienced by people due to their protected characteristics

No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
		Reasons for the increase in numbers could be due to the Community Profile exercise with the communities especially providing information around hate crime and how and where to report.			
7	EQ1.7	Number of referrals to the Channel Panel	0	2	-
Tudalen182		<p>Due to concerns around the low number of referrals to Channel for 2017-2018, the referral pathway was amended and publicised during staff training sessions. In addition, flyers were created and posted on the Intranet.</p> <p>The Community Safety Team, in partnership with the Training & Development Team, also undertook a review of the 'Worskhop To Raise Awareness of Prevent' Training (WRAP Training) to ensure we were clearly communicating the purpose of Channel Panel, the PREVENT agenda and how to refer to all staff across the authority.</p> <p>Whilst figures then slightly increased during 2018-2019, not all referrals are accepted into Channel. However, referral figures continue to rise with the more training and awareness raising that takes place across the authority and within other organisations.</p>			
	8	EQ1.8	Number of new referrals to Independent Domestic Violence Advisor Multi Agency Risk Assessment Conference/ specialist domestic violence agencies	1997	2650
		This is an expected rise in the number of referrals due to the roll out of Welsh Governments National Training Framework which sees all local authority staff and public services trained to understand the signs of Domestic Abuse. Training ensures staff are able to confidently respond to any disclosures, signposting victims to an appropriate support service. In addition to the training roll out, the local Violence Against Women, Domestic Abuse & Sexual Violence (VAWDASV) Communications & Engagement Group and its partners are actively raising awareness of Domestic Abuse in the community, aiming to encourage victims to come forward and seek help.			

Equality Objective 1: Address harassment, discrimination and other threats to personal safety experienced by people due to their protected characteristics

No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
		<p>With the continuation of the training roll out and awareness raising work, this figure is expected to rise year on year.</p> <p>However, it should be noted that this figure comprises victims at all risk levels from low-medium risk to very high risk and victims may be supported across more than one area e.g. open to the IDVA service and known to specialist provider or MARAC.</p>			
9	EQ1.9	Number of repeat referrals to Independent Domestic Violence Advisor Multi Agency Risk Assessment Conference/specialist domestic violence agencies	279	617	-
		<p>Victims can often struggle to engage with support due to the nature of the abuse and the controlling / coercive behaviour patterns of an abusive partner. For this reason, victims may disengage with a service but then present again at a later stage.</p> <p>Alternatively, some victims will fully engage with support and no longer require any services.</p> <p>However, there are a cohort of people with complex needs who struggle to engage with services and will continually access multiple services with very poor outcomes. A piece of work is being conducted to better understand the approach in these instances and whether an alternative approach would be more fit for purpose and lead to better outcomes.</p>			

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Equality Objective 2: Improve access to information by meeting the needs of people from protected groups where these are different from the needs of other people					
No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
11	EQ2.2	% of website pages available in Welsh	100%	100%	↑
13	EQ2.4 (DBC/006)	Improve the professional rating of our website page rating from a 1 star (maximum rating is 4 star)	2**	SOCITM no longer undertake this process	
Measure to be deleted					
14	EQ2.5 (DBC/007)	% of customers very satisfied/satisfied or Ok with improvements made to service available on-line – general look and feel	84% (37 out of 44)	100% (21 out of 21)	↑
15	EQ2.6 (DBC/008)	More of our customers find the website easier to use: % very satisfied/satisfied or Ok with ease of getting around site	84% (37 out of 44)	85.71% (18 out of 21)	↑
16	EQ2.7 (DBC/009)	More of our customers can access the information and find the website easier/service they want (on our website) first time: % very satisfied/satisfied or Ok with ease of finding information/services	84% (37 out of 44)	88.1% (18.5 out of 21)	↑
We continue to be in the top third with our customer feedback from our website developments. Continuous improvement of the website is ongoing and regular customer feedback will continue to be collected.					
17	EQ2.8 (DBC/010)	Number of customers assisted to use self-service options by Customer Services One Stop Shop staff	94	23	-

Equality Objective 2: Improve access to information by meeting the needs of people from protected groups where these are different from the needs of other people					
No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
		<p>It is difficult to pinpoint a particular reason for the decrease in the number of customers assisted to use self-service options however the ongoing digital awareness initiatives along with the changes in the way customers access information and services will have had an impact on the number of people needing assistance.</p> <p>This is borne out by the number of visitors to our One Stop Shops 60,194 in 2018-2019 compared to 65,259 callers in 2017-2018</p>			
18	EQ2.9 (DBC/001)	% of transactions completed on line (new services)	71.1% (60,623 of 85,245)	80%	↑
		<p>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. The demand for online provision in these services continues to grow in line with the Corporate direction</p>			
19	EQ2.10 (DBC/002)	Number of new services available on line	31	16	
		<p>New and upgraded services introduced during 2018-2019 include: applications for free school meals, missed recycling collections, purchasing Margam Park membership, skip and scaffolding permits, ordering Registrar's birth, death and marriage certificates, school uniform grants, Warm Homes Fund applications, payments for school dinner money.</p> <p>In addition, work has been ongoing in relation to Gov Notify services for the following areas: school transport, education, children and family services and council tax. This has allowed automatic messages to be sent to relevant individuals/ taxi and bus operators informing them of school closures during inclement weather; information of parenting courses and reminders to those residents who are in council tax arrears</p>			

Equality Objective 2: Improve access to information by meeting the needs of people from protected groups where these are different from the needs of other people

No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
21	EQ2.12	Number of complaints upheld in relation to compliance with the Council's Welsh Language Scheme/Standards	2 out of 4	1 out of 5	↑
<p>A total of five complaints were received during 2018-2019. Four complaints were received via the Welsh Language Commissioner; two were not investigated, one continues to be investigated and in one it was found that we had failed to comply with the relevant standard and an action plan has been agreed to reduce the risk of the failure reoccurring.</p> <p>The remaining complaint was received direct to the Council but the matter did not fall under the Council's responsibilities and was referred to partner language organisations to consider any possible action.</p> <p>More information on these complaints can be found in the Welsh Language Standards Annual Report 2018-2019.</p>					

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Equality Objective 3: Improve access to services by meeting the needs of people from protected groups where these are different from the needs of other people - Social Services					
No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
22	EQ3.1	Number of adults receiving services from adult services at 31st March	2,726	2,721	↑
23	EQ3.2	Number of children receiving care and support from Children's Services at 31 March	1,200	1,182	↑
	Data relates to adults who are in receipt of care and support who have a care and support plan, or have a support plan if they are a carer as at 31 March.				
24	EQ3.3	Number of carers who were assessed as at 31 March	282	287	↑
	Carers' assessments are undertaken by the social work teams and Neath Port Talbot Carers Service on behalf of the Council. All carers are offered an assessment and those who accept this offer receive an assessment. Carers which reject the offer of an assessment are still provided with access to information, advice and assistance as well as services provided by Neath Port Talbot Carers Service.				

Equality Objective 4: Monitor information and data effectively in order to identify disadvantages experienced by people due to their protected characteristics					
No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
25	EQ4.1	Number of equality impact assessments undertaken and reported to the relevant Cabinet Board	10	6	↓
There is no apparent reason for the decrease in the number of equality impact assessments undertaken and reported. A number of factors could contribute to this decrease including the possible reduction in the number of new/revised policies being reported and that the screening process has identified that a 'full' impact assessment has not been required.					
26	EQ4.2	Number of people actively participating in: Black and Minority Ethnic (BME) Community Association	10	10	↔
		Disability Network Action Group	0	0	
BME Community Association – the figure quoted is the number of Trustees on the Executive Committee.					
The measure relating to the Disability Network Action Group to be deleted as the Group no longer meets.					

Equality Objective 5: Deliver staff training in line with the Equality Act requirements					
No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
27	EQ5.1	Number of staff attending training on specific topics	2406 (1993 of which were NPT staff)	1876 (1485 of which were NPT staff)	-
Topics offered in 2018-2019 were not entirely the same as those offered in 2017-2018; however, all were equality or Prevent related.					

Equality Objective 6: Improve access to the environment by meeting the needs of people from protected groups where these are different from the needs of other people

No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
28	EQ6.1	Number of complaints received in relation to accessibility	0	0	↔
29	EQ6.2	% of complaints upheld in relation to accessibility	0	0	↔
30	EQ6.3	% of adults aged 60 or over who hold a concessionary bus pass	95.15%	87%	-
<p>Welsh Government has, via the National Fraud Initiative along with Applied Card Technologies, identified approximately 28,000 deceased bus pass holders across Wales and cancelled the passes. This has had a significant impact on the number, which has reduced by 3,571 cards. In addition, First Cymru have switched on a piece of software on their ticket machines that identify inactive cards (termed as hot listed cards) this will have further impact on the reduction of concessionary cards in circulation, as most routes in the county borough are operated by their business.</p> <p>The requirement for all concessionary cards to be reissued by the end of December 2019 is likely to have a further significant impact on the number of cards in circulation.</p>					
31	EQ6.4	Number of mobility scooter trips facilitated by Shopmobility			↓
		Neath	1,714	1,555	
		Port Talbot	2,830	2,402	↓
<p>The methodology used previously for counting scooter trips has changed.</p> <p>Prior to 2018, trips were counted in sessions which spanned morning and afternoon time slots used as a basis for a different charging structure. Following the introduction of a simple unitary daily charge for scooter hire, this is no longer necessary and leads to a simpler and more accurate assessment of actual trips.</p>					

	The 2017 - 2018 figures have been restated on the new simpler basis making the comparison with the current year more meaningful.				
32	EQ6.5	Number of customers enrolled with Shopmobility			
		Neath	138	164	↑
		Port Talbot	213	202	↓

Equality Objective 7: Reduce gaps in the educational performance experienced by pupils due to their protected characteristics					
No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
33	EQ7.1	% of girls attaining Outcome 5+ in literacy at Foundation Phase	79.42%	77.12%	↓

Equality Objective 7: Reduce gaps in the educational performance experienced by pupils due to their protected characteristics					
No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
		% of boys attaining Outcome 5+ in literacy at Foundation Phase	66.27%	65.29%	↓
34	EQ7.2	% of girls attaining Outcome 5+ in numeracy at Foundation Phase	79.18%	76.58%	↓
		% of boys attaining Outcome 5+ in numeracy at Foundation Phase	71.92%	70.77%	↓
35	EQ7.3	% of girls attaining Level 4+ literacy at Key Stage 2	90.49%	89.27%	↓
		% of boys attaining Level 4+ literacy at Key Stage 2	84.21%	81.38%	↓
36	EQ7.4	% of girls attaining Level 4+ numeracy at Key Stage 2	90.35%	87.64%	↓
		% of boys attaining Level 4+ numeracy at Key Stage 2	87.93%	85.25%	↓
37	EQ7.5	% of girls attaining Level 5+ literacy at Key Stage 3	90.89%	90.16%	↓
		% of boys attaining Level 5+ literacy at Key Stage 3	78.31%	80.48%	↑
38	EQ7.6	% of girls attaining Level 5+ numeracy at Key Stage 3	86.79%	86.27%	↓
		% of boys attaining Level 5+ numeracy at Key Stage 3	81.00%	80.00%	↓
39	EQ7.7	% of girls attaining Level 2 literacy at Key Stage 4	74.06%	Data for 2018-2019 (academic year) will be available in December	
		% of boys attaining Level 2 literacy at Key Stage 4	52.43%		
40	EQ7.8	% of girls attaining Level 2 numeracy at Key Stage 4	60.75%		
		% of boys attaining Level 2 numeracy at Key Stage 4	56.47%		

Equality Objective 7: Reduce gaps in the educational performance experienced by pupils due to their protected characteristics

No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
41	EQ7.9	% of pupil attendance in primary schools:	94.14%	94.02% (p)	↔
		girls	94.30%	94.20% (p)	↔
		boys	93.99%	93.86% (p)	↔
		pupils identifying as non-white British	93.45%	93.63% (p)	↑
		pupils identifying as white British	94.20%	94.07% (p)	↔
		pupils with special educational needs	92.92%	92.70% (p)	↔
		pupils with no special educational needs	94.62%	94.55% (p)	↔
		traveller pupils	81.14%	84.58% (p)	↑
		non-traveller pupils	94.46%	94.07% (p)	↔
<p>The figures for attendance at primary school are provisional and if confirmed will be updated prior to publication. The difference in the figures between 2017-2018 and 2018-2019 are so small that it is considered appropriate to report the direction of improvement as 'maintained' as opposed to strictly reporting the slight differences. However, where the difference in the figures is more significant this has been acknowledged</p>					
42	EQ7.10	% of pupil attendance in secondary schools	93.48%	93.46%	↔
		girls	93.56%	93.51%	↔
		boys	93.40%	93.41%	↔
		pupils identifying as non-white British	94.03%	94.40%	↑
		pupils identifying as white British	93.44%	93.43%	↔
		pupils with special educational needs	91.27%	91.47%	↑
		pupils with no special educational needs	94.28%	94.23%	↔

		traveller pupils	78.05%	76.62%	↓
		non-traveller pupils	93.51%	93.49%	↔
The difference in the figures between 2107-2018 and 2018-2019 are so small that it is considered appropriate to report the direction of improvement as 'maintained' as opposed to strictly reporting the slight differences. However, where the difference in the figures is more significant this has been acknowledged					
43	EQ7.11	The number of permanent exclusions during the academic year in primary schools	1	1	↔
		Boys	1	1	↔
		Girls	0	0	↔
		SEN	0	1	↓
		Travellers	0	0	↔
		BME	0	0	↔
44	EQ7.12	The number of permanent exclusions during the academic year in secondary schools	9	17	↓
		Boys	7	13	↓
		Girls	2	4	↓
		SEN	7	13	↓
		Travellers	0	0	↔
		BME	0	0	↔

Equality Objective 8: Ensure our employment and recruitment processes promote fairness and equality for all.

No	Ref	Measure	2017-2018	2018-2019	Direction of Improvement
45	EQ8.1	Number of staff attending recruitment training	76	29	↓
46	EQ8.2	% of participants of training sessions that considered their knowledge had increased	100%	100%	↔
47	EQ8.3	Number of recruitment complaints	0	0	↔
48	EQ8.4	Number of new starters commencing above the minimum point of the grade	31	35	↑

Mae'r dudalen hon yn fwiadol wag

Strategic Equality Plan 2015-2019

Extension to April 2020

The Strategic Equality Plan 2015-2019 was adopted by Council on 14 October 2015.

The Plan was published six months earlier than was legally required due to the changing legislative landscape and requirements for the production of corporate plans. This included the change in corporate planning requirements from the setting of improvement objectives (Local Government (Wales) Measure 2009) to the setting of well-being objectives (Well-being of Future Generations (Wales) Act 2015).

The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 requires the Council to set equality objectives and to publish them in a Strategic Equality Plan and the 2015 Strategic Equality Plan was published six months early in order to align the above planning and improvement arrangements.

However, the reporting requirements for the above arrangements are different and over time it has been difficult to provide a comprehensive picture of the difference the two plans are making in terms of equalities.

By extending the current Strategic Equality Plan to April 2020, more time will be available to improve the alignment of the Plan for the period 2020-2024 with the Corporate Plan 2020-2023 which is currently being developed (also to be published in April 2020). This will also provide more time to consider the reporting arrangements to enable a more comprehensive assessment of the impact the two planning and improvement arrangements are making in terms of equalities.

The extension will also enable the outputs of various pieces of work that are currently in progress to be taken into consideration when developing the revised Strategic Equality Plan. Those pieces of work include the review of the Healthy Relationships for Stronger Communities Strategy (the renamed Violence Against Women, Domestic Abuse and Sexual Violence Strategy), the exploration of the requirements and impact of the soon to be introduced socio-economic duty as well as the outputs of the Poverty Symposium held in October 2019.

Mae'r dudalen hon yn fwriadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

**Cabinet
30 October 2019
Report of the Assistant Chief Executive and Chief Digital
Officer– K. Jones**

Matter for Monitoring

Wards Affected: All Wards

Comments, Compliments and Complaints Annual Report 2018/2019

Purpose of the report

1. To provide an overview of the complaints, compliments and comments received during the period 1 April 2018 to 31 March 2019.

Executive Summary

2. Neath Port Talbot Council is a large organisation providing a variety of services and whilst every effort is made to carry out responsibilities properly and effectively, complaints can be made for various reasons. Members of the public sometimes complain about lack of consultation about changes, council policy, lack of action or delay to service requests, staff attitude and decision making outcomes.
3. Complaints provide valuable information about how we are performing and what our customers think about our services. Most people who complain tell us what we have done wrong and how we can do better. We use this feedback to improve our services, strengthen our relationships with customers and make better use of our resources. Publishing an annual report demonstrates the Council's commitment to transparency and a positive approach to acknowledging, investigating, responding to and learning from complaints.

4. The Council recognises that in order to meet the needs and concerns of the public, the monitoring of customer feedback is a valuable tool. We will continue to review complaints, compliments and comments feedback and make changes to ensure that our complaints process remains customer focused to help the Council provide the best service possible. The two stage complaints model recommended by Welsh Government operates in Neath Port Talbot Council and is set out in the Council's policy which was approved by the Policy and Resources Cabinet Board on 16 June 2011 .This approach is practised by all Welsh Authorities and should provide greater consistency in the way complaints are handled nationally.
5. The guiding principle underlying the policy is "investigate once, investigate well" with an emphasis on conducting one investigation to deal thoroughly with the concerns raised, rather than multiple investigations at differing levels of the Council.
6. As well as the two stages in the policy, complainants who are dissatisfied with the Council's response following completion of those stages can refer their complaint to the Public Services Ombudsman for Wales (PSOW) or another appropriate organisation for independent external consideration.
7. Corporate performance measures regarding complaints and compliments are an important part of the Council's Performance Management accountability and scrutiny processes. Summary information regarding complaints and compliments for each service area/ directorate are regularly reported. Full year overviews for 2018/2019 were reported to Cabinet /Cabinet Board meetings held during July 2019.
8. Despite a small increase in the number of recorded Stage 1 complaints and bearing in mind the extent of whole authority responsibilities, no systemic failings could be attributed to a particular service area from the instances reported and investigated. Where the complaint was upheld/partially upheld the lessons learned from the investigation should be applied by the relevant service areas to improve service delivery and customer satisfaction going forward.

9. Overall, the number of stage 2 complaints upheld have remained the same as the previous year. No systemic failings could be attributed to a particular service area from the instances reported. Where the complaint was upheld/partially upheld, lessons learned from the investigation should be applied by the relevant service areas to improve service delivery and customer satisfaction going forward and to reduce recurrence of the same issue.

10. Overall, the number of compliments has decreased compared to the previous financial year. Some services do not always report compliments they have received. To help provide a balanced view, the complaints officers continue to reiterate the need for services to ensure compliments and positive feedback are captured and acknowledged.

Background

Two stage policy overview

11. **Stage One** - complaints that fall into this category are requests for a service that have not been actioned or properly dealt with. These complaints are handled by the staff and/or manager directly responsible for delivering the service with a response to be provided within 10 working days. Lessons can usually be learned from upheld complaints (and possibly where the complaint was not upheld) whereby the service area recognised there was scope for improvements to service delivery and implemented these for the future.

12. **Stage Two** - if a complainant is dissatisfied with the outcome of a stage 1 complaint, the complaint is then formally investigated by the designated complaints officer within the relevant directorate and a response provided within 20 working days. This includes a review of all relevant correspondence and often incorporates discussions with both the complainant and relevant officers from the service department concerned to enable a fuller response to be provided. Lessons can usually be learned from upheld complaints (and possibly where the complaint was not upheld) as recognition that improvements to services could still be made.

13. **Independent external consideration** – at the conclusion of stage 2, the complainant is made aware of the ability to refer their complaint to another organisation for external consideration e.g. the Public Services Ombudsman for Wales (PSOW). Before agreeing to investigate further, the Ombudsman should normally be satisfied that the matter has already been raised with the Council and that the Council has had a reasonable opportunity to investigate and respond in accordance with the two stage policy. Where this has not been done, the Ombudsman will usually refer the complaint back to the Council to provide an opportunity to attempt to resolve the complainant's concerns through the Council's own complaints processes first.

Reporting Processes

14. The model of complaints handling comprises a Corporate Complaints Officer employed in the Chief Executives Department with responsibility for the policy. That officer links with the designated complaints officers employed in each service directorate. Designated officers provide advice to their colleagues to ensure appropriate and timely complaint responses for the relevant directorate in which they arise. The designated officers collate and submit the quarterly information provided to them from service areas on to the corporate performance management system (CPMS).
15. The Policy and Democratic Services Principal Officer attends the All Wales Complaints Group (2 meetings annually). A representative from the PSOW also attends to improve information sharing and collaborative arrangements. Complaints investigated by the PSOW are included in their quarterly casebook and although the number of enquiries and complaints investigated by them have increased over recent years, there has been an overall reduction in complaints against local authorities.
16. The Head of Legal Services also reports annually on complaints referred to the PSOW following receipt of the Ombudsman's Annual Report to enable comparisons across all Welsh Councils.
17. The Council's Welsh Language Scheme was superseded by the imposition of the Welsh Language Standards in March 2016 with the Council's Comments, Compliments and Complaints policy updated

to reflect requirements within the standards. The complaint process for Welsh Language matters operates differently to the way other complaints are handled – the legislative provision stemming from the 2011 Welsh Language Measure. This includes the need to keep a record in relation to each financial year of the number of complaints received relating to our compliance with the standards. Complaints received from 1 April 2018 to 31 March 2019 were included in the Welsh Language Standards Annual Report to Cabinet on 19th June 2019.

18. Proposals were made by the PSOW earlier this year for an updated model policy for public service providers in Wales which is compatible with the Welsh Language Standards Regulations of 2018. A new requirement from the PSOW requires provision of our complaints data to them to enable an all Wales comparison in relation to local authority dealings on a quarterly basis. Data for the period 1 April 2019 to 30 June 2019 was submitted to the PSOW to meet the above request for information and the outcome of that exercise is awaited.
19. The actions and behaviour of a few customers have been considered unacceptable and these have been addressed by the use of letters sent by the relevant Head of Service to the customer concerned. Three reviews of unacceptable behaviour were undertaken resulting in a contact protocol being implemented by the Head of Service. An amendment to the existing Unreasonable/Unacceptable Customer Behaviour Policy was approved by Cabinet on 29 May 2019 to incorporate the use of covert recording of conversations.
20. On two occasions, restrictions on the provision of direct contact information and disclosure of work locations for Social Services employees were implemented as an extra precaution following risk assessment advice from Health and Safety.

Summary of performance 2018/2019

21. Considering the breadth of dealings across the council, it should be noted that the number of investigated complaints upheld was relatively low with the majority being resolved or not upheld. That said,

complaints will continue to be monitored via relevant scrutiny processes to help identify the cause of any continuing or recurring service area issues.

22. The level of activity appear to demonstrate that customers are using the complaints process appropriately. The low level of complaints escalating to stage 2 suggests that, in the main, complaints are addressed by managers at an early stage and, where applicable, lessons learned following investigation are being implemented.

Financial Impact

23. There are no financial impacts associated with this report.

Integrated Impact Assessment

24. An equalities monitoring form should be sent to the complainant when the outcome of a complaint is provided. The profile of complainants over the last year did not raise any known equality issues. However, to help provide a better insight in future, the complaints officers will seek additional information from the complainant when acknowledging complaints to help ensure no particular group is affected. Further review of the Complaints Policy is underway to incorporate the need to include consideration of reasonable adjustments if/when appropriate with the involvement of the Corporate Policy Officer for Equalities and Welsh Language

Valleys Communities Impact

25. No implications.

Workforce Impacts

26. Staff have been subjected to violent, aggressive and unacceptable behaviour on occasion. Line managers undertake risk assessments to help prevent such occurrences and to lower the impact of poor behaviour. Cross departmental information sharing helps to improve communications and preparedness to help frontline staff to anticipate difficult customer queries at the first point of contact. This can include a potentially violent person meeting facilitated by the

Health and Safety team. We will be reviewing whether there are opportunities to improve information sharing as there is anecdotal evidence that these types of situations are becoming a more regular occurrence.

Legal Impacts

27. This annual report has been produced in line with the Council's two stage policy which is reflected in the body of this report.

Risk Management

28. The profile of complaints made during the year, their resolution and lessons learned is taken into account when the Council's Annual Governance Statement is prepared. No systemic failings in the Council's Governance systems were identified by service areas or the designated complaints officers for complaints that were recorded, investigated and concluded in 2018/2019.

Consultation

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

Recommendations

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

Reason for Proposed decision

31. Matter for monitoring – no decision required.

Implementation of decision

32. Matter for monitoring – no decision required.

List of background papers

33. [Corporate Plan key performance indicators Cabinet Report 10th July 2019](#)

Officer Contact

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report of the Head of Legal Services –C.Griffiths

Matter for Decision

Wards Affected: All Wards

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL CONTRACT PROCEDURE RULES

Purpose of the Report:

1. To seek approval to implement new Contract Procedure Rules for Neath Port Talbot County Borough Council (“the Council”).

Executive Summary:

2. The current Contract Procedure Rules were drafted in 2004 and as such require updating so as to reflect the legal and policy changes that have been implemented to date which impact on the Council’s procurement activities. Procedural aspects of the Council’s procurement activities also require updating at an operational level and this report aims to provide an overview of the proposed new arrangements that officers would wish to implement, subject to approval by Members.

Background:

3. The aim of the Council's Contract Procedure Rules are to ensure the Council has standing orders and procurement procedures providing a corporate framework for the procurement of all goods, services and works for the Council. The overarching purpose being to ensure that the Council complies with all European, UK and Welsh law that governs and/or relates to the procurement of goods, services and works and ensure that the Council obtains value for money and the required level of quality and performance in all contracts.
4. As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to these Contract Procedure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules (contained in Appendix 1 to this Report) will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice.
5. A cross-directorate Procurement Strategy Group (PSG) was formed to undertake a review of the Contract Procedure Rules and to obtain input from all Council departments on potential changes. As a result of such discussions, a revised set of Contract Procedure Rules has now been developed led by the Corporate Procurement Unit.

6. The key changes in the proposed Contract Procedure Rules are set out below:

6.1 **Thresholds**

Current Arrangements

Contracts of a value above certain prescribed thresholds (known as OJEU thresholds) are covered by the Public Contract Regulations 2015 which require contracts to be advertised in the Official Journal of the European Union (OJEU). Such procurements are undertaken in compliance with the requirements of the Public Contract Regulations 2015 by the Council's Corporate Procurement Unit

The Contract Procedure Rules set out requirements for the procurement of contracts valued below the OJEU thresholds and under the current Contract Procedure Rules:

- contracts valued above £50,000 are required to be advertised through a medium considered to be appropriate by the officer, usually the Welsh Government (WG) funded sell2wales website, and there is also the ability to invite single tenders in certain limited circumstances and utilise the "Select List" of contractors operated by the Environment Directorate.
- for contracts valued between £5000 and £50,000 (or between £10,000 and £50,000 for works contract) there is a requirement to obtain 3 written quotations.

The current Contract Procedure Rules contain a limited number of exemptions from the requirement for competition.

Considerations

The general view of the PSG was that it would be helpful for the practical reasons of speed, flexibility and resources for the

contract value threshold for advertising tenders to be greater than £50,000.

An officer requires a license (currently free from the WG) and training to use the sell2wales website. The process of advertising a contract requires that a reasonable period of time is allowed for the duration of the tender.

The Corporate Procurement Unit undertakes the procurement of the Council's corporate contracts and a variety of other contracts utilising the e-procurement system (currently funded by the Welsh Government), and provides procurement advice and support throughout the Council.

Lowering the contract value threshold for the requirement for competition would mean a greater number of officers across all departments working with the e-procurement system or the Corporate Procurement Unit being required to lead on a higher number of procurement exercises for which the capacity does not currently exist in the Corporate Procurement Unit

For the above reasons an initial consideration was raising the requirement for advertising a tender to a contract value threshold level of £75,000.

However the Wales Procurement Policy Statement (WPPS) states that the Council shall adopt the principle that procurement will be open, accessible competition. It states that "public bodies should adopt risk based, proportionate approaches to procurement to ensure that contract opportunities are open to all and smaller, local suppliers are not precluded from winning contracts individually, as consortia, or through roles within the supply chain".

The WPPS states that this principle shall be achieved by the advertisement of all contracts over £25,000 on the sell2wales website. Failure to follow the WPPS could give rise to grounds

for a public law challenge to the Council's Contract Procedure Rules.

Ensuring smaller firms have greater visibility of the opportunity and ample opportunity to bid is also in line with the policy approaches of sustainability, seeking to increase the amount of local based procurement and local spend.

Therefore the officer recommendation is that the proposed Contract Procedure Rules provide that all contracts over £25,000 be advertised on the sell2wales website whilst retaining some flexibility for officers in the interests of efficient management to ensure a proportionate approach is applied to contracts between £25,000 and £75,000.

Proposed changes in relation to thresholds

Contracts valued at over £25,000 are required to be advertised on the sell2wales website, however, for contracts between £25,000 and £75,000 in a case where the officer considers undertaking the tender process on sell2wales inappropriate in the interests of efficient management an alternative method of advertising the contract may be utilised and the officer must ensure that value for money is obtained for the Council.

Provision is made for the continued operation of the "Select List" in the proposed Contract Procedure Rules however the wording clarifies that use of the "Select List" must be through the Environment Directorate to ensure appropriate controls and safeguards are in place for the Council.

Contracts valued at between £10,000 and £25,000 require a minimum of 3 written Quotations from competitive sources are to be obtained unless the officer considers this inappropriate in the interests of efficient management whilst at all times ensuring that value for money is obtained for the Council.

There is no requirement for a quotation or tender process for contracts under £10,000 although there is a requirement for the officer to obtain value for money for the Council.

There are no substantive changes to the exemptions from the requirement for competition within the proposed Contract Procedure Rules.

6.2 **Value for money**

The references to “Best Value” within the current Contract Procedure Rules are replaced in the proposed Contract Procedure Rules by references to “Value for Money” as the “Best Value” statutory regime is no longer applicable in Wales. The definition of “Value for Money” included within the proposed Contract Procedure Rules reflects the definition adopted by the WPPS.

6.3 **Welsh Language**

Provision is included in the proposed Contract Procedure Rules to reflect the requirements of the Welsh language standards issued to the Council by the Welsh Language Commissioner with regard to situations where a tender should be published in Welsh, where a tender may be submitted in Welsh, where interviews under a tender process are to be offered in Welsh and where communications during the tender process are to be issued in Welsh.

6.4 **Community Benefits and Environmental/Sustainability Benefits**

The consideration of social, community and wider environmental/sustainability benefits is emphasised within the proposed Contract Procedure Rules with signposting to the

relevant Welsh Government guidance and the Council's community benefits officer.

6.5 **Contract Management**

The proposed Contract Procedure Rules establish a corporate contract register for all contracts with a value in excess of £10,000 so that the Council can further develop our record keeping for contract spend and to provide up to date lists of all externally sourced services, works and goods. The proposed Contract Procedure Rules allocate responsibility for managing the contract and ensuring that it is carried out in accordance with its terms and conditions.

6.6 **Procedure**

The proposed Contract Procedure Rules utilise template documents and update procedural documents.

6.7 **Local Procurement/Community Wealth Building Approach**

As facilitated by the Regulations, provision is built into the proposed Contract Procedure Rules to assist in engaging local suppliers in Council run tenders. This addresses the commitment given by this Council in our Valleys Strategy and as part of the work undertaken with the voluntary sector.

A local procurement or community wealth building approach encourages the use of local suppliers in order to generate local business growth and keep money spent within the area. This approach also incorporates the principles of sustainability and ethical employment. The desired outcome is to create strong local supply chains and to build wealth in local communities.

This approach can be developed in line with the Regulations and can incorporate the statutory goals set by the Well-being of Future Generations (Wales) Act.

In particular the Regulations enable the following steps:

- Linking procurement to wider corporate strategies
- Working with local business to test markets (pre-procurement)
- Engagement work with business networks (pre-procurement)
- Capacity building of social economy organisations
- Developing accessible portals (i.e. e-procurement)
- Packaging contracts to make them more accessible, for examples, dividing contracts into lots
- Streamlining procurement documentation as far as possible
- Using social and environmental criteria and awarding contracts in a way which is not just dependent solely on price
- Excluding tenders if they do not comply with social or labour law obligations
- Restricting some tenders to “sheltered workshops” and “social enterprises” (to participate in such tenders 30% of the organisation’s work force must be “disadvantaged”)
- Continuous spend analysis and outcome monitoring

As facilitated by the Regulations, community wealth building principles are built into the Council’s proposed Contract Procedure Rules to enable a local procurement approach to be utilised through the Council’s procurement activities.

In particular the following provisions are included in the proposed Contract Procedure Rules:

- Consideration of reserved contracts and sustainability at the procurement planning stage (set out in the tender strategy)

- document, being the document provided to the Corporate Procurement Unit authorising the procurement process).
- Consideration of the 5 ways of working under the Well-being of Future Generations Act at the procurement planning stage (as set out in the tender strategy document).
 - Increased emphasis on community benefits at the procurement planning stage (as set out in the tender strategy document with sign posting to the Community Benefits Team).
 - Inclusion of environmental benefits in the community benefits section of the proposed Contract Procedure Rules.
 - Emphasis on pre-engagement with local suppliers under the market testing provisions of the proposed Contract Procedure Rules so as to make local suppliers aware of upcoming opportunities.
 - The ability to divide contracts up into smaller lots when tendering is highlighted in the preliminary steps provisions of the proposed Contract Procedure Rules so as to encourage the involvement of smaller and local suppliers.
7. Should Members approve the implementation of the proposed Contract Procedure Rules, a report will be taken to Full Council to make all members aware of the changes being implemented and to seek authority to amend the Constitution of Neath Port Talbot County Borough to include the proposed Contract Procedure Rules.
8. The current position is that the proposed Contract Procedure Rules will be implemented on a specified date (likely January 2020) and prior to its adoption a training programme will be implemented with commissioning and contracting officers in all directorates and a user guide/summary will be placed on the intranet for all officers to be aware of.

9. A programme will also be developed where the Corporate Procurement Unit will monitor compliance with the Contract Procedure Rules on a quarterly basis. For example, selecting contracts at random from the proposed contracts register and checking procurement practices associated with them.

Financial Impacts:

10. Lowering the contract value threshold to £25,000 for advertising contracts in order to meet the WPPS principle in relation to the requirement for competition could have a financial impact on the Council in that a greater number of officers across all departments will be working with the e-procurement system and, if the Welsh Government determine not to continue funding for the e-procurement system, a cost (presently undetermined) will need to be met by the Council to obtain licences for each officer to be able to use the e-procurement system. Indications at present though are that the Welsh Government are likely to fund the cost for a further 2 years.

Integrated Impact Assessment:

11. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016, a copy of which is included at Appendix 2. The first stage assessment has indicated that a more in-depth assessment is not required for the reasons set out in Appendix 2

Valleys Communities Impacts:

12. As facilitated by the Public Contract Regulations 2015, provision is built into the proposed Contract Procedure Rules to

assist in engaging local suppliers in Council run tenders. This addresses the commitment given by this Council in our Valleys Strategy and as part of the work undertaken with the voluntary sector. A local procurement or community wealth building approach encourages the use of local suppliers in order to generate local business growth and keep money spent within the area. This approach also incorporates the principles of sustainability and ethical employment. The desired outcome is to create strong local supply chains and to build wealth in local communities.

Workforce Impacts:

13. As part of the implementation of the proposed Contract Procedure Rules training programme will be implemented with commissioning and contracting officers in all directorates and a user guide/summary will be placed on the intranet for all officers to be aware of. Officers of the Corporate Procurement Unit will also prepare template documents and guidance to assist in compliance.

Legal Impacts:

14. The proposed Contract Procedure Rules will help the Council to demonstrate compliance with all appropriate procurement legislation.

Risk Management Impacts:

15. Failure to have appropriate and up-to-date Contract Procedure Rules in place could increase the likelihood of challenge from the public that there is no transparency as to how contractual arrangements are facilitated. From a corporate governance perspective, such rules are crucial to demonstrate that the Council has in place appropriate procedures and rules to achieve principles of transparency, accountability, value for

money and equal opportunity all organisations who wish to contract with us.

Consultation:

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

Recommendations:

17. It is recommended that

(a) Members approve the proposed draft of the Contract Procedure Rules included at Appendix 1 of this Report for implementation on a date on the 6th January 2020 or such other date as maybe determined appropriate by the Head of Legal Services;

(b) That a report be taken to Full Council for information purposes whilst at the same time authority be sought to amend the Constitution of Neath Port Talbot County Borough Council to include the proposed Contract Procedure Rules at Appendix 1 to this Report.

Reasons for Proposed Decision:

18. To ensure that the Council's Contract Procedure Rules are brought up-to-date so as to reflect the legal and policy changes that have been implemented since the date that the current Contract Procedure Rules were approved and which impact on the Council's procurement activities and procedural aspects of the Council's procurement activities are updated at an operational level.

Implementation of Decision:

19. The decision is proposed for implementation after consultation with the Scrutiny Committee and then consideration and approval by Council.

Appendices:

20. Appendix 1 – Proposed Contract Procedure Rules
Appendix 2 – First Stage Integrated Impact Assessment

List of Background Papers:

21. The Constitution of Neath Port Talbot County Borough Council

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Mae'r dudalen hon yn fwriadol wag

**CONTRACT PROCEDURE RULES
OF
NEATH PORT TALBOT COUNTY
BOROUGH COUNCIL**



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1 Introduction

- 1.1 Procurement is the process by which the Council manages the acquisition of all its Goods, Services and Works. It includes the identification of need, consideration of options, the actual procurement process, the subsequent management and review of the contracts. It addresses the requirement of the Council to achieve Value for Money.
- 1.2 The Contract Procedure Rules provide a corporate framework for the procurement of all Goods, Services and Works for the Council. The Contract Procedure Rules are designed to ensure that the Council obtains value for money and the required level of quality and performance in all contracts let and that all procurement activity is conducted with openness, probity and accountability.
- 1.3 In all its procurements the Council must comply with the Regulations and the EU Treaty based principles of non-discrimination, equal treatment, transparency, mutual recognition and proportionality and these Rules are designed to ensure compliance with the same.
- 1.4 For the avoidance of doubt the words identified in Capitals are defined terms.

2 Definitions and Interpretation

- 2.1 For the purposes of these Contract Procedure Rules, the following definitions shall apply:

Authorised Officer	shall mean every Director and Head of Service and any other person specifically delegated by the Council in respect of these Contract Procedure Rules
British Standards Institution	means the standards adopted by British standardisation organisations and made available to the general public
Community Benefits	means targeted recruitment & training, but also equal opportunities, training for the existing workforce, supply-chain initiatives, community consultation, 'considerate contractor'

	schemes, contributions to education, the promotion of social enterprises, and resources for community initiatives
Constitution	shall mean the Constitution of Neath Port Talbot County Borough Council as may be amended from time to time.
Contract	means an agreement with the Council for the supply of Goods or materials, the sale of Goods or materials, the execution of Works, or the provision of Services or, where deemed appropriate by an Authorised Officer in accordance with Rule 28, a Development Agreement
Contract Value	means the total value of the Contract over the whole term of the Contract. All Contract values are exclusive of VAT.
Contractor	means any sole trader, practitioner, partnership, limited liability partnership, business or company whether limited or unlimited and any duly incorporated trade, profession or commercial body or Internal Provider, and, where the context permits, a party to a Contract
Contract Procedure Rules	means these Contract Procedure Rules (Rules) as approved by the Neath Port Talbot County Borough Council
Contract Manager	means the relevant technical officer nominated by the Authorised Officer to undertake contract management
Council	means the Neath Port Talbot County Borough Council , its Cabinet, Cabinet Committees and other Committees/Sub Committees of the

	Council and its Authorised Officers, in the context of the Constitution
Council Grant	means a Grant Agreement where a fund of money is payable to another organisation by the Council for a particular purpose. In determining whether a payment is classed as a Council Grant or Contract then Authorised Officer shall consult with the Head of Legal Services
Council Policies	means any policies of the Council as may be amended from time to time
Data Protection Legislation	means (i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy;
Day	means any day when the Council is open for public business.
Development Agreement	means an agreement where the Council owns the land to be developed and engages a Contractor to carry out the development on its behalf.
Director of Finance and Corporate Services	means the Council's Director of Finance and Corporate Services or his nominated representative
Dynamic Purchasing System	means a completely electronic tendering process , which has a limited duration, for making commonly used purchases, as more particularly defined and described in Rule 34 of the Regulations
Electronic/Electronically	means a Tender undertaken utilising the system comprising eTenderwales or any other software as determined by the Head of Legal Services

English and Welsh Law	means all laws and legal obligations of England and Wales regulations and codes of practice issued by both the UK and the Welsh Government as it applies in Wales as may be amended from time to time
EU Thresholds	means the financial thresholds that require a competitive tender in accordance with the Regulations
EU Treaty	means the Treaty of the Functioning of the European Union
European Law	means the Treaty on European Union and the Treaty of the Functioning of the European Union and any laws created by the European Union which shall take effect in England and Wales
European Standards	means a standard adopted by a European standardisation organisations and made available to the general public
Financial Procedure Rules	means the Council's Financial Procedure Rules as may be amended from time to time and present within the Constitution
Financial Thresholds	means the thresholds set out in the Regulations for Goods, Services and Works to determine whether a Procurement must be carried out on a European wide basis
Framework Agreement	means agreements with suppliers which set out terms and conditions under which specific purchases (call-offs) can be made throughout the term of the agreement and more particularly described in Rule 33(2) of the Regulations

GDPR	Means the General Data Protection Regulation (<i>Regulation (EU) 2016/679</i>)
Goods	means goods or materials, electronic media or intellectual property and shall include the hire and installation and of such goods and/or materials
Grant or Grant Agreement	means an agreement where a fund of money is payable to or by the Council for a particular purpose
Head of Human Resources	means the Council's Head of Human Resources or their nominated representative
Head of Legal Services	means the Council's Head of Legal Services or their nominated representative
In House Services	means services provided by an Internal Provider
Internal Provider	means a Directorate or division of the Council capable of providing the Goods or Services or undertaking the Works
Invitation to Tender	means the document produced or referred to by the Council to describe or determine elements of the Tender exercise, including the Contract Notice, the prior information notice where it is used as a means of calling for competition, the technical specifications, the descriptive document, proposed conditions of contract, formats for the presentation of documents by candidates and tenderers, information on generally applicable obligations and any additional documents
LED	means Law Enforcement Directive (<i>Directive (EU) 2016/680</i>)

Lots	means the breakdown of a particular Contract into individual subject matters
MEAT	means most economically advantageous tender, which can be assessed on the basis of price, price and quality, or quality.
Member	means an elected member of the Council as more particularly described in the Local Government Act 1972
Officer	means a person appointed to or holding a paid office or employment, under the Council or appointed by the Council and references herein include Cabinet Members
Performance Bond	means a surety bond issued by an insurance company or a bank to guarantee satisfactory completion of a Contract by a Contractor
Project Bank Account	means a ring-fenced bank account, that shall have trust status, from which payments are made directly and simultaneously to a Contractor and members of the supply chain.
PQQ	means a Pre-Qualification Questionnaire to be issued where required under the appropriate selection process
Procurement	means the acquisition by means of a Contract for Works, Goods or Services by the Council from Tenderers whether or not the Goods, Works or Services are intended for a public purpose
Proper Officer	means the persons named under the Constitution as the persons authorised to execute Contracts on behalf of the Council
Public Body	means state, regional or local authorities, bodies governed by public law or associations formed by one or more such authorities or one or

	more such bodies governed by public law and includes central government authorities
Purchase Order	means a request to supply Goods, Services or the execution of Works
Quotation	<p>means an offer to supply Goods or Services or execute Works at a stated price.</p> <p>Where the context so permits, any reference to Quotation/Quotations is/are to include Tender/Tenders and vice versa.</p>
Regulations	means the Public Contract Regulations 2015 as may be amended from time to time
Representative	means any Officer, Agent or Contractor of the Council
Request for Quotation	means the document produced or referred to by the Council to describe or determine elements of the Quotation exercise, including the Contract Notice, the prior information notice where it is used as a means of calling for competition, the technical specifications, the descriptive document, proposed conditions of contract, formats for the presentation of documents by candidates and tenderers, information on generally applicable obligations and any additional documents
Select List	means Select List, and/or Approved List of Contractors maintained by the Environment Directorate located on the Council intranet specifically for building and civil engineering works only and is not to be considered or

	used as a general select list by the Council
Services	means the provision of services to the Council
Tender	means an offer to supply Goods or Services or execute Works at a stated price. Where the context so permits, any reference to Tender/Tenders is/are to include Quotation/Quotations and vice versa.
Tenderer	means an economic operator involved in a Tender process or has submitted a Tender and shall include any prospective Contractor or Internal Provider
Tender Strategy Document	means the ‘Tender Strategy document and GDPR Schedule of Processing Personal Data Subjects’ held and issued by the Corporate Procurement Unit
Value for Money	Should be considered as the optimum combination of whole-of-life costs in terms of not only generating efficiency savings and good quality outcomes for the organisation, but also benefit to society, the economy, and the environment, both now and in the future.
Variations	means any substitution, omission or postponement of any part of the Contract, the provision of similar additional Services, Goods or Works, the variation of the scope of the Contract or any part, altering the standard of the Contract and imposing any obligations or restrictions in regard to the execution, provision, carrying out and/or completion of the Contract or any part
Works	means construction, repair or maintenance of a physical asset

Writing	means any expression consisting of words or figures which can be read, reproduced and subsequently communicated including information transmitted or stored by electronic means
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- 2.2 A reference to any statute or statutory provision shall include any subordinate legislation made under the relevant statute or statutory provision and shall be construed as a reference to such statute, statutory provision or subordinate legislation as it may have been, or may from time to time be, amended, modified or re-enacted (with or without modification)
- 2.3 References to writing shall include any mode of reproducing words in a legible and non-transitory form
- 2.4 The headings to clauses and schedules are for convenience only and shall not affect the construction or interpretation of these Contract Procedure Rules.
- 2.5 Reference to a specific Officer of the Council shall include any Officer, Director or Head of Service exercising their functions regardless of their post.
- 2.6 The documentation stated in Contract Procedure Rules 7.2, 12.1, 12.4, 15.1,18.1,19.3 and 20.5, the tender procedures (Electronic Tender Procedure and Paper Tender Procedure) and the EU Thresholds are located on the Council’s Intranet Site.

3 Compliance

- 3.1 These Contract Procedure Rules apply to all Contracts unless otherwise specified in the Contract Procedure Rules. No exception from any of the following provisions shall be made unless otherwise than by direction of the Council.
- 3.2 All Contracts must comply with:
- 3.2.1 European law;
- 3.2.2 English and Welsh law as it applies in Wales (including the Council’s statutory duties and powers including the Council’s fiduciary duty to safeguard public funds);

- 3.2.3 the Constitution
- 3.2.4 any relevant Council Policies;
- 3.2.5 any legal requirement stipulated by the Head of Legal Services and any financial requirement stipulated by the Director of Finance and Corporate Services.
- 3.2.6 any Grant conditions imposed on the Council by a third party and
- 3.2.7 give due consideration to any relevant guidance
- 3.3 All contracts must comply with the following principles of European law:
 - 3.3.1 free movement of Goods and Services;
 - 3.3.2 non-discrimination;
 - 3.3.3 openness/transparency;
 - 3.3.4 equal treatment for all; and
 - 3.3.5 proportionality.
- 3.4 In the event of any conflict with the principles of clauses 3.2 and 3.3 and these Contract Procedure Rules then clauses 3.2 and 3.3 shall be deemed to take priority
- 3.5 Where the Council is in receipt of any Grant for a Contract then these Contract Procedure Rules must be read in conjunction with the said Grant and in the event of any conflict the Grant shall take priority.
- 3.6 All Council employees shall comply in all aspects with the requirements set out in the Constitution and these Contract Procedure Rules
- 3.7 Prior to undertaking any tendering exercise the Authorised Officer shall ensure that all necessary Council approvals have been obtained together with any necessary consents, permissions or other approvals (including loan or financial approvals) and copies of such approvals and consents shall be retained. For the avoidance of doubt in respect of Contracts for Works, this shall not include any operational consent required for the purposes of such Works (which shall include, but not be limited to planning consents, building regulations consent, consents from statutory bodies etc.)

- 3.8 In relation to any Works and/or maintenance being carried out on land, ownership or a statutory right to enter such land must rest with the Council. Alternatively a right to enter such land to carry out the Works and/or maintenance must be procured from the owner prior to the contracts being entered into in relation thereto. The aforesaid provisions shall also apply to Works and/or maintenance to be carried out by the Council's Internal Provider.
- 3.9 A Member cannot enter, either orally or in writing, into any Contract on the Council's behalf.
- 3.10 Interpretation of these Contract Procedure Rules shall be the duty of the Authorised Officer in consultation with the Head of Legal Services.
- 3.11 In the event of Authorised Officers requiring guidance on the interpretation they shall consult with the Head of Legal Services.

4 Preliminary Steps

- 4.1 Before any Procurement is considered, Authorised Officers shall give consideration as to whether in-house provision exists for the Goods, Services or Works required. Authorised Officers shall determine whether or not to utilise such in house-provision via an Internal Provider in respect of any Contract. Consideration should also be given to joint provision with another organisation in accordance with the Local Government (Wales) Act 1994.
- 4.2 If it is determined necessary to proceed with an external Procurement, then where available, use must be made of the Council's existing Framework Agreements and/or Dynamic Purchasing System let in accordance with these Contract Procedure Rules unless in exceptional circumstances the Authorised Officer has agreed otherwise in consultation with the Head of Legal Services.
- 4.3 The estimated anticipated value of a Contract shall be the value of the total consideration during the life of the Contract (including any extension offered), net of value added tax, which the Council expects to be payable under the Contract.
- 4.4 No Contract shall be artificially split to avoid undertaking a procurement exercise in accordance with the Regulations or these Contract Procedure Rules.

- 4.5 In determining the value of the total consideration, which the Council expects to pay, the Council shall, where relevant, take account of:-
- 4.5.1 any form of option
 - 4.5.2 the term/period of the proposed Contract
 - 4.5.3 any rights to renew the Contract/extend the Contract period and the period of renewal or extension
 - 4.5.4 any prize, payment, premium, fees, commission, interest or other form of remuneration payable under the proposed Contract
- 4.6 In determining the value of any Contract for the hire of Goods, if the term of the Contract is indefinite or uncertain at the time the Contract is entered into, then the value shall be taken as equating to the expected aggregate spend over a four year period. In the case where there is a Contract term but no total price then the value of the Contract is to be calculated on the expected expenditure over the whole Contract period, in accordance with the Public Contracts Regulations 2015.
- 4.7 In determining the value of any Contract for the provision of Services or carrying out of Works, if the term of the Contract is indefinite or uncertain at the time the Contract is entered into then the value shall be taken as equating to the expected aggregate spend over a four year period. In the case where there is a Contract term but no total price then the value of the Contract is to be calculated on the expected expenditure over the whole Contract period, in accordance with the Public Contracts Regulations 2015.
- 4.8 Where the Council has requirements over a period of time for Goods and Services where the contracts have similar characteristics and the Goods and Services are of the same type, and enters into a series of contracts or a contract which is renewable, then the estimated value shall be calculated by the total spend on such matters over the last 12 months or projected estimated spend for next 12 months, whichever is the greater. In estimating this value the advice of the Head of Legal Services must be sought and regard had to provisions of the Regulations
- 4.9 For Framework Agreements, or similar, without a known annual expenditure but with duration exceeding one year, the number of years

duration will be multiplied by the likely annual expenditure based on current market rates and must be determined in consultation with the Head of Legal Services.

- 4.10 Consideration must be given by the Authorised Officer as to whether to split any proposed Contract into separate Lots to encourage small and local suppliers to take part in the procurement exercise and if Lots are considered applicable must determine the size and subject matter of such Lots. In the event of determination that Lots will not be appropriate, the Authorised Officer shall ensure that in any Invitation to Tender the reasoning for no sub division can be adequately explained to Tenderers.

4A Welsh Language

- 4A.1 Invitations to Tender for a Contract must state that tenders may be submitted in Welsh.

- 4A.2 Invitations to Tender for a Contract must be published in Welsh, where the:

4A.2.1 subject matter of the tender for a Contract suggests that it should be produced in Welsh, or

4A.2.2 anticipated audience, and their expectations, suggests that the document should be produced in Welsh.

- 4A.3 Where a tender or quote has been submitted in Welsh, this must be treated no less favourably than a submission in English (including, amongst other matters, in relation to the closing date for receiving submissions, and in relation to time-scale for informing bidders of decisions).

- 4A.4 If a tender has been submitted in Welsh, and it is necessary to interview the bidder as part of the assessment process, the following must be complied with:

4A.4.1 offer to provide a translation service from Welsh to English to enable the bidder to use the Welsh language at the interview; and

4A.4.2 if the bidder wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).

4A.5 When informing a bidder of the decision in relation to a quotation or tender, this must be done so in Welsh if the quotation or tender was submitted in Welsh.

4A.6 For the avoidance of doubt, there is no requirement to publish an invitation to tender in Welsh in the Official Journal of the European Union.

5 Exclusion from Requirements of Contract Procedure Rules

5.1 These Contract Procedure Rules apply to all Contracts unless otherwise specified in the Contract Procedure Rules.

5.2 Subject to the provisions herein, when an Authorised Officer seeks to exclude the requirements of these Contract Procedure Rules from any proposed Tender or Contract then authority must be sought from the relevant Cabinet or Cabinet Board of the Council with an explanation of the reasoning for the exclusion.

5.3 Authorised Officers are to consult with the Head of Legal Services for any wish to exclude the requirements of these Contract Procedure Rules.

6 Conflict of Interest

6.1 No Officer or Member shall participate in any part of the tendering exercise where he has a conflict of interest. For the avoidance of doubt it shall be the responsibility of the Officer or Member to declare such interest as soon as such interest arises.

7 Exclusions from Competitive Tendering

7.1 Rules 4, 10, 11, 12, 13, and 14 (i.e. the requirements for competitive tendering) shall not apply to the following Contracts:

7.1.1 purchases of proprietary or patented articles which are available, only from one Contractor and where no reasonable satisfactory alternative is available;

7.1.2 the purchase of Goods for which no genuine competition can be obtained;

7.1.3 the purchase of a named product required for compatibility;

- 7.1.4 the execution of Works or the Provision of Services of a specialised nature which are carried out by only one Contractor
- 7.1.5 the purchase of a work of art or museum specimen;
- 7.1.6 Contracts for the execution of Works or the supply of Goods or Services certified by the Authorised Officer concerned as being required so urgently as not to permit the invitation of tenders;
- 7.1.7 small or urgent purchases and repairs (including the materials or Goods required in connection therewith) necessary for emergency maintenance;
- 7.1.8 Works to be executed or Goods or Services to be supplied which constitute a variation of an existing contract where a variation is made in accordance with Rule 23;
- 7.1.9 where the estimated expenditure is less than £10,000 (or less than £25,000 where the proposed Contract is in relation to building or engineering Works);
- 7.1.10 the joint provision of any service in conjunction with another Public Body in accordance with Rule 25 where the Council is not the lead authority;
- 7.1.11 social care service contracts in respect of the provision of social care services for service users not exceeding the EU Thresholds (for the avoidance of doubt this will be the EU Threshold for the light touch regime);
- 7.1.12 Goods, Works or Services as referred to in protocols approved by the Council;
- 7.1.13 instructions to Counsel, or Solicitors to act on the Council's behalf where the EU Threshold is not exceeded;
- 7.1.14 a contract of employment;
- 7.1.15 the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property, or which concern interests in or rights over any of them;

- 7.1.16 arbitration or conciliation Services;
 - 7.1.17 where a Contractor has an exclusive right to provide any Works, Services or Goods which the Contractor enjoys pursuant to a law, regulation or published administrative provision which is compliant with European Law;
 - 7.1.20 Contracts entered into with other Public Bodies which satisfy the requirements of the Regulations;
 - 7.1.21 a Council Grant to another organisation that contains no Services being performed back to the Council;
 - 7.1.22 where the Council is providing Goods, Works or Services to another organisation. For the avoidance of doubt where this is envisaged advice should be sought from the Head of Legal Services;
 - 7.1.23 purchases made through or on behalf of any consortium, association or similar body of which the Council is a member provided that Tenders are invited and Contracts placed in accordance with the procedures prescribed by such body or bodies
- 7.2 Contracts let under paragraphs 7.1.1 to 7.1.23 above shall be reported to Council for information in accordance with the Report to Council for Information Under Contract Procedure Rule 7.2 promptly or as soon as practicably possible after commitment.
- 7.3 For the avoidance of doubt these Contract Procedure Rules will not apply to any properly procured Framework Agreement or Dynamic Purchasing Agreement of which the Council is a named organisation capable of using that Framework Agreement or Dynamic Purchasing Agreement. Where such agreements are in existence, the Council shall at all times comply with the obligations within that Framework Agreement and Dynamic Purchasing Agreement.

8 Quotations for Estimates of Prime Cost and Provisional Sums

- 8.1 Where preliminary Quotations are required from Contractors or the Internal Provider for the purpose of compiling estimates for the preparation of the prime cost and/or provisional sums for inclusion in the tender documents or where an Authorised Officer requires guide prices to indicate

probable cost levels prior to a formal invitation to tender, then invitations to submit preliminary quotations shall contain a statement to the effect that:

8.1.1 the price is to be used for compiling estimates;

8.1.2 there is no obligation on the part of the Council to award any Contract

8.1.3 in the event of the Contract being proceeded with at a later date, the Contractors will be given the opportunity to submit a formal Tender in accordance with these Contract Procedure Rules.

8.2 The number of Contractors invited to submit preliminary Quotations is at the discretion of the Authorised Officer.

9 Market Testing

9.1 Pre Tender discussion with potential suppliers is allowable especially in order to establish what is available in the market place and to appraise the costs of different possible specifications.

9.2 Authorised Officers shall ensure that information gathered as part of pre Tender discussions does not have the effect of distorting competition and does not result in a violation of the principles identified in Rule 3.3

9.3 Under no circumstances should any representative of the Council visit the premises of a prospective tenderer during the period between the tender invitation and the closing date for returns unless relating to current contract management and/or operational issues that necessitates visits.

9.4 Pre-Tender discussions with local suppliers is encouraged so as to make them aware of prospective opportunities.

10 Tender Process where the EU Thresholds is exceeded

10.1 Authorised Officers should seek guidance from the Head of Legal Services in the event that there is a belief that the Contract could exceed the EU Thresholds.

10.2 Where the Contract exceeds the Values and is for the following:

- 10.2.1 health, social or related services;
- 10.2.2 administrative social, educational, healthcare and cultural services
- 10.2.3 compulsory social security services
- 10.2.4 benefit services
- 10.2.5 other community, social and personal services, including services furnished by trade unions, political organisations, youth associations and other membership organisation services
- 10.2.6 religious services
- 10.2.7 hotel and restaurant services
- 10.2.8 legal services
- 10.2.9 provision of services to the community
- 10.2.10 international services
- 10.2.11 investigation and security services
- 10.2.12 public security and rescue services
- 10.2.13 postal services
- 10.2.14 miscellaneous services

the full extent of the Regulations will not apply and the light touch regime under the Regulations will apply. Authorised Officers shall at all times consult the Head of Legal Services where such Contracts fall within this category.

- 10.3 The Head of Legal Services shall conduct the Tender exercise in accordance with the Regulations and Contract Procedure Rule 3 of these Contract Procedure Rules and the Authorised Officer shall provide such assistance to the Head of Legal Services as deemed necessary.
- 10.4 Any decision making with regard to the Tender exercise shall be the discretion of the Authorised Officer who shall be advised where appropriate by the Head of Legal Services where deemed necessary.
- 10.5 In determining any criteria guidance shall be sought from the Head of Legal Services.

11 Tender Process where the EU Threshold is not exceeded

- 11.1 Subject to the provisions within this Contract Procedure Rule 11, when considering which method of tendering is to be adopted, the Authorised Officer shall satisfy himself that the method proposed affords the Council

the Value for Money in all the circumstances and is in compliance with the provisions identified in Rule 3.

11.2 In the event that the Authorised Officer requires the Head of Legal Services to conduct the Tender exercise on his behalf then the provisions of Rule 12.1 shall apply.

11.3 Where Tenders are sought, the appropriate Internal Provider should also be given the opportunity to be invited to Tender.

11.4 Contracts over £75,000

11.4.1 Tenders over £75,000 shall be invited by giving at least 10 days Public Notice by publishing a notice on Sell2Wales (and in such advertising medium as the Authorised Officer has considered desirable) stating the nature and purpose of the Contract, inviting Tender for its execution and stating the last date and time when Tenders will be accepted.

11.5 Contracts between £25,000 and £75,000

11.5.1 Tenders for amounts between £25,000 and £75,000 shall be run in accordance with the provisions of Rule 11.4.1 above, subject to Rule 11.5.2 below.

11.5.2 Where the Authorised Officer deems it inappropriate in the interests of efficient management to apply Rule 11.5.1 the Authorised Officer shall ensure that Value for Money is obtained for the Council and a record of the reason for the appointment therefor must be kept on file.

11.6. Contracts between £10,000 and £25,000

11.6.1 Where the estimated value of the proposed Contract is between £10,000 and £25,000 the Authorised Officer should invite a minimum of 3 written Quotations from competitive sources and accept the most economically advantageous Quotation for the Council, unless the Authorised Officer considers this is inappropriate in the interests of efficient management.

11.6.2 Where the Authorised Officer deems it inappropriate in the interests of efficient management to obtain 3 written Quotations,

the Authorised Officer shall ensure that Value for Money is obtained for the Council and a record of the reason for the appointment must be kept on file.

11.7 Contracts under £10,000 (or £25,000 in relation to building or engineering Works)

11.7.1 Authorised Officers shall be under no obligation to undertake a Tender/Quotation process for Contracts of this value but at all times shall pay due regard to Rule 3 of these Contract Procurement Rules and the requirement to achieve Value for Money for the Council.

11.8 Select List

Invitations to tender shall be sent to firms contained in the Select List on the basis of rotation as managed by the relevant department, with the three highest tenderers being discounted each time for subsequent Tenders. Regard should be had to a firm's existing commitments with the Council in deciding whether or not to invite that firm to tender.

Where possible, a minimum of four firms (plus when applicable, the Internal Provider) able to undertake the Contract shall be invited to tender.

Where the Authorised Officer considers that a more competitive bid will result, the number of firms to be invited to tender may exceed the number prescribed above.

Prior to tender the Authorised Officer must obtain the identity of the firms to be invited to tender from the appropriate category from the relevant department managing the Select List.

12 Rules applicable to all Tenders and Quotations

12.1 Where the Corporate Procurement Section is required to undertake a procurement exercise, the lead procurement officer will issue a Tender Strategy Document to the Authorised Officer for completion and such document shall be signed by the Authorised Officer and returned to the relevant procurement officer prior to any procurement exercise commencing.

12.2 The Council shall only enter into a Contract with a Contractor if it is satisfied as to the Contractor's competencies. The criteria for qualifying Tenderers may include, but need not be limited to: -

- 12.2.1 Technical or professional competence and experience including qualifications;
- 12.2.2 Health and Safety;
- 12.2.3 Quality including certification by official quality control institutes or agencies of recognised competence and or attesting conformity to quality assurance standards and or measures;
- 12.2.4 Financial and economic standing including appropriate insurance provisions;
- 12.2.5 Sustainability, including environmental management measures and
- 12.2.6 Data Protection,
- 12.2.7 Information security measures,
- 12.2.8 Employment practices and supply chains including but not limited to blacklist/prohibited list, modern slavery and funding of terrorism/extremism
- 12.2.9 All relevant Council policies and procedures
- 12.2.10 MEAT

For the avoidance of doubt any decision not to include any of the above shall be within the sole determination of the Authorised Officer.

12.3 The Council may choose to include such information as part of the Invitation to Tender or Request for Quotation or may carry out a PQQ for the purposes of confirming the above and shortlisting Tenderers

12.4 Authorised Officers shall ensure that:

- 12.4.1 where paper Quotations are undertaken the Paper Quotation Procedure is followed;
- 12.4.2 where paper Tenders are undertaken the Paper Tender Procedure is followed;
- 12.4.3 where electronic procurement exercises are undertaken the Electronic Procurement Procedure is followed;
- 12.4.4 all Tenders/Quotations must include the documentation listed below and that the said documentation is completed by bidders:
- Non-collusion certificate
 - Freedom of Information Act and Environmental Information Regulations Notice
 - Form of Tender/Quotation
 - Declaration
- 12.5 The Authorised Officer shall ensure that Contracts are entered into on the Council's terms and conditions as approved by the Head of Legal Services, which terms shall be included with each Purchase Order or Invitation to Tender. Where this is not appropriate and a Contractor has been asked to submit their terms and conditions, those terms and conditions must be approved by the Head of Legal Services.
- 12.6 When setting any time limits and evaluation criteria, the Authorised Officer shall take into account the complexity of the Contract and the time required for drawing up Tenders, without prejudicing the minimum time scales required by the Regulations and the reasonable timescales required for all other Tenders.

13 Tender Process

- 13.1 All matters connected with Tenders shall be treated as confidential (including the evaluation process as more particularly described in Rule 14) and any information, discussion and correspondence entered into shall be confined to those Officers of the Council who are directly concerned.
- 13.2 Unless the Authorised Officer considers it inappropriate, all Tender exercises must be undertaken electronically. The reasons for considering an electronic Tender exercise to be inappropriate are to be recorded.
- 13.3 In the event that a Tender exercise is to be carried out Electronically, the format for the conducting of this exercise shall be in accordance with the terms of any software utilised by the Council for the purposes of the Tender

exercises and shall be conducted in a manner to be determined by the Head of Legal Services.

- 13.4 Where an Electronic exercise is not deemed appropriate and Authorised Officers wish the Tender format to be dealt with by way of a paper return, the format for conducting this exercise shall be in accordance with the provisions of the Paper Tender Procedure.
- 13.5 A mini competition under a Framework Agreement shall be in accordance with the provisions of the original tender documentation for the Framework Agreement.

14 Assessment of Tenders and/or Quotations

- 14.1 Tenders shall be evaluated in accordance with the evaluation criteria and weightings set out in the Invitation to Tender. All contracts, except contracts where lowest price was predetermined to be the appropriate criteria, shall be awarded on the basis of the offer which represents the MEAT having regard to the evaluation criteria and weightings set. In addition, the criteria and weightings shall be strictly observed (and remain unchanged) at all times throughout the contract award procedure. Guidance and assistance on relevant evaluation criteria can be obtained from the Head of Legal Services
- 14.2 Where one prospective Tenderer has requested additional information or seeks clarification to assist with the preparation of its bid, the same information is to be conveyed in writing to all Tenderers simultaneously (unless the information to be conveyed is deemed by the Council to be unsuitable to be disclosed due to the fact that the information is commercially sensitive and/or confidential and/or personal information).
- 14.3 Under no circumstances should any Representative of the Council visit the premises of a prospective Tenderer during the period between the tender invitation and the Contract award for that particular Tender without the prior approval of the Head of Legal Services unless the visit related to current contract management and/or operational issues that necessitates visits.
- 14.4 Consideration must be given by Authorised Officers as to whether any bid received by a Tenderer is abnormally low. For the purposes of this Rule 14.4 abnormally low shall be taken to mean a Tender whose price is considered significantly lower than most of or the average of all tenders in the same Tender exercise. In the event an Authorised Officer considers a

bid to be abnormally low an explanation shall be sought from Tenderers. In the event of an unsatisfactory explanation, guidance should be sought from the Head of Legal Services whether such Tender should be rejected.

- 14.5 Where examination of Tenders reveals arithmetical or copying errors present in the documents submitted in the Tender, the Authorised Officer shall deal with such errors in accordance with the appropriate professional body code of procedure or where there is no professional body code of procedure in accordance with Rules 14.6 and 14.7
- 14.6 Where examination of Tenders reveals errors or discrepancies which would affect the Tender figure(s) in an otherwise successful Tender, the Tenderer is to be given details of such errors and discrepancies, but no other information, and is to be afforded the opportunity of confirming or withdrawing their offer. If the Tenderer withdraws, the next Tender in competitive order is to be examined and dealt with in the same way.
- 14.7 Any alternations proposed by Tenderers after the specified time for submission shall not be in any way considered other than by the total withdrawal of the Tender.
- 14.8 Post Tender negotiation can take place in exceptional circumstances only with the lowest Tenderer, where the Tender, although the lowest, appears to be unacceptably high and negotiation might allow savings to the Council. Authorised Officers shall consult with the Head of Legal Services where such a process is to be adopted prior to embarking on it. Adequate safeguards on the regularity of the negotiation process are to be put in place including a written record with a clear “audit trail”.
- 14.9 Where pre contract dialogue is permitted under the terms of any Contract or Tender then such dialogue may take place provided that clear records are taken for the purposes of an “audit trail”,

15 Acceptance and Award of Tenders and Quotations

- 15.1 For any Contract entered into by the Council in accordance with Rule 7, 10, 11.4, 11.5 and 11.6 of these Contract Procedure Rules and where the Authorised Officer is exercising delegated powers to accept a Tender or Quotation, a Form F20 in the format prescribed by the Council must be signed by an Authorised Officer prior to an award of Contract being made.

- 15.2 Where the amount of the lowest most economically advantageous Tender is within an amount already approved by the Council as part of its estimates, the Authorised Officer may accept the Tender on behalf of the Council, though if in excess of £250,000 in value or amount, in consultation with the relevant Cabinet Member.
- 15.3 Where Tenders are invited on the basis of the lowest price and two or more are identical in price Tenders are to be re-invited on a most economically advantageous basis.
- 15.4 The Council is not obliged to accept any Tenders and this shall be conveyed to Contractors in any Tender documents.
- 15.5 All Contract acceptances shall be in writing and no oral communication is to be made to the proposed Contractor as to the intention, or otherwise, to enter into formal Contract.
- 15.6 In the case of tenders subject to the Regulations any award must be subject to a minimum standstill period of 10 calendar days between communication of intention to award decision by email to all Tenderers. Authorised Officers may include a voluntary standstill in all Tender exercises.
- 15.7 Letters of intent shall only be used with the agreement of and in a form approved by the Head of Legal Services. Letters of intent should only be used in exceptional circumstances.
- 15.8 Once the contract award decision has been made, then save for the successful Tenderer, all those expressing an interest will receive a standard regret letter containing details of:
- 15.8.1 the award criteria and weightings;
 - 15.8.2 the score that the Tenderer obtained against those award criteria and weightings (where relevant);
 - 15.8.3 the score the winning Tenderer obtained;
 - 15.8.4 the name of the winning Tenderer, and;
 - 15.8.5 where the Tender exceeds the EU Threshold feedback and details of the relative characteristics and relative advantages of the successful Tenderer.

15.9 Debriefing may be conducted at the request of the Tenderer and the Authorised Officer shall consider arrangements accordingly.

16 Instructions to Head of Legal Services where Head of Legal Services is to undertake Contract completion

16.1 Where Authorised Officers require the Head of Legal Services to oversee contract completion then on acceptance of a Tender Submission, the Authorised Officer shall deliver to the Head of Legal the following documents:

16.1.1 Instructions to enter into Contract with the subject matter of Contract, Contract amount, Contractor and other Contract particulars

16.1.2 Where the Tender is a paper Tender:

16.1.2.1 Two copies of the Invitation to Tender/Request for Quotation

16.1.2.2 Two copies of the Contractor's Tender/Quotation Submission

16.1.2.3 Two copies of any dialogue between the Council and the Contractor relating to the Invitation to Tender/Request for Quotation

16.1.2.4 Contractor's original Tender Submission

16.1.3 Where the Tender is an Electronic Tender (except where the Electronic Tender relates to Works):

16.1.3.1 The title and project number relevant to the Electronic Tender

16.1.3.2 Details of all Tender documentation

16.1.4 Where the Tender is an Electronic Tender and it relates to Works, the provisions of Rule 16.1.2 above apply.

16.1.5 Where a Contract, Framework Agreement or Dynamic Purchasing Agreement is entered into in accordance with the Regulations a copy of the Regulation 84 Contract Report as more particularly described in Rule 29

16.2 Sufficient time shall be allowed for the process of contract completion.

17 Form of Contract

17.1 Contracts up to the value of £75,000 shall be in writing and signed by an Authorised Officer unless such Authorised Officer deems it appropriate that the Contract be signed by a Proper Officer.

17.2 Contracts exceeding the value of £75,000 but below £100,000 shall be in writing and signed by a Proper Officer.

17.3 Contracts exceeding £100,000 shall be in writing and executed under seal.

17.4 Notwithstanding the financial value of the Contract, the Authorised Officer may request that particularly complex or high risk Contracts shall be in writing and/or executed under seal. The formal advice of the Head of Legal Services shall be sought in such cases.

17.5 Every Contract shall specify

17.5.1 the Services, Goods or Works to be supplied or undertaken

17.5.2 the price or rates to be paid, with a statement of discounts or other deductions

17.5.3 where possible, the time or times within which the Contract is to be performed

17.6 All Contracts shall, except to the extent that the Council in a particular case or specified categories of Contract otherwise decides are to be based on definite specifications, which shall include heads of terms to be incorporated in the Contract.

17.7 All Contracts, where a standard issued by the British Standards Institution or equivalent European Standards is current at the date of the Tender and is applicable, shall, as a minimum, require that all Goods and materials used or supplied and all workmanship shall either be in accordance with that Standard or of a higher standard or to such a standard as notified by the Authorised Officer to the Contractor

17.8 Save where the Council is utilising Standard Form Contracts, Framework Agreements or Contractor's own terms and conditions, Authorised Officers shall ensure that any Contract is subject to these Contract Procedure Rules and Contractual Terms and Conditions, which shall cover the following issues as appropriate:

- 17.8.1 Health and Safety
 - 17.8.2 Equal Opportunities
 - 17.8.3 Welsh language standards
 - 17.8.4 Audit and Record Retention
 - 17.8.5 Anti Bribery
 - 17.8.6 Termination
 - 17.8.7 Assignment and Sub Contracting
 - 17.8.8 Assistance in Proceedings
 - 17.8.9 Force Majeure
 - 17.8.10 Liability and Insurance (Figures to be inserted following decision by Authorised Officer)
 - 17.8.11 Variation
 - 17.8.12 Confidentiality,
 - 17.8.13 Data Protection
 - 17.8.14 Freedom of Information
 - 17.8.15 Ethical Employment
 - 17.8.16 Modern Slavery and Blacklisting
- 17.9 Every Contract over £100,000 and which is for the execution of Works or for the supply of Goods or materials by a particular date or series of dates shall provide for liquidated damages, unless the Authorised Officer certifies them inappropriate. An Authorised Officer may give consideration to inserting such clauses in a Contract where the value is less than £100,000 and advice shall be taken from the Head of Legal Services in this regard.

18 Associated Contract Documents and Provisions

- 18.1 The Authorised Officer shall have the right to require a Performance Bond where it is felt that circumstances make this prudent. The Surety

shall be approved by the Director of Finance and Corporate Services and the content of such bond shall be approved by the Head of Legal Services

- 18.2 Any items in Tender documents requiring a Tenderer to price for the provision of a bond shall be included as a provisional sum to enable it to be omitted from the Contract if a bond is not subsequently required
- 18.3 Where a Contractor is a subsidiary of a parent company, and the Authorised Officer deems it appropriate, the Council shall require and take a parent company guarantee approved by the Director of Finance and Corporate Services and the content of such parent company guarantee shall be approved by the Head of Legal Services
- 18.4 Any items in Tender documents requiring a Tenderer to price for the provision of a parent company guarantee shall be included as a provisional sum to enable it to be omitted from the Contract if a parent company guarantee is not subsequently required.
- 18.5 Where a Contractor offers a guarantee from an alternative source other than a parent company in accordance with Rule 18.3 and 18.4, and the Authorised Officer deems it appropriate, the Council shall require and take a guarantee approved by the Director of Finance and Corporate Services and the content of such guarantee shall be approved by the Head of Legal Services.

19 Community Benefits and Environmental/Sustainability Benefits

Community Benefits

- 19.1 Any Contract with a value exceeding One Million Pounds (£1,000,000) must include provision for community benefits to be achieved in accordance with the Welsh Government Procurement Policy.
- 19.2 For Contracts not exceeding One Million Pounds (£1,000,000), the Authorised Officer shall give consideration to any Contract with a value exceeding One Hundred Thousand Pounds (£100,000) as to whether community benefits shall be incorporated.
- 19.3 For all Contracts, irrespective of value, consideration shall be given to Welsh Government's guidance and advice on community benefits and, in relation to Rule 19.1 above, the relevant documentation (Community Benefits Measurement Tool) must be completed and submitted to Welsh Government in accordance with contract arrangements (e.g. through the life of the Contract and/or upon completion of the Contract) and a copy thereof shall be sent to the Council's community benefits officer.

- 19.4 Advice and guidance on community benefits is to be obtained from the Council's community benefits officer.

Environmental/Sustainability Benefits

- 19.5 Consideration must be given by the Authorised Officer as to whether provision for environmental and/or sustainability benefits need to be included in the Contract.

20 Contract Management

- 20.1 There shall be a corporate contracts register ('Corporate Contracts Register') held by the Corporate Procurement Unit for all Contracts for the value of £10,000 and above.
- 20.2 Subject to operational need and provided appropriate provisions are put in place a Contract must not start until the Contract has been signed or sealed by both parties and dated. Directorates must allow time for this in their forward work plan.
- 20.3 Once the Contract has been awarded the Authorised Officer must identify the Contract Manager who will manage the day to day aspects of the Contract for its term and if requisite to plan what will happen once the Contract comes to an end (and plan for any new Procurement exercise required).
- 20.4 Within ten calendar days of the start of the Contract, the Contract Manager must populate the Corporate Contracts Register and thereafter maintain and update the same.
- 20.5 The Contract Manager is responsible for as a minimum and as in accordance with the Contract Management Checklist:
- (a) managing the Contract and ensuring it is carried out in accordance with its terms and conditions;
 - (b) monitoring the Contractor's performance and carrying out mid-Contract reviews to determine ongoing value for money;
 - (c) ensuring that the Contractor maintains the insurance policies and all relevant certificates and licences required by the Contract;
 - (d) keeping a record of all payments, claims, monitoring, changes and certificates under the Contract.
- in accordance with the Contract Management Checklist

- 20.6 The Contract Manager must consult the Head of Legal Services for consideration of the Council's legal position:
- (a) before any Contract is to be terminated or suspended;
 - (b) in the event of a claim for payment not clearly within the terms and conditions of Contract;
 - (c) before the service of any notice under the Contract

21 Cost Control and Payment to Contractors

- 21.1 The Authorised Officer shall ensure that the Council's Financial Procedure Rules are followed for the effective cost control of Contracts. Such procedures shall involve a continual monitoring of the cost position on each Contract with the object of ensuring that the Contract is completed within the authorised cost and that any unavoidable costs are identified as soon as possible so that appropriate action may be taken.
- 21.2 In the event of a Project Bank Account being required, the Authorised Officer shall discuss the requirement with the Director of Finance and Corporate Services or his nominated representative.

22 Sub-Contracting and Assignment

- 22.1 In every Contract the Authorised Officer shall ensure that a Contractor does not assign, transfer or sub contract any of their obligations without the prior written consent of the Council. The discretion of the Council shall be final and not subject to appeal. Authorised Officers may determine however to restrict assignment, transfer or sub-contracting out rightly.
- 22.2 In the event of a Contractor wishing to undertake any of the activities referred to in Rule 22.1 above, the Council shall determine whether any supplemental agreements shall be necessary including but not limited to a Deed of Novation and Deed of Collateral Warranty. The Authorised Officer shall consult with the Head of Legal Services accordingly on this Rule 22.
- 22.3 Where sub-contracting and/or assignment is permitted in any Contract, the use of local suppliers is to be encouraged.

23 Variations and Alterations

- 23.1 All Variations MUST be in the form of written instructions to the Contractor from the Authorised Officer and shall be agreed in writing on behalf of the Council and the Contractor
- 23.2 The likely cost of every Variation shall be assessed by the Authorised Officer in accordance with the Council's Financial Procedure Rules
- 23.3 Authorised Officers shall have in mind whether any variation or alternation to a Contract will have the effect of significantly amending the Contract so that a new Tender exercise should be undertaken.
- 23.4 Variations to Contracts will be permitted without a new Tender process only in the following circumstances and only following consultation with the Head of Legal Services:
- 23.4.1 where Variations are provided for in clear, precise and unequivocal review clauses which for the avoidance of doubt may include provisional sums and risks;
 - 23.4.2 where additional Goods, Services or Works become necessary and a change of contractor cannot be made for technical reasons or without significant inconvenience or cost, provided that any increase does not exceed 50% of the value of the original Contract; or
 - 23.4.3 where Variations are brought about by unforeseen circumstances which do not affect the overall nature of the original Contract and do not exceed 50% of the value of the original Contract; or
 - 23.4.4 where there is change in contractor due to an unequivocal review clause or corporate restructuring; or
 - 23.4.5 where Variations are below the requirements of the Regulations and 10% (for Services and Goods) or 15% (Works) of the initial Contract value.
- 23.5 A decision to extend the contract period may only be made before the original expiry date, where it is in accordance with the terms and conditions of the original Contract and contemplated by the original Procurement exercise and where provision for an option to extend is included in the original Procurement exercise.

23.6 Where the terms of the Contract and or original Procurement exercise do not expressly provide for extension then such Contract may only be extended in exceptional circumstances, where legislation permits and Value for Money issues have been addressed. Such decision shall be made by the Authorised Officer in consultation with the Head of Legal Services.

24 Framework Agreements, Dynamic Purchasing Systems and Electronic Auctions

24.1 The Council may undertake the setting up of a Framework Agreement, Dynamic Purchasing System and Electronic Auctions and Authorised Officers shall at all times consult with the Head of Legal Services for the setting up of such arrangements.

24.2 The Authorised Officer shall ensure that any Framework Agreement, Dynamic Purchasing System and Electronic Auctions are awarded in accordance with the requirements of Rule 3 of these Contract Procedure Rules

25 Joint Procurements

25.1 Where a Joint Procurement is to be undertaken by the Council and another organisation, for example, another Public Body then the Authorised Officer should inform the Head of Legal Services at the earliest possible opportunity.

25.2 Before embarking on any Tender, Authorised Officers shall ensure that all necessary Council approvals have been obtained together with any necessary consents, permissions or other approvals and copies of such approvals and consents shall be retained. Notification shall also be made to the Insurance section of the Council. For the avoidance of doubt in respect of Contracts for Works, this shall not include any operational consent required for the purposes of such Works (which shall include, but not be limited to planning consents, building regulations consent, consents from statutory bodies etc.)

25.3 The Authorised Officer shall liaise with the Head of Legal Services to ensure an appropriate agreement is in place between the Council and such other Public Body (Inter Authority Agreement) for the commencement of the Tender and the administration of the subsequent Contract that will follow.

- 25.4 Where the Council is to be the Lead Authority for the purposes of the Contract, the Authorised Officer shall ensure that any Tender process is undertaken in line with these Contract Procedure Rules.
- 25.5 Where the other Public Body is to be the Lead Authority for the purposes of the Contract, then the Authorised Officer shall ensure that the other Public Body procures the Contract in line with that Public Body's Contract Procedure Rules.

26 Transfer of Undertakings and (Protection of Employees) Regulations 2006 ("TUPE")

- 26.1 Where a proposed Contract contains a potential for a TUPE transfer of Staff from the Council to the proposed Contractor, then Authorised Officers must seek the advice of the Head of Human Resources at the earliest opportunity.
- 26.2 Where a proposed Contract contains a potential for a TUPE transfer of Staff from a Contractor to another Contract, then Authorised Officers must seek the advice of the Head of Legal Services.

27 Disposal of Surplus Goods

- 27.1 The Authorised Officer may dispose of all surplus Goods, stores and equipment in an appropriate manner after consultation with the Director of Finance and Corporate Services and Head of Legal Services

28 Disposal in respect of Land

- 28.1 Where a Tender exercise is to be undertaken in respect of the disposal of Land, Authorised Officers shall at all times act in accordance with the disposal policy as developed by the Council's Environment Directorate.
- 28.2 The advice of the Head of Legal shall be sought where the disposal of Land includes an element of Works to be undertaken by a Contractor.
- 28.2 Any requests for a Tender exercise will be carried out in accordance with Rule 13 of these Contract Procedure Rules

29 Reports and Record Keeping

- 29.1 Authorised Officers shall, for the duration of the Contract and six years thereafter or as required by any Grant that the Council is a recipient of; keep copies of all concluded Contracts.
- 29.2 Authorised Officers shall ensure that they retain copies of all correspondence with economic operators and internal deliberations, preparation of Procurement documents, dialogue or negotiation of any Contract and selection and award criteria for all Contracts where applicable for a duration of six years from the completion of the Procurement process or as required by any Grant of which the Council is the recipient.
- 29.3 Where Contracts are executed under seal, the Head of Legal Services shall keep copies of all concluded Contracts for the duration of the Contract and twelve years thereafter or as required by any Grant of which the Council is a recipient.
- 29.4 For every Contract, Framework Agreement or Dynamic Purchasing System which shall be entered into under the requirements of the Regulations, the Head of Legal Services shall draw up a written report which shall include the information required by Regulation 84 of the Regulations. For the avoidance of doubt this Rule will not apply to any Contract based on a Framework Agreement
- 29.5 For above EU Threshold Contracts, a copy of the Report referred to in clause 29.4 above shall be provided to the Head of Legal Services for retention with the Contract.
- 29.6 All instructions to Contractors shall be in writing, or verbal instructions confirmed in writing.
- 29.7 Authorised Officers shall ensure that day work sheets, where applicable, are promptly submitted in duplicate by Contractors and that they are cross referenced to the instructions to which they relate.

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Updating of the Council's Contract Procedure Rules (CPRs)
Service Area: Corporate Procurement, Legal Services
Directorate: Finance and Corporate

2. Does the initiative affect:

	Yes	No
Service users		x
Staff	x	
Wider community	x	
Internal administrative process only	x	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		x				As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice. There will be no effect on this protected characteristic.

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Disability		X				As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice. There will be no effect on this protected characteristic.
Gender Reassignment		X				As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice. There will be no effect on this protected characteristic.
Marriage/Civil Partnership		X				As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such

						as the implementation of the Ethical Code of Practice. There will be no effect on this protected characteristic.
Pregnancy/Maternity		X				As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice. There will be no effect on this protected characteristic.
Race		X				As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice. There will be no effect on this protected characteristic.
Religion/Belief		X				As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The

						proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice. There will be no effect on this protected characteristic.
Sex		X				As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice. There will be no effect on this protected characteristic.
Sexual orientation		X				As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice. There will be no effect on this protected characteristic.

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
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People's opportunities to use the Welsh language			x			Neutral impact - the updated CPRs incorporate the requirements of the relevant Welsh Language Standards and the statutory obligations contained therein. See report for further details.
Treating the Welsh language no less favourably than English			x			Neutral impact - the updated CPRs incorporate the requirements of the relevant Welsh Language Standards and the statutory obligations contained therein. See report for further details

5. Does the initiative impact on biodiversity:

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	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity			x			As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice. The proposed Contract Procedure Rules however will stipulate that officers must consider the maintenance and enhancement of biodiversity in all tender processes.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,			x			As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directives from the Welsh Government, an update to our Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules

such as air quality, flood alleviation, etc.						required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice. The proposed Contract Procedure Rules however will stipulate that officers must consider the promotion and resilience of ecosystems in all tender processes.
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6. Does the initiative embrace the sustainable development principle (5 ways of working):

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	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	X		The 5 ways of working are reflected in the proposed Contract Procedure Rules, in particular, the consideration of the 5 ways of working under the Well-being of Future Generations Act at the procurement planning stage (as set out in the tender strategy document) and the consideration of community and wider environmental/sustainability benefits is emphasised within the proposed Contract Procedure Rules with signposting to the relevant Welsh Government guidance and the Council's community benefits officer.
Integration - how the initiative impacts upon our wellbeing objectives	X		The updated CPRs assist in implementing the Council's well-being objective of "Develop the local economy and environment", in particular consideration of reserved contracts and sustainability at the procurement planning stage (set out in the tender strategy document), emphasis on pre-engagement with local suppliers under the market testing provisions of the proposed Contract Procedure Rules so as to make local suppliers aware of upcoming opportunities, and the ability to divide contracts up into smaller lots when tendering is highlighted in the preliminary steps provisions of the proposed Contract Procedure Rules so as to encourage the involvement of smaller and local suppliers .
Involvement - how people have been involved in developing the	X		A cross-directorate Procurement Strategy Group (PSG) was formed to undertake a review of the CPRs and to obtain input from all Council

initiative			departments on potential changes. The proposed Contract Procedure Rules are internally focused and have been agreed between officers of the Council to ensure the legal, financial and operational requirements of the Council have been considered and developed. The 5 ways of working have been embedded within the procurement procedures, for example there is a requirement for consideration of the 5 ways of working at the procurement planning stage. As part of its ongoing work with the voluntary sector, feedback has been sought on some proposals to ensure that the proposed Contract Procedure Rules also take into account the views of the voluntary sector.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	X		A cross-directorate Procurement Strategy Group (PSG) was formed to undertake a review of the proposed Contract Procedure Rules and to obtain input from all Council departments on potential changes. The updated proposed Contract Procedure Rules are internally focused and have been agreed between officers of the Council to ensure the legal, financial and operational requirements of the Council have been considered and developed. The 5 ways of working have been embedded within the procurement procedures, for example there is a requirement for consideration of the 5 ways of working at the procurement planning stage. As part of its ongoing work with the voluntary sector, feedback has been sought on some proposals to ensure that the proposed Contract Procedure Rules also take into account the views of the voluntary sector.
Prevention - how the initiative will prevent problems occurring or getting worse	X		The 5 ways of working have been embedded within the procurement procedures set out in the proposed Contract Procedure Rules, for example there is a requirement for consideration of the 5 ways of working at the procurement planning stage.

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	
<p>There are no impacts requiring a full Integrated Impact Assessment to be completed. As a result of legislative changes to procurement rules (which began with the Public Contract Regulations 2015) and new policy directive from the Welsh Government, an update to these Contract Procure Rules is now necessary. It should be noted that the Council is already in compliance with these legislative requirements but the Contract Procedure Rules required updating to ensure that such processes are documented accordingly. The proposed Contract Procedure Rules will also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice.</p>	

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	Name	Position	Signature	Date
Completed by	Joanna Stevens	Principal Solicitor	J Stevens	23rd September 2019
Approved by	Craig Griffiths	Head of Legal Services	C Griffiths	23rd September 2019

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report - Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Baglan

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 tabled by the three Ward Members for Baglan.

Executive Summary

2. The Members Community 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.

Background

3. To establish a new Community Allotment initiative at the Council owned Crawford Road Allotment site, Baglan.

This project has been brought to the attention of the local Councillors by the newly Constituted Baglan Community Horticultural Society. This embryonic Group has set itself up to work with disengaged young people, those referred from WCADA and the Probation Services, people with Learning Difficulties and children from Blaenbaglan Primary school. The intention is to use horticulture and the growing cycle to nurture those that are disadvantaged and to promote learning through kinetic experiences rather than through academia.

In order for the outcomes of the project to be fully realised the Society has entered into a License Agreement with the NPTCBC Estates Dept. and has permissions to externally and internally refurbish the storage shed, bring the Waiting List for vacant plots up to date and to generally work towards self-management of the site. The Society is now insured with the National Society of Allotment and Leisure Gardeners Ltd (NSALG). The initiative will need to be equipped with hand and motorised tools to ensure that all plots are maintained to a high standard by both the partner agencies and client groups.

The proposal also includes for resources, materials, composts, fertiliser and consumables which will be under secure storage in the

refurbished allotment shed (pesticides and the like kept in a lockable compartment to meet COSHH regulations).

The need for the project has been arrived by the allotmenters working with 'Street Care' Services. The newly formed Society has applied successfully to the St. Modwen's Baglan Energy Park Solar Farm. A well thought through, detailed, comprehensive bid to St. Modwen's has yielded £2,976.66 towards a project cost of £12,162.66 (inclusive of non - recoverable VAT).

The community benefits associated with this project will translate into a cleaner, greener; more vibrant place to live, work and enjoy. There will be health gains, both physically and mentally. It will help promote 'Pride in Place', resilience, a nurturing, and caring attitude amongst participants and improve the quality of life. A spin off advantage for the project will be that surplus fruit and vegetables grown by plot holders will be donated to the local Food Bank operating from the Collection Point at the Community Church in Lodge Drive, Baglan.

The project costs attributed to the external and internal refurbishment have been derived from competitively tendering the project amidst three local building Contractors. The Operational equipment and Stock List for consumables has been arrived at from reputable wholesalers. The project has a funding shortfall of £9,186 and this is sought from the allocation left jointly within Councillor Clement - Williams and Councillor Renkes Members Fund.

The project will be sustained under the License Agreement that has been drawn up by the Council for the Society. Day to day maintenance falls to the Society. The Council will continue to provide skips for recyclables and non - recyclables and the fabric of the building will be covered under the Council's ongoing block policy.

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.

All consumables and resources associated with the Start Up costs for the project are covered by the initial injection of grant aid. The

Condition Survey for the building suggests little in the way of structural maintenance and the Society are bound by the fully maintaining Lease to keep the building and the access path leading to it in good order and in no worse a condition that when first adopted.

There will be minimum revenue expenditure for the Council going forward.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That this project proposal to develop a Community Allotment initiative in the Baglan Ward is approved and that Councillors Clement -Williams and Renkes each allocate £4,593 under the Members Community Fund to make this project a reality. This investment will reduce the Members Fund balances in the Baglan Ward to zero, with all three Councillors having invested in Traffic Calming, road signage, Saint Catharine's Church and greening initiatives.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Baglan initiative has been developed from the Members Community Fund Application Form submitted jointly by Councillors Clement - Williams and Renkes. The cost breakdown and Quotes for

the refurbishment, Stock List, operational tools and commodities has been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

Officer Contact

15. 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

30 October 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Cadoxton

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 tabled by the Ward Member for Cadoxton.

Executive Summary

2. The Members Community 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.

Background

3. To upgrade the floodlighting of the Llangatwg Community School Artificial Turf Pitch (ATP), in order to safeguard the extensive community use made of this facility.

The project involves converting existing time served flood lamps and column wiring to new LED lamps which offer better luminescence and a 70% reduction on energy consumption.

The ATP has served the school and the wider community for nearly 25 years and whilst the school has tried to keep pace with replacing lamps, paid for from community hires, there is now a need for a block change to arrive at a uniform curtain of light and Lux levels of 150 lux which is the normative standard for training/recreational use.

Currently the facility hosts 18 separate Mini and Junior football and rugby teams and because the Cwrt Herbert ATP has come to the end of its useful life, many of the hires from Cwrt Herbert now gravitate to the school. The Llangatwg ATP provides training facilities for Under 5's through to Under 15's, boys and girls, that play for teams that originate from Cilfrew, Ynysygerwn, Tonna, Bryncoch and Coedffranc.

The need for the project has been brought to the local Councillor's attention by the Head teacher, the NPTCBC PASS Section and their Active Young People Officer working in the school. Without investment in new floodlighting all hires, (18 midweek evening sessions involving 20 children in each staged between mid-October

and mid-March each year), sports participation would be lost when the natural day length dictates that training is to take place on synthetic floodlit training surfaces .The total project cost is £9,752(exclusive of recoverable VAT).

The community benefits associated with this project include the positive engagement of young people, (between mid-October and mid-March potentially 7,200 footfalls based statistics from the Lettings Diary held by the school). Also the opportunity to get and keep fit, to pursue sport and physical activity which in its self creates friendship, discipline, communication, well-being, team working and active lifestyles. This investment will augment the community focus of the school and has the added advantage of indoctrinating Primary school aged children into a Comprehensive school setting which assists transition in the long term.

The project costs are based upon quotations secured from reputable floodlighting and electrical services. £8,000 is sought from Councillor Annette Wingrave's Members Fund allocation. The remaining match funding of £1,752 has been secured from the School's PTA fund raising budget.

The project will be sustained by the community hire charge levied by the school for use of the floodlit synthetic pitch. Going forward the consumption of electricity will be significantly reduced due to the energy efficiency rating of the new LED bulbs. The project will be more economic to operate into the future.

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.

Upkeep of the floodlights, maintenance (of which there is very little) and servicing will be the responsibility of the school

There will be no revenue implications for the Council going forward.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That this project proposal to upgrade the floodlighting at the Llangatwg Community School Artificial Turf Pitch (ATP) is approved and that Councillor Wingrave's allocation of £8,000, under the Members Community Fund, is awarded.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Cadoxton initiative has been developed from the Members Community Fund Application Form submitted by Councillor Annette Wingrave. The quotes, Lettings Diary and supporting documentation generated by the school will be entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

Officer Contact

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

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Coedffranc Central

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 tabled by one of the respective Ward Members.

Executive Summary

2. The Members Community 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.

Background

3. Art Therapy sessions and equipment to start a community choir for the 'Growing Together' voluntary group.

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

'Growing Together' is a voluntary organisation based at 'Ty Santes Fair', the new Community Centre for St Mary's Church in Skewen. The aim of the group is to promote, maintain, improve and advance the health, education, well-being and citizenship of the people of Skewen and the surrounding areas through the organisation of leisure-time activities which are accessible to all. The group currently administers a food bank provision, a coffee club and a lunch club.

The group would like to increase participation and provide additional community activities by purchasing a digital piano and music books with which to start a choir, and by inaugurating weekly Art Therapy sessions which will be delivered by a qualified Art Psychotherapist.

The need for the proposal has been identified by the NPTCBC Local Area Co-ordinator for Adult Services (Social Services, Health and Housing Directorate), and brought to the attention of Cllr Angharad Aubrey. Consultation has revealed that many local residents feel isolated, particularly amongst the older population, and that there is a yearning to find positive distractions to combat feelings of loneliness and low self-esteem. The Choir will provide a jovial activity, and will give participants the opportunity to socialise and connect with others

in their local community. The Art Therapy sessions will focus on positive mental health and will give people who are perhaps more introverted the opportunity to express their feelings through the medium of art.

The long term community benefits associated with the project include improvements in physical and mental health and wellbeing, and providing additional opportunities for community members to become involved in activities, people who might otherwise feel undervalued or marginalised.

The request for grant aid from the Members Community Fund is for £4,524.27 from Councillor Angharad Aubrey's allocation, which is the total value of purchasing the piano, music books and 48 weekly sessions for 32 participants with an Art Psychotherapist. If this application succeeds Cllr Aubrey will have £925.73 remaining in her Members Fund allocation to invest in community projects.

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 ongoing costs associated with the project will be the responsibility of 'Growing Together.' This will be paid for from community fundraising events such as coffee mornings, raffles and jumble sales.

This scheme has no financial implications for NPTCBC.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are

positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That the project proposal for Art Therapy sessions and equipment to start a community choir for the 'Growing Together' voluntary group be approved, and that £4,524.27 of Cllr Aubrey's allocation under the Members Community Fund be awarded.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Coedffranc Central initiative has been developed from the Members Community Fund Application Form submitted by Councillor Angharad Aubrey. The Constitution, Audited Accounts, Insurance documentation, quotations and bank account details for 'Growing Together' have been retained for future reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

15. Officer Contact

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report - Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Crynant

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 tabled by the respective Ward Member.

Executive Summary

2. The Members Community 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.

Background

3. Installation of a self-closing safety gate at Crynant Community Centre toddler play area.

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

The proposal is to remove a 1.2 metre section of stone wall and insert a self-closing safety gate at the toddler play area, situated within the grounds of Crynant Community Centre. Access to the play area is currently prevented when the Community Centre is not open, and movement between the toddler play area and the junior play area, which is located on the opposite side of Woodland Road, necessitates a journey around the Community Centre building and along two busy roads. The new gate would allow access to the toddler play equipment at all times, and would create a thoroughfare between the junior and toddler areas suitable for children and their parents/carers, pushchairs, prams and wheelchair users.

The need for the proposal has been brought to the attention of the Ward Member for Crynant on numerous occasions by local residents. The primary concern is for the safety and wellbeing of children who, when debarred from entering the play area when the Community Centre is closed, take it upon themselves to try and climb over the high stone wall. Parents/guardians of children in different age groups have also raised concerns regarding the lack of a 'line of sight' between the two play areas, and have remarked on how difficult it is

to observe multiple children using both the junior and toddler zones at the same time.

The long term community benefits associated with the project include improving community safety, and providing better access to a play provision which cannot currently be utilised to its full potential.

The request for grant aid from the Members Community Fund is for £1,004.00 from Councillor Sian Harris' allocation, which is the total value of the project. If this application prevails Cllr Harris will have £7,935.09 remaining in her Members Fund portfolio to invest in further community projects.

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 toddler play area falls under the jurisdiction of Crynant Community Council, who are wholly responsible for the ongoing costs associated with insurance, maintenance and annual inspections. The self-closing gate is comprised of powder coated steel and is approved by RoSPA.

There will be no revenue burden on NPTCBC.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That the project proposal for installation of a self-closing safety gate at Crynant Community Centre toddler play area, be approved, and that £1,004.00 of Cllr Harris' allocation under the Members Community Fund be awarded.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can

be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Crynant initiative has been developed from the Members Community Fund Application Form submitted by Councillor Sian Harris. The Constitution, Audited Accounts, Insurance documentation, quotations and bank account details for Crynant Community Council have been retained for future reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

15. Officer Contact

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

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Onllwyn

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 tabled by the Ward Councillor for Onllwyn.

Executive Summary

2. The Members Community 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.

Background

3. To establish the post of 'Community Ranger' or Environmental Enhancement Worker within the Ward of Onllwyn.

This project is a joint initiative between DOVE Community Centre and the Onllwyn Community Council. The post holder will be a reactive resource to call upon to carry out routine maintenance of the ever increasing number of amenities and services that have been developed within Onllwyn. These facilities have come to pass as a result of continued investment drawn in from Wind Farm, Opencast and externally sourced grant aid. The post will develop aspects of gardening, tree surgery, litter picks and rubbish amnesties, develop the provision of hanging baskets and greening initiatives within the village ,and add significantly to the biodiversity project 'Working with Nature'.

The Community Ranger will help to future proof existing amenities and will be instrumental in developing yet more proposed priority projects within the Ward. The Community Council, as the conduit and sounding board for all residents, has many environmental and street scene projects it would wish to develop over the next three years and beyond. These can only be embarked upon with confidence if the ongoing maintenance resource is on tap.

The need for the project has been arrived at and thoroughly investigated by the Onllwyn Community Council's Environmental Sub Committee. This Committee has reacted by making a well thought

through, detailed, comprehensive bid to the Maes Gwyn Wind Farm Community Fund. This bid succeeded and contributes £38,699.75 towards a three year project valued at £48,699.75 net (£50,373.41 inclusive of non - recoverable VAT).

The community benefits associated with this project will translate into a cleaner, greener, more vibrant place to live. It will help promote 'Pride in Place, resilience and quality of life issues. The benefits will be visible, physical and tangible and will manifest as environmental enhancement and an improved streetscape at all levels. This in turn will help regenerate and revitalise the area and celebrate the Birthplace of St. Patrick.

The project costs have been derived from a robust evaluation of salary costs (at 22.5 hours/week), and includes training costs (the use of pesticides, manual handling and powered machinery), vehicle hire, the cost of tools (both hand and motorised), personal protective clothing and equipment for the operative. The project has a funding shortfall of £10,000 and this is sought from the Members Fund and Councillor Dean Cawsey's allocation.

The aforementioned funding package secures the post for three years. Following the three year evaluation of the public benefit associated with the role of 'Community Ranger', if proven to be fundamental to the well-being of Onllwyn, the post will be sustained by further externally sourced grants and precept.

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 ongoing employability, the outcomes associated with a Work Programme that is to be reviewed quarterly and the resources associated with making this post functional will rest with DOVE and Onllwyn Community Council.

There will be no revenue burden on NPTCBC.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That this project proposal to employ a 'Community Ranger' in the Onllwyn Ward is approved and that Councillor Dean Cawsey's allocation of £10,000, under the Members Community Fund is awarded.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Onllwyn initiative has been developed from the Members Community Fund Application Form submitted jointly by Councillor Dean Cawsey, DOVE and Onllwyn Community Council. The cost breakdown for the salary, training, vehicle hire, clothing tools and for the administration of the post has been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

Officer Contact

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

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Pelenna

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 tabled by the Ward Member for Pelenna.

Executive Summary

2. The Members Community 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.

Background

3. To provide Tonmawr RFC Mini and Junior Section with essential training equipment.

The project involves the acquisition of training balls, bibs, tackle bags, cones, tags and First Aid equipment.

The Rugby Club is now the hub of the village following the closure of the Primary School. There is a growing membership within the Mini and Junior Section which can now boast Under 7's, Under 8's, Under 9's, Under 10's and Under 14's. Often training sessions are ill equipped due to the ever increasing numbers of children wishing to take part.

This investment will safeguard the proud tradition of rugby in Tonmawr and will develop increased participation and improved standards of performance amongst those that will make the transition to Youth and then the Senior Teams.

The need for the project has come from the existing participants, their parents, the coaches and the WRU. There is a need to retain and grow the number of players, both the girls and the boys, and to ensure children are keep active whilst remaining within the village and playing for their home side. The Rugby Club offers the only outdoor sporting amenity which appeals to the many, not just the few. The total project cost is £800(inclusive of non - recoverable VAT).

The community benefits associated with this project include the positive engagement of young people, their parents and grandparents. Also the opportunity to get and keep fit, to pursue a sport that creates friendship, discipline, communication, well-being, team working and an active lifestyle.

The project costs are based upon quotations secured from reputable sports equipment suppliers. £800 is sought from Councillor Jeremy Hurley's Members Fund allocation.

The project will be sustained by Tonmawr RFC. The new sports equipment will be safely and securely stored when not in use. The equipment will only be used during dedicated training sessions under the watchful eye of a WRU qualified coach.

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.

Upkeep of the equipment, its use and its servicing will be the responsibility of the Club.

There will be no revenue implications for the Council going forward.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That this project proposal to acquire new training equipment for the Mini and Junior Section of Tonmawr RFC is approved and that Councillor Hurley's allocation of £800, under the Members Community Fund, is awarded.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can

be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Pelenna initiative has been developed from the Members Community Fund Application Form submitted by Councillor Jeremy Hurley. The Constitution for Tonmawr Mini's, their Bank Account details, signatories, the quotations that have been developed to support the bid and the Insurance Policy have been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

Officer Contact

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

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Pelenna

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 tabled by the Ward Member for Pelenna.

Executive Summary

2. The Members Community 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.

Background

3. To provide Pontrhydyfen Bowls Club with mechanised grounds maintenance equipment that will consolidate the self-management arrangements at this one time Council managed Bowls facility.

The project involves the procurement of a 24" Power Unit which is uniquely manufactured to accept bladed cutting cassettes, brushes, a spiker roller and Slitter aerator.

The Pontrhydyfen Bowls Club has adopted all maintenance and day to day operational matters from the Council under the prevailing austerity measures. It is now faced with maintaining the Green to a high standard and carrying out the post season renovation work. New apparatus is required to allow the volunteer workforce to maintain and improve the standards of performance on the Green. The state- of - the- art pedestrian mower with attachments would allow the Club to cut, brush, spike and aerate the playing surface. The accuracy and trueness of the Green is very much dependant on timely professional upkeep.

This investment will safeguard the future of the Green and the Club allowing it to grow its membership, extend patronage towards junior participation and realise its ambition, which is stipulated within its Constitution, of becoming a mixed Club attracting lady bowlers.

The need for the project revolves around keeping the facility playable, improving on the current maintenance regime and making the green

more resilient to the wear exerted by a growing membership. The Bowls Club offers the only sporting amenity within the centre of the village and has appeal to the many, not the few. The Club has had the foresight to apply successfully to the Sport Wales 'Places for Sport' Grant and has secured £4,000 from that programme. A well thought through, comprehensive bid to the Pen y Cymoedd Wind Farm Community Benefit Fund has also yielded a further £5,000 towards a project cost of £9,806.40 (inclusive of non - recoverable VAT).

The community benefits associated with this project include protecting this amenity into the future, consolidating its appeal to all citizens both as participants and spectators, and keeping people active outdoors irrespective of age or gender. This investment will help the Club develop its long term ambition of becoming a mixed Club and extending the pavilion to provide enhanced social and changing facilities.

The project costs are based upon a quotation secured from a reputable supplier of specialist fine sports turf machinery. The project has a funding shortfall of £806.40. The Bowls Club are contributing £123.90 and the shortfall of £682.50 is sought from Councillor Jeremy Hurley's Members Fund allocation.

The project will be sustained through Club Membership fees, Match Fees and Fundraising. The new acquisition will be safely and securely stored in the recently extended machinery store which is immediate to the Green.

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.

Upkeep of the machine, its use and its servicing will be the responsibility of the Club.

There will be no revenue implications for the Council going forward.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That this project proposal to acquire new grounds maintenance machinery for Pontrhydyfen Bowls Club is approved and that Councillor Hurley's allocation of £682.50, under the Members Community Fund, is awarded.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Pelenna initiative has been developed from the Members Community Fund Application Form submitted by Councillor Jeremy Hurley. The Quotation for the supply of the Power Unit with attachments has been entered on File for reference. The Constitution, Bank Account details, signatories and Insurance Policy that have accompanied this bid made to the Members Fund by the Third Sector Group have been retained. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

Officer Contact

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

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Resolven

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 tabled by the Ward Councillor for Resolven.

Executive Summary

2. The Members Community 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.

Background

3. To install a Community kitchen into the Resolven Miners Welfare Hall.

This project forms part of a more ambitious proposal to revitalise the Welfare Hall and return it to its former glory. The Application is made by a Charitable Incorporated Organisation (CIO) who's ultimate ambition is to re- establish the hall as a cinema, restaurant, Tourist Information Point and Heritage Centre.

The community kitchen project proposal is considered to be the starting point for making amenities within the Hall more welcoming and more adaptable - it will be used as a catalyst for future investment and sustainability giving the CIO a trading arm. The new kitchen is to benefit from nine assembled units, worktops, appliances and altro flooring.

The need for the project has been arrived at through robust community consultation. The Charity has carried out a Public Survey and several public consultation exercises at the Resolven Carnival, Glynneath Fun Day and Ynysfach School Fayre in 2018. Research has revealed the need for a Café as there is a gap in provision. With volunteer recruitment, training in Food Hygiene and Catering and further development of the Youth Trustee Programme the Hall will set up a 'Meals on Wheels' scheme for Sunday lunches.

The community benefits associated with this project will include improved health & Well-being, social interaction, employment, training and extending the range of services on offer. The new kitchen will help to consolidate the use of the Hall by existing users which include CISWO ladies, men's darts, bingo events and the Youth programme; - this investment in turn will make the Hall a truly inclusive intergenerational environment for existing and new patrons.

The project costs have been arrived at from seeking out Quotes from reputable suppliers. The total project cost is £5,357.02 of which £4,000 is sought from the Members Fund and Councillor Dean Lewis's allocation. The remaining £1,357.02 match funding will be in the form of secured donations.

The new installation, its upkeep, cleanliness and running repairs will fall to the CIO and the relevant Insurance cover. Users will be asked to adhere to a Code of Conduct whilst using the new facility and its appliances.

The long term sustainable benefits associated with the project include building a more resilient community, providing a venue for community - run events, co - location of workers and opportunities to develop new business.

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 ongoing inspection, insurance and maintenance of the community kitchen, its fixtures and fittings will be the responsibility of the Charity Trustees.

There will be no revenue burden on NPTCBC.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the

Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That this project proposal to further develop the Miners Welfare Hall in the Resolven Ward is approved and that Councillor Dean Lewis's allocation of £4,000, under the Members Community Fund is awarded.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Resolven initiative has been developed from the Members Community Fund Application Form submitted jointly by Councillor Dean Lewis and the Resolven & District Miners Welfare. The Quotes for the supply and installation of the fittings and fixtures have been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

Officer Contact

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

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Resolven

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 tabled by the Ward Councillor for Resolven.

Executive Summary

2. The Members Community 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.

Background

3. To add essential play equipment to the Bryn Golwg Play Area in Clyne.

This project forms part of a more complex initiative which will require input from the PDFU to facilitate delivery. It is intended to assist Clyne & Melincourt Community Council in augmenting the range of age appropriate play apparatus within this popular local play venue.

The Clyne & Melincourt Community Council has sought quotations for re - equipping the Play area at Bryn Golwg. Local consultation has revealed the need for a 2.4 m two bay swing unit with inclusive basket, flat and cradle seats. As a means of catering for the mid to late teens there is a need to level, provide a regulating coat and an overlay of macadam to the kick about area and to re - mark it for 5 a side football. The project proposal has recently benefited from a £14,000 Minor Projects Grant and will be supported by £3,500 from earmarked Community Council Reserves. There is a £4,995 funding shortfall on the proposal.

The Swings complete with the requisite Safety Surfacing and the rejuvenated kick about area, which will be chemically treated to suppress future weed growth, will help complete the range of dynamic, adventurous and challenging play equipment on offer.

The scheme has been arrived at by seeking quotes from approved suppliers and installers over an extended period. The products that

are to be used are sufficiently street tough. The steelwork to be used has a 25 year warranty, the Safety Surfacing 15 years and there is an extended 5 year warranty on anodised paintwork.

As a consequence of installing new equipment, long term there will be very little additional ongoing maintenance. The continued inspection, insurance and management of the play area will be the responsibility of the Clyne & Melincourt Community Council.

The need for this initiative has been established from representations made to the local County Councillor and the Community Councillors. There has been a local call to add more play equipment.

The long term sustainable community benefits associated with the project include extending the play value of the facility, adding more age appropriate inclusive play apparatus and safeguarding the future of the Park .In so doing children and young people will be able to keep physically active in a fun filled, safe and secure risk managed environment.

The request for grant aid from the Members Community Fund is for £4,995 which is the funding shortfall on the total project cost of £22,495 (£17,500 having already been secured, with VAT being recoverable).

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 ongoing inspection, insurance and maintenance of the Bryn Golwg play area will remain with Clyne & Melincourt Community Council.

There will be no revenue burden on NPTCBC.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act

2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That this project proposal to add equipment to the Bryn Golwg play area in the Resolven Ward is approved and that Councillor Dean Lewis's allocation of £4,995, under the Members Community Fund is awarded.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Resolven initiative has been developed from the Members Community Fund Application Form submitted jointly by Councillor Dean Lewis and Clyne & Melincourt Community Council. The Quotes for the supply and installation of the equipment have been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

Officer Contact

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

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30th October 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Sandfields East

Project Proposal made to the Members Community Fund

Purpose of the Report

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

Executive Summary

2. The Members Community 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.

Background

3. Supply and installation of 2 Automated External Defibrillators (AED's), to be located at Aberavon Green Stars RFC and Port Talbot Gas Welfare Club.

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

The defibrillators will be procured and installed via the Registered Charity, 'Cariad', which provides life-saving awareness and AED's to communities across Wales. 'Cariad' will supply the 'Zoll AED Plus' Defibrillator and accompanying insulated stainless steel cabinet. The cabinet is capable of maintaining the necessary ambient temperature to keep the AED batteries and pads ready for immediate use. The defibrillators are to be placed on the Welsh Ambulance Service Control Register, so that rescuers can be guided to the nearest AED in the event of an emergency.

This proposal is part of a wider initiative spearheaded by Cllr Latham and Cllr Crowley to fully equip the Ward of Sandfields East with publicly accessible defibrillators. On average, 8,000 people in Wales suffer a sudden cardiac arrest outside of hospital each year, and the survival rate is just 3-5%. The chances of survival are greatly increased when an AED is deployed. Time is critical. Cllrs Latham and Crowley have identified gaps in the provision of this life saving equipment at strategic locations across the Ward. These locations are in the most densely populated areas in Sandfields East and receive a huge amount of footfall. In the unfortunate event of a

cardiac arrest the provision of an AED nearby would allow persons in the vicinity to perform emergency medical treatment whilst waiting for the Emergency Services to respond.

The request for grant aid from the Members Community Fund is for £2,600, the total cost of procuring and installing the two defibrillators and cabinets from 'Cariad' (no match funding). This equates to £1,300 from Cllr Latham's allocation, and £1,300 from Cllr Crowley'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 defibrillators will be the responsibility of Aberavon Green Stars RFC and Port Talbot Gas Welfare Club respectively. Both of these entities have made an ongoing commitment to ensuring that this important piece of medical apparatus is appropriately insured and maintained for the foreseeable future.

Every defibrillator supplied by 'Cariad' comes with a seven year 'care package' offering regular checks, replacement batteries and pads, a 24 hour emergency call out service and automatic replacement of the AED if it is damaged or stolen. This will ensure that the defibrillators are kept in a state of readiness in case of an emergency.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That the project proposal for supply and installation of 2 Automated External Defibrillators (AED's), to be located at Aberavon Green Stars RFC and Port Talbot Gas Welfare Club be approved, and that Cllr Latham's allocation of £1,300.00, and Cllr Crowley's allocation of £1,300.00, be awarded under the Members Community Fund.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Sandfields East initiative has been developed from the Members Community Fund Application Forms submitted jointly by Councillor Edward Latham and Councillor Mathew Crowley. The Constitution, Audited Accounts, Quote and Bank Account details for Aberavon Green Stars RFC and Port Talbot Gas Welfare Club have been retained for future reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

15. Officer Contact

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

30 October 2019

Report of the Head of Transformation - A.Thomas

Matter for Decision

Wards Affected:

Sandfields East

Project Proposal made to the Members Community Fund

Purpose of the Report

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

Executive Summary

2. The Members Community 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.

Background

3. To modernise and make safe the bowling green facilities at Vivian Park.

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

Vivian Park Bowling Association are the Leaseholders of the two bowling greens and the pavilion at Vivian Park. The Association currently fields two male and one female side, and they are intent on developing a junior section. This will secure the future sustainability of the Association and continue the long tradition of bowls in Sandfields East. Concerted efforts have been made to develop links with the local Primary Schools, however in order to host junior practice sessions, the bowling facility needs to be upgraded and users guarded against injury. This application to the Members Fund proposes to upgrade the existing, time-expired, hard wood bank tops surrounding the two bowling greens by replacing them with a permanent perimeter of brickwork pavours.

The need for the proposal has been brought to the attention of Cllr Edward Latham by representatives of Vivian Park Bowling Association. The existing bank tops are peppered with finger traps, loose sections, exposed metal plates, protruding screw tops and sharp splinters of wood, all of which have the potential to cause injury. If the Bowling Association are to encourage increased participation, particularly amongst the younger generation, they need

to mitigate against causing personal harm to existing and potential users.

The long term community benefits associated with the project include creating a safe environment to develop junior participation in the game of bowls.

The total cost of the proposal is £3,427. The project has already benefitted from a £500 grant award from NPTCBC Community Safety Funding and £362 from the Bowling Associations own reserves. The Association now requests £1,605 from Cllr Edward Latham's Members Fund portfolio. The remaining £960 will be contributed by the Bowling Association in the form of voluntary 'in-kind labour,' as three of the club members have the constructional expertise and wherewithal to undertake the building work themselves.

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 by the core of volunteers at the Vivian Park Bowling Association. As the long-term Leaseholders, the Association is responsible for fully insuring and maintaining the bowling greens as stipulated in their tenancy agreement with NPTCBC.

This scheme has no financial implications for NPTCBC.

Integrated Impact Assessment

5. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle,

collaboration and involvement, with no impact on equalities or the Welsh language.

Valleys Communities Impacts

6. No implications

Workforce Impacts

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

Legal Impacts

8. 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

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

Consultation

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

Recommendations

11. That the project proposal to modernise and make safe the bowling green facilities at Vivian Park, be approved, and that £1,605.00 of Cllr Latham's allocation under the Members Community Fund be awarded.

Reasons for Proposed Decision

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

Implementation of Decision

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

List of Background Papers

14. This Sandfields East initiative has been developed from the Members Community Fund Application Form submitted by Councillor Edward Latham. The quotation and bank account details for Vivian Park Bowling Association have been retained for future reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

15. Officer Contact

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