



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

AGENDA

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

To all Members of Council

You are hereby summoned to attend a

MEETING OF THE COUNCIL

to be held at 2.00 pm on

WEDNESDAY 27 November 2019

in the

COUNCIL CHAMBER - PORT TALBOT CIVIC CENTRE

Prayers will be said by the Mayor's Chaplain prior to the commencement of the meeting.

--- A G E N D A ---

PART A

1. Mayor's Announcements
2. Declarations of Interest
3. Presentation by the Chief Fire Officer
4. Minutes of the Previous Meeting of Council (Civic Year 2019/20)
(Pages 5 - 6)
9 October 2019

PART B

5. Presentation by the WAO on the Draft Annual Improvement Report (Pages 7 - 58)
6. Director of Social Services Annual Report (Pages 59 - 106)
7. Neath Port Talbot Youth Justice and Early Intervention Annual Plan 2019-20 (Pages 107 - 176)
This report was commended to Council by the Social Care, Health and Wellbeing Cabinet Board on 17 October 2019.
8. Contract Procedure Rules (Pages 177 - 232)
9. Changes to Memberships in Committees and Outside Bodies (Pages 233 - 236)
10. Statement by the Leader of Council on the Swansea Bay City Deal

PART C

11. Minutes of the Previous Meetings of Cabinet and Cabinet Boards (Pages 237 - 272)

PART D

12. Notice of Motion under Section 10 of Part 4 (Rules of Procedure) the Council's Constitution Proposed by Councillor Paddison and seconded by Councillor Llewelyn

Fireworks are used by people throughout the year to mark different events. While they can bring much enjoyment to some people, they can cause significant problems and fear for other people and animals. They can be a source of fear and distress for many animals (including pet animals, farm livestock and wildlife). Animals affected not only suffer psychological distress but can also cause themselves injuries – sometimes very serious ones – as they attempt to run away or hide from the noise.

The following are significant concerns:

- The unpredictable, loud and high intensity noises that many fireworks make can cause fear;
- Debris produced by fireworks if found on the ground, can also pose a hazard to animals, such as horses and farm livestock

- The short lived nature of firework noise can make it difficult for the police or local authority officers to pinpoint locations and take action
- There is a need to raise awareness amongst owners of animals about fireworks phobias.

Further research is needed to properly understand the impact of noise on animals and a number of things can be done to improve the situation for animals and people by:

- Introducing a limit on the public use of fireworks on or close to specific dates and times;
- Tightening restrictions on the sale of fireworks in the run up to Bonfire night ;
- Reducing the maximum noise level of fireworks sold to the public, ensuring they are labelled accurately;
- Licensing all public firework displays – and ensuring displays are better advertised to the public.

This Council resolves:

- to require all public firework displays held on local authority land and/or which are subject to the consent of the Local Authority to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people
- to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks
- to write to the Welsh Government urging them to utilise any levers at their disposal to mitigate any negative impacts on animals and vulnerable people of the hosting of fireworks displays.
- to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays
- to encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display.”

13. Questions from Members, with Notice, under Rule 9.2 of the Council's Procedure Rules
14. Urgent Items
Any urgent items (whether public or exempt) at the discretion of the Mayor pursuant to Section 100B (4) (b) of the Local Government Act 1972.

Sh P.

Chief Executive

**Civic Centre
Port Talbot**

Thursday, 21 November 2019

COUNCIL

(Civic Centre, Port Talbot)

Members Present:

9 October 2019

The Mayor: Councillor S.Jones

Councillors: C.Clement-Williams, M.Crowley, S. ap Dafydd, N.J.E.Davies, O.S.Davies, C.Edwards, S.E.Freeguard, C.Galsworthy, W.F.Griffiths, J.Hale, S.Harris, M.Harvey, N.T.Hunt, S.K.Hunt, C.James, H.N.James, D.Jones, J.Jones, L.Jones, R.G.Jones, D.Keogh, S.A.Knoyle, E.V.Latham, D.Lewis, A.Llewelyn, A.R.Lockyer, A.McGrath, S.Miller, R.Mizen, S.Paddison, S.M.Penry, R.Phillips, L.M.Purcell, S.Rahaman, P.A.Rees, S.Renkes, S.H.Reynolds, P.D.Richards, A.J.Taylor, R.L.Taylor, D.Whitelock, C.Williams, A.Wingrave, R.W.Wood and A.N.Woolcock

Officers in Attendance: S.Phillips, C.Griffiths, S.Rees, L.Margetson and A Manchipp

1. **ACCESS TO MEETINGS**

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

2. **APPOINTMENT OF THE DIRECTOR OF ENVIRONMENT AND REGENERATION**

RESOLVED: 1. That, following the interviews for the post

- of Director of Environment and Regeneration,
Council agreed to make an appointment;
2. That N.P. be appointed to the post of
Director of Environment and Regeneration,
at the minimum pay grade, subject to the
standard pre-employment checks.

CHAIRPERSON

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Council

27 November 2019

Report of

**Assistant Chief Executive and Chief Digital Officer
K.Jones**

Matter for Information

Wards Affected: All Wards

Wales Audit Office (WAO): Neath Port Talbot Council Annual Improvement Report (AIR) 2018-2019

Purpose of Report

1. To receive a presentation from Colin Davies (from Wales Audit Office) on the Wales Audit Office's (WAO) Annual Improvement Report 2018-19 for Neath Port Talbot Council.

Executive Summary

2. The Local Government (Wales) Measure 2009 requires the Auditor General to undertake a forward – looking annual improvement assessment and to publish an Annual Improvement Report (AIR) for each improvement authority in Wales. The Annual Improvement Report is attached at appendix 1.
3. The WAO also produce a number of different types of reports. Some of the reports are termed “Local Reports” as they relate to audit work undertaken in specific Council's and are funded from local fees. Other reports are termed “National Reports” as they relate to a programme of national studies and local government studies which are funded from the Welsh Consolidated Fund.
4. During the course of the year, no formal recommendations were made by the Auditor General deriving from the local work undertaken by the

WAO. However, a number of proposals for improvement were made (as set out in Exhibit 1 in the AIR).

5. Exhibit 2 in the AIR sets out the recommendations made in relation to the National Reports issued by the WAO during 2018-19.
6. The Auditor General will monitor progress against those proposals for improvement derived from the local work and any relevant recommendations made to local government in the National Reports published.

Background

7. In 2018-19, the WAO undertook improvement assessment work; an assurance and risk assessment project; and work in relation to the Wellbeing of Future Generations Act (Wales) 2015.
8. The improvement assessment work considers the likelihood a Council will comply with its duty to make arrangements to secure continuous improvement. This is the main piece of work that enables the Auditor General to fulfil his duties and by producing the AIR, discharging the duties under the section 24 of the Local Government (Wales) Measure 2009.
9. Based on the work carried out by the Wales Audit Office and other relevant regulators since publication of the last AIR, the Auditor General believes Neath Port Talbot Council is likely to comply with the requirements of the Local Government (Wales) Measure 2009.

Local Reports 2018-2019

10. Below is a brief summary of the outcome of the work undertaken by the WAO (as set out in Exhibit 1) and the Council's reporting processes in place to respond to the proposals for improvement.
 - Assurance and Risk Assessment Project – there were no proposals for improvement.
 - Well-being of Future Generations Act (Wales) 2015 examination work (first 1,000 days) – there were no proposals for improvement but a number of opportunities to further embed the five ways of working were identified. These are set out in a full report issued separately for this work in the form of an action plan and have been reported to Cabinet on 2 October 2019.
 - Annual Audit Letter 2017-18 – there were no proposals for improvement, also reported to Cabinet on 19 June 2019.

- Service User Perspective Review: Online Services – there were two proposals for improvement - reported to Cabinet 31 July 2019.
- Leisure Services review - follow up of review undertaken in 2014 as part of the 'delivering with less' themed studies – there were two proposals for improvement. This is scheduled to be reported to Leisure and Culture Sub Committee on 5 December 2019.
- Environmental Health review – follow up of review undertaken in 2014 as part of the 'delivering with less' themed studies - there were two proposals for improvement - reported to Regeneration and Sustainable Development Cabinet Board on 18 October 2019.

National Reports 2018-19

11. Exhibit 2 of the AIR sets out all of the recommendations included in National Reports published by the WAO during 2018-19. The expectation from the WAO is that consideration is given to the recommendations relevant to local government, followed by a response to indicate whether the Council is accepting the relevant recommendations.
12. Appendix 2 (Council's Response Form) contains only those recommendations relevant to local government and the Council's response as to whether it is accepting these recommendations.

Financial Appraisal

13. The programme of audit and improvement assessment work undertaken by the Wales Audit Office during 2018-19 has been delivered within the budget allocated for audit and inspection work.

Integrated Impact Assessment

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

Valleys Communities Impact

15. No implications.

Workforce Impact

16. There are no workforce impacts.

Legal Impact

17. The Local Government (Wales) Measure 2009 requires the Auditor General to undertake an annual improvement assessment and to publish an annual improvement report for each improvement authority in Wales.

Risk Management

18. The findings of the Wales Audit Office are a key input into the Council's corporate governance arrangements and the areas identified for improvement work inform the Annual Governance Statement and the associated improvement action plan.

Consultation

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

Recommendations

20. For Council to note the work that has been undertaken or is in the process of being undertaken in relation to the proposals for improvement / recommendations contained within 2018-19 AIR.

Reason for Proposed Decision

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

Implementation of Decision

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

Appendices

23. Appendix 1 – Wales Audit Office (WAO): Neath Port Talbot Council Annual Improvement Report (AIR) 2018-2019.
24. Appendix 2 – Council's Response Form.

List of Background Papers

25. Neath Port Talbot County Borough Council Annual Report (2018-2019).
26. Neath Port Talbot County Borough Council Corporate Plan (2018-2022).

Officer Contact

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



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Annual Improvement Report

Neath Port Talbot County Borough Council

Issued: September 2019

Document reference: 1443A2019-20

This Annual Improvement Report has been prepared on behalf of the Auditor General for Wales by Colin Davies, Alison Lewis, Katherine Simmons and Sara Leahy under the direction of Huw Rees.

Adrian Crompton
Auditor General for Wales
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

The Auditor General is independent of government, and is appointed by Her Majesty the Queen. The Auditor General undertakes his work using staff and other resources provided by the Wales Audit Office Board, which is a statutory board established for that purpose and to monitor and advise the Auditor General. The Wales Audit Office is held to account by the National Assembly.

The Auditor General audits local government bodies in Wales, including unitary authorities, police, probation, fire and rescue authorities, national parks and community councils. He also conducts local government value for money studies and assesses compliance with the requirements of the Local Government (Wales) Measure 2009.

Beyond local government, the Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Assembly Commission and National Health Service bodies in Wales.

The Auditor General and staff of the Wales Audit Office aim to provide public-focused and proportionate reporting on the stewardship of public resources and in the process provide insight and promote improvement.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

This document is also available in Welsh.

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Summary report

2018-19 performance audit work

- 1 To decide the range and nature of the work we would undertake during the year, we considered how much we already know from all previous audit and inspection work and from other sources of information including Neath Port Talbot County Borough Council's (the Council) own mechanisms for review and evaluation. For 2018-19, we undertook improvement assessment work; an assurance and risk assessment project and work in relation to the Wellbeing of Future Generations Act at all councils. At some councils, we supplemented this work with local risk-based audits, identified in the Audit Plan for 2018-19.
- 2 The work carried out since the last Annual Improvement Report (AIR), including that of the relevant regulators, is set out in [Exhibit 1](#).

The Council is meeting its statutory requirements in relation to continuous improvement

- 3 Based on, and limited to, the work carried out by the Wales Audit Office and relevant regulators, the Auditor General believes that the Council is likely to comply with the requirements of the Local Government Measure (2009) during 2019-20.

Recommendations and proposals for improvement

- 4 Given the wide range of services provided by the Council and the challenges it is facing, it would be unusual if we did not find things that can be improved. The Auditor General is able to:
 - make proposals for improvement – if proposals are made to the Council, we would expect it to do something about them and we will follow up what happens;
 - make formal recommendations for improvement – if a formal recommendation is made, the Council must prepare a response to that recommendation within 30 working days;
 - conduct a special inspection, publish a report and make recommendations; and
 - recommend to ministers of the Welsh Government that they intervene in some way.

- 5 During the course of the year, the Auditor General did not make any formal recommendations. However, we have made a number of proposals for improvement and these are repeated in this report. We will monitor progress against them and relevant recommendations made in our national reports ([Appendix 3](#)) as part of our improvement assessment work.

Audit, regulatory and inspection work reported during 2018-19

Exhibit 1: audit, regulatory and inspection work reported during 2018-19

Description of the work carried out since the last AIR, including that of the relevant regulators, where relevant.

Issue date	Brief description	Conclusions	Proposals for improvement
January 2019	<p>Assurance and Risk Assessment</p> <p>Project to identify the level of audit assurance and/or where further audit work may be required in future years in relation to risks to the Council:</p> <ul style="list-style-type: none"> • putting in place proper arrangements to secure value for money in the use of resources; • putting in place arrangements to secure continuous improvement; and • acting in accordance with the sustainable development principle in setting wellbeing objectives and taking steps to meet them. 	<p>Arising from this project we identified the following topics for inclusion in our audit programme at the council for 2019-20:</p> <ul style="list-style-type: none"> • assurance and risk assessment (ongoing work); • financial sustainability (theme delivered across Wales); • a Well-being of Future Generations (Wales) Act 2015 examination; • a review of the Council's new integrated system (CAMMS) for reporting risks and performance data. 	None.

Issue date	Brief description	Conclusions	Proposals for improvement
July 2019	<p>Well-being of Future Generations Act (Wales) 2015 (WFG Act) examinations</p> <p>Examination of the extent to which the Council is acting in accordance with the sustainable development principles in its well-being objective 'To improve the well-being of children and young people'. Under the improvement priority 'children in their early years will benefit from integrated and effective pre-school programmes that maximise their well-being and their readiness for learning'. The work will be focused on the step 'We will work with partners to ensure that we target support to those children at risk of adverse childhood experience in the first 1,000 days of their lives'</p>	<p>Overall, we found: The Council is acting in accordance with the sustainable development principle in developing the step but there are opportunities to further embed the five ways of working:</p> <ul style="list-style-type: none"> • The Council has considered the long-term benefits in setting this step and recognises the need to develop outcome measures; • Prevention is fundamental to the approach the Council is taking in developing the step; • The Council recognises the need for an integrated approach to maximise benefits from the step and is supporting this through the Public Service Board; • The Council is collaborating with partners in designing and developing the step; and • The Council is involving key partners in developing the step and going forward needs to ensure it effectively involves the full diversity of its communities. 	<p>Whilst our examinations did not make any proposals for improvement, we identified areas in which the Council could improve. These are detailed in our full report.</p>

Issue date	Brief description	Conclusions	Proposals for improvement
November 2018	<p>Annual audit letter 2017-18</p> <p>Letter summarising the key messages arising from the Auditor General's statutory responsibilities under the Public Audit (Wales) Act 2004 and his reporting responsibilities under the Code of Audit Practice. The Annual Audit Letter is in Appendix 2 of this report.</p>	<ul style="list-style-type: none"> • The Council complied with its responsibilities relating to financial reporting and use of resources; • The Council has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources; • The work to date on certification of grant claims and returns has not identified significant issues that would impact on the 2018-19 accounts or key financial systems; and • The Council has a track record of managing its finances but the financial challenge will continue over the medium term. 	None.
Local risk-based performance audit			
June 2019	<p>Service User Perspective Review: Online Services</p> <p>Our review sought to answer the question, 'Do the needs, experiences and aspirations of service users inform the design and delivery of services to more closely meet their needs?' Our focus in this review was on the Council's approach to channel shifting services online.</p>	<p>Overall, we found that: most service users in our survey were satisfied with the Council's online services but the Council is not gathering user satisfaction data on the individual services it has shifted online. We reached this conclusion because:</p> <ul style="list-style-type: none"> • the Council has undertaken some involvement of service users in the design of its online services and most service users in our survey said the Council's online services were easy to use; • the Council is successfully shifting services online and most service users in our survey 	<p>Service user involvement</p> <p>P1 The Council should develop a systematic approach to involving service users in the future design and development of its online/channel shifted services.</p> <p>Service user satisfaction</p> <p>P2 The Council should develop additional ways to generate more service user feedback on its online services, so that it can continue to make improvements.</p>

Issue date	Brief description	Conclusions	Proposals for improvement
		<p>said they would recommend the Council's online services;</p> <ul style="list-style-type: none"> the Council is extending its range of online services while still allowing people to access services through more traditional means; and most service users in our survey said it was easy to let the Council know about issues with its online provision, but the Council is not capturing user satisfaction data for individual services it has shifted online. 	
June 2019	<p>Leisure Services Review of the arrangements the council has put in place to deliver leisure services building on the study previously undertaken by the Auditor General as part of the 'delivering with less' themed studies.</p>	<p>Overall, we found that: The Council's arrangement with Celtic Leisure is working well at an operational level but the Council is not considering how leisure services could contribute more to its wider strategic objectives.</p>	<p>P1 Develop a strategic plan for leisure services.</p> <p>P2 Develop a broad range of performance information to enable the Council to assess the effectiveness and outcomes from its leisure provision.</p>
June 2019	<p>Environmental Health Review of the arrangements the council has put in place to deliver environmental health services building on the study previously undertaken by the Auditor General as part of the 'delivering with less' themed studies.</p>	<p>Overall, we found that: The Council considers that it is continuing to meet its statutory obligations for environmental health services with reduced resources and we found that the Council is changing the way it delivers its environmental health services to make better use of the resources available but performance management arrangements for the service need strengthening.</p>	<p>Business planning</p> <p>P1 Strengthen business planning by ensuring that the impact of and response to increased demand on resource requirements is clearly set out in the business plan.</p> <p>Performance management</p> <p>P2 The Council needs to strengthen performance management by:</p>

Issue date	Brief description	Conclusions	Proposals for improvement
			<ul style="list-style-type: none"> - Reviewing the information it is using to assess the performance of its environmental health services to ensure it supports a full and accurate assessment of performance to drive improvement; and - Having a mechanism in place for assuring itself that it is delivering its statutory environmental health services.
Improvement planning and reporting			
May 2018	Wales Audit Office annual improvement plan audit Review of the Council's published plans for delivering on improvement objectives.	The Council has complied with its statutory improvement planning duties.	None.
November 2018	Wales Audit Office annual assessment of performance audit Review of the Council's published performance assessment.	The Council has complied with its statutory improvement reporting duties.	None.
Reviews by inspection and regulation bodies			
No reviews by Estyn have taken place during the time period covered in this report.			
June 2019	Care Inspectorate Wales: Inspection of Older Adults at Neath Port Talbot County Borough Council.		
2018/19	Care Inspectorate Wales: Local authority annual performance review letter 2018/19		

Appendix 1

Status of this report

The Local Government (Wales) Measure 2009 (the Measure) requires the Auditor General to undertake a forward-looking annual improvement assessment, and to publish an annual improvement report, for each improvement authority in Wales. Improvement authorities (defined as local councils, national parks, and fire and rescue authorities) have a general duty to 'make arrangements to secure continuous improvement in the exercise of [their] functions'.

The annual improvement assessment considers the likelihood that an authority will comply with its duty to make arrangements to secure continuous improvement. The assessment is also the main piece of work that enables the Auditor General to fulfil his duties. Staff of the Wales Audit Office, on behalf of the Auditor General, produce the annual improvement report. The report discharges the Auditor General's duties under section 24 of the Measure, by summarising his audit and assessment work in a published annual improvement report for each authority. The report also discharges his duties under section 19 to issue a report certifying that he has carried out an improvement assessment under section 18 and stating whether (as a result of his improvement plan audit under section 17) he believes that the authority has discharged its improvement planning duties under section 15.

The Auditor General may also, in some circumstances, carry out special inspections (under section 21), which will be reported to the authority and Ministers, and which he may publish (under section 22). An important ancillary activity for the Auditor General is the co-ordination of assessment and regulatory work (required by section 23), which takes into consideration the overall programme of work of all relevant regulators at an improvement authority. The Auditor General may also take account of information shared by relevant regulators (under section 33) in his assessments.

Appendix 2

Annual Audit Letter

24 Cathedral Road / 24 Heol y Gadeirlan
Cardiff / Caerdydd
CF11 9LJ
Tel / Ffôn: 029 2032 0500
Fax / Ffacs: 029 2032 0600
Textphone / Ffôn testun: 029 2032 0660
info@audit.wales / post@archwilio.cymru
www.audit.wales / www.archwilio.cymru

Please contact us in Welsh or English.
Cysylltwch â ni'n Gymraeg neu'n Saesneg.

Steven Phillips
Chief Executive
Neath Port Talbot County Borough Council
Civil Centre
Port Talbot
SA13 1PJ

Reference: 949A2018-19

Date issued: 30 November 2018

Dear Mr Phillips

Annual Audit Letter – Neath Port Talbot County Borough Council 2017-18

This letter summarises the key messages arising from my statutory responsibilities under the Public Audit (Wales) Act 2004 and my reporting responsibilities under the Code of Audit Practice.

The Council complied with its responsibilities relating to financial reporting and use of resources

It is Neath Port Talbot County Borough Council's (the Council's) responsibility to:

- put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
- maintain proper accounting records;
- prepare a Statement of Accounts in accordance with relevant requirements; and

- establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Public Audit (Wales) Act 2004 requires me to:

- provide an audit opinion on the accounting statements;
- review the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources; and
- issue a certificate confirming that I have completed the audit of the accounts.
- Local authorities in Wales prepare their accounting statements in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. This code is based on International Financial Reporting Standards.
- The draft financial statements were shared with us on 23 May 2018, a week earlier than in 2016-17 and five weeks earlier than the statutory deadline. Despite the shorter timescale, the draft financial statements were generally prepared to a good standard and were supported by comprehensive and timely working papers. The key matters arising from the audit of the financial statements were reported to members of the Audit Committee in my Audit of Financial Statements report on 25 July 2018.

On 30 July 2018, I issued an unqualified audit opinion on the financial statements confirming that they present a true and fair view of the Council's financial position and transactions. I also issued the certificate confirming that the audit of the accounts had been completed on the same day.

I am satisfied that the Council has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources

My consideration of the Council's arrangements to secure economy, efficiency and effectiveness has been based on the audit work undertaken on the accounts as well as placing reliance on the work completed under the Local Government (Wales) Measure 2009. The Auditor General published his Annual Improvement Report in September 2018 and concluded that the Council was meeting its statutory requirements in relation to continuous improvement.

My work to date on certification of grant claims and returns has not identified significant issues that would impact on the 2018-19 accounts or key financial systems

My ongoing work on the certification of grants claims and returns has not identified any significant issues to date in relation to the accounts or the Council's key financial systems. I will report any key issues to the Director of Finance and Corporate Services once this year's programme of certification work is complete.

The Council has a track record of managing its finances but the financial challenge will continue over the medium term

Austerity funding remains the most significant challenge facing local government bodies in Wales and these financial pressures are likely to continue for the medium term. The recent provisional local government funding settlement will see the Council's settlement increase by 0.2%.

In 2017-18, the Council's underspent its net revenue budget by £1.6 million and increased its useable reserves by £8 million. As at 31 March 2018, the Council had useable reserves of £58.6 million, £20 million in the General Fund reserve and a further £38.6 million in earmarked reserves.

In setting its 2018-19 budget, the Council identified the need to make savings of £6.79 million. As at October 2018, the Council was projecting a year end overspend of £1.65 million. Work is currently ongoing to minimise overspends and identify additional savings to reduce the projected overspend and the adverse impact on reserves, the level of which the Council projects will be maintained at 31 March 2019.

Since 2010, the Council has delivered £83 million of savings but further savings will be required in the future. The Council's latest forward financial plan projects a revenue funding shortfall of £64.6 million across the period 2019-20 to 2022-23. The Council is currently out to consultation on its draft Budget and how it proposes to balance the 2019-20 budget with cuts and income generating proposals totalling £8 million, but the majority of the projected shortfall (£55 million) is yet to be identified. The Council is proposing to utilise £3.5 million of its general fund reserve to support its net revenue budget in 2019-20.

The financial audit fee for 2017-18 is currently expected to be in line with the agreed fee set out in the Annual Audit Plan.

Yours sincerely



Derwyn Owen
Engagement Director
For and on behalf of the Auditor General for Wales

cc: Councillor Rob G. Jones, Leader
Hywel Jenkins, Director of Finance and Corporate Services

Appendix 3

National report recommendations 2018-19

Exhibit 2: national report recommendations 2018-19

Summary of proposals for improvement relevant to local government, included in national reports published by the Wales Audit Office, since publication of the last AIR'.

Date of report	Title of review	Recommendation
October 2018	<u>Procuring Residual and Food Waste Treatment Capacity</u>	R1 The projections for the three residual waste projects in the Programme assume that, across the 14 councils involved, the overall amount of residual waste will increase through the lifetime of the contracts. If these projections are accurate then something significant would have to occur beyond 2040 to reach zero waste across these council areas by 2050. If the projections are not accurate then there is the risk that councils will pay for capacity they do not need. We recommend that the Welsh Government: <ul style="list-style-type: none">• in reviewing the Towards Zero Waste strategy, considers how its ambition of there being no residual waste by 2050 aligns with current projections for residual waste treatment; and• works with councils to consider the impact of changes in projections on the likely cost of residual waste projects and any mitigating action needed to manage these costs.

Date of report	Title of review	Recommendation
		<p>R2 The Welsh Government's programme support to date has mainly focused on project development and procurement. Now that most of the projects are operational, the focus has shifted to contract management. We recommend that the Welsh Government continue its oversight of projects during the operational phase by:</p> <ul style="list-style-type: none"> • building on its existing model of providing experienced individuals to assist with project development and procurement and making sure input is available to assist with contract management if required; • setting out its expectations of councils regarding contract management; • ensuring partnerships revisit their waste projections and associated risks periodically, for example to reflect updated population projections or economic forecasts; and • obtaining from partnerships basic management information on gate fees paid, amount of waste sent to facilities and quality of contractor service.

Date of report	Title of review	Recommendation
November 2018	<u>Local Government Services to Rural Communities</u>	<p>R1 Socio economic change, poor infrastructure and shifts in provision of key services and facilities has resulted in the residualisation of communities in rural Wales. We recommend that Welsh Government support public bodies to deliver a more integrated approach to service delivery in rural areas by:</p> <ul style="list-style-type: none"> • refreshing rural grant programmes to create sustainable financial structures, with multi-year allocations; and • helping people and businesses make the most of digital connectivity through targeted and more effective business and adult education support programmes. <p>R2 The role of Public Service Boards is evolving but there are opportunities to articulate a clearer and more ambitious shared vision for rural Wales (see paragraphs 2.2 to 2.9 and 2.28 to 2.31). We recommend that PSB public services partners respond more effectively to the challenges faced by rural communities by:</p> <ul style="list-style-type: none"> • assessing the strengths and weaknesses of their different rural communities using the Welsh Governments Rural Proofing Tool and identify and agree the local and strategic actions needed to support community sustainability; and • ensuring the Local Well-Being Plan sets out a more optimistic and ambitious vision for ‘place’

Date of report	Title of review	Recommendation
		<p style="text-align: center;">with joint priorities co-produced by partners and with citizens to address agreed challenges.</p> <p>R3 To help sustain rural communities, public services need to think differently in the future (see paragraphs 3.1 to 3.12). We recommend councils provide a more effective response to the challenges faced by rural communities by:</p> <ul style="list-style-type: none"> • ensuring service commissioners have cost data and qualitative information on the full range of service options available; and • using citizens' views on the availability, affordability, accessibility, adequacy and acceptability of council services to shape the delivery and integration of services. <p>R4 To help sustain rural communities, public services need to act differently in the future (see paragraphs 3.1 to 3.12). We recommend councils do more to develop community resilience and self-help by:</p> <ul style="list-style-type: none"> • working with relevant bodies such as the Wales Co-operative Centre to support social enterprise and more collaborative business models; • providing tailored community outreach for those who face multiple barriers to accessing public services and work;

Date of report	Title of review	Recommendation
		<ul style="list-style-type: none"> • enhancing and recognising the role of town and community councils by capitalising on their local knowledge and supporting them to do more; • encouraging a more integrated approach to service delivery in rural areas by establishing pan-public service community hubs, networks of expertise, and clusters of advice and prevention services; • enabling local action by supporting community asset transfer identifying which assets are suitable to transfer, and having the right systems in place to make things happen; and • improving community-based leadership by developing networks of interest, training and coaching, and encouraging volunteering.
November 2018	<u>Waste Management in Wales: Municipal Recycling</u>	<p>R1 Benchmarking work has found that the cost of certain waste management services show surprising variation (paragraphs 1.31-1.39). The Welsh Government should work with councils to understand better the basis of the variation in spending on waste management services that are fundamentally the same and ensure that waste management costs are accounted for in a consistent way.</p> <p>R2 The Welsh Government believes that, if applied optimally, its Collections Blueprint offers the most cost-effective overall means of collecting recyclable resources but is planning</p>

Date of report	Title of review	Recommendation
		<p>further analysis (paragraphs 1.40-1.51). When undertaking its further analysis to understand better the reasons for differences in councils' reported costs, and the impact on costs where councils have adopted the Collections Blueprint, we recommend that the Welsh Government:</p> <ul style="list-style-type: none"> • explores how the cost of collecting dry recyclables may affect the overall cost of providing kerbside waste management services to households; and • compares the actual costs with the costs modelled previously as part of the Welsh Government-commissioned review of the Collections Blueprint for councils that now operate the Collections Blueprint. <p>R3 The Welsh Government has undertaken to consider alternatives to the current weight-based recycling targets which can better demonstrate the delivery of its ecological footprint and carbon reduction goals (paragraphs 2.38-2.45). We recommend that the Welsh Government replace or complement the current target to recycle, compost and reuse wastes with performance measures to refocus recycling on the waste resources that have the largest impact on carbon reduction, and/or are scarce. We recognise that the Welsh Government may need to consider the affordability of data collection for any alternative means of measurement.</p>

Date of report	Title of review	Recommendation
		<p>R4 In refreshing Towards Zero Waste, the Welsh Government needs to show that wider sustainability benefits sought through municipal recycling offer value and cannot be more readily attained in other ways and at lower cost including, but not necessarily limited to, other waste management interventions (paragraphs 2.52-2.53). The Welsh Government should demonstrate in the revised waste strategy that not only is it possible to recycle a greater proportion of municipal waste, but how doing so maximises its contribution to achieving its sustainable development objectives.</p>
November 2018	<p><u>Provision of Local Government Services to Rural Communities: Community Asset Transfer</u></p>	<p>R1 Local authorities need to do more to make CATs (Community Asset Transfers) simpler and more appealing, help build the capacity of community and town councils, give them more guidance in raising finance, and look to support other community development models such as social enterprises that support social value and citizen involvement. In addition, we recommend that local authorities monitor and publish CAT numbers and measure the social impact of CATs.</p> <p>R2 Local authorities have significant scope to provide better and more visible help and support before, during, and after the community asset transfer process. We conclude that there is considerable scope to improve the business planning, preparation, and aftercare for community asset transfer. We recommend that local authorities:</p>

Date of report	Title of review	Recommendation
		<ul style="list-style-type: none"> • identify community assets transfer's role in establishing community hubs, networks of expertise and clusters of advice and prevention services; • work with town and community councils to develop their ability to take on more CATs; • identify which assets are suitable to transfer, and clarify what the authority needs to do to enable their transfer; • ensure their CAT policy adequately covers aftercare, long term support, post transfer support, signposting access to finance, and sharing the learning about works well; and • support community-based leadership by developing networks of interest, training and coaching, and encouraging volunteering.
December 2018	<u>The maturity of local government in use of data</u>	<p>R1 Part 1 of the report highlights the importance of creating a strong data culture and clear leadership to make better use of data. We recommend that local authorities:</p> <ul style="list-style-type: none"> • have a clear vision that treats data as a key resource; • establish corporate data standards and coding that all services use for their core data; • undertake an audit to determine what data is held by services and identify any duplicated records and information requests; and

Date of report	Title of review	Recommendation
		<ul style="list-style-type: none"> • create a central integrated customer account as a gateway to services. <p>R2 Part 2 of the report notes that whilst it is important that authorities comply with relevant data protection legislation, they also need to share data with partners to ensure citizens receive efficient and effective services. Whilst these two things are not mutually exclusive, uncertainty on data protection responsibilities is resulting in some officers not sharing data, even where there is agreement to provide partners with information. We recommend that authorities:</p> <ul style="list-style-type: none"> • provide refresher training to service managers to ensure they know when and what data they can and cannot share; and • review and update data sharing protocols to ensure they support services to deliver their data sharing responsibilities. <p>R3 In Part 3 of our report, we conclude that adequate resources and sufficient capacity are ongoing challenges. However, without upskilling staff to make better use of data, authorities are missing opportunities to improve their efficiency and effectiveness. We recommend that authorities:</p> <ul style="list-style-type: none"> • identify staff who have a role in analysing and managing data to remove duplication and free up

Date of report	Title of review	Recommendation
		<p>resources to build and develop capacity in data usage; and</p> <ul style="list-style-type: none"> • invest and support the development of staff data analytical, mining and segmentation skills. <p>R4 Part 4 of our report highlights that authorities have more to do to create a data-driven decision-making culture and to unlock the potential of the data they hold. We recommend that local authorities:</p> <ul style="list-style-type: none"> • set data reporting standards to ensure minimum data standards underpin decision making; and • make more open data available.
March 2019	<u>Waste Management in Wales - Preventing waste</u>	<p>R1 Increasing the focus on waste prevention to reflect the overall aims of Towards Zero Waste</p> <p>Available data on the amount of waste produced suggests mixed progress to deliver the Welsh Government’s waste prevention targets. We recommend that the Welsh Government:</p> <ol style="list-style-type: none"> a) revisits the relative priority it gives to recycling and waste prevention as part of its review of Towards Zero Waste; b) sets out clearly the expectations on different organisations and sectors for waste prevention; and c) revisits its overall waste prevention targets and the approach it has taken to monitor them in light of progress to date, examples from other countries and in the context of current projections about waste arising through to 2050.

Date of report	Title of review	Recommendation
		<p>R2 Improving data on commercial, industrial, construction and demolition waste</p> <p>The Welsh Government is a partner in initial work to assess the feasibility of developing a new digital solution to track all waste. If this preferred option does not succeed, we recommend that the Welsh Government works with Natural Resources Wales to explore the costs and benefits of other options to improve non-municipal waste data in Wales, including additional powers to require waste data from businesses.</p>
June 2019	<p><u>The Effectiveness of Local Planning Authorities in Wales</u></p>	<p>R1 Part 1 of the report sets out the complexities of the planning system showing how challenging it is for local planning authorities to effectively engage with and involve stakeholders in choices and decisions. To improve involvement with stakeholders and ownership of decisions we recommend that:</p> <ul style="list-style-type: none"> • local planning authorities: <ul style="list-style-type: none"> – test current engagement and involvement practices and consider the full range of other options available to ensure involvement activities are fit for purpose; – use ‘Place Plans’ as a vehicle to engage and involve communities and citizens in planning choices and decision making; and – improve transparency and accountability by holding planning meetings at appropriate times, rotating meetings to take place in areas which are subject to proposed development, webcasting meetings and providing opportunities for stakeholders to address committee meetings.

Date of report	Title of review	Recommendation
		<ul style="list-style-type: none"> • Welsh Government: <ul style="list-style-type: none"> – review the Development Management Procedure Order 2012 and update the engagement and involvement standards for local planning authorities. <p>R2 Part 2 of the report highlights that local planning authorities have been subject to significant reductions in funding and struggle to deliver their statutory responsibilities. To improve resilience, we recommend that local planning authorities:</p> <ul style="list-style-type: none"> • review their building control fee regimes to ensure the levels set better reflect the actual cost of providing these services and make the service self-funding; and • improve capacity by working regionally to: <ul style="list-style-type: none"> – integrate services to address specialism gaps; – develop joint supplementary planning guidance; and – develop future local development plans regionally and in partnership with other local planning authorities. <p>R3 Part 2 of the report highlights that the cost of development control services is not reflected in the charges set for these services and progress in developing regional responses to strengthen resilience has been slow. We recommend that the Welsh Government:</p> <ul style="list-style-type: none"> • reviews development control fees to ensure the levels set better reflect the actual cost of providing these services; and • consider how to use the powers in the Planning (Wales) Act to support and improve local planning authority capacity and resilience.

Date of report	Title of review	Recommendation
		<p>R4 Part 3 of the report summarises the effectiveness and impact of local planning authorities decision making and how well they are performing against national measures. We recommend that local planning authorities improve the effectiveness of planning committees by:</p> <ul style="list-style-type: none"> • reviewing their scheme of delegation to ensure planning committees are focussed on the most important strategic issues relevant to their authority; • revising reporting templates to ensure they are clear and unambiguous to help guide decision making and reduce the level of officer recommendations overturned; and • enforcing the local planning authorities' standards of conduct for meetings. <p>R5 Part 4 of the report identifies the central role of planning to delivering the ambitions of the Wellbeing of Future Generations Act. We recommend that local planning authorities:</p> <ul style="list-style-type: none"> • set a clear ambitious vision that shows how planning contributes to improving wellbeing; • provide planning committee members with regular and appropriate wellbeing training and support to help deliver their wider responsibilities; • set appropriate measures for their administration of the planning system and the impact of their planning decisions on wellbeing; and • annually publish these performance measures to judge planning authorities impact on wellbeing.

Wales Audit Office
24 Cathedral Road
Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: info@audit.wales

Website: www.audit.wales

Swyddfa Archwilio Cymru
24 Heol y Gadeirlan
Caerdydd CF11 9LJ

Ffôn: 029 2032 0500

Ffacs: 029 2032 0600

Ffôn testun: 029 2032 0660

E-bost: post@archwilio.cymru

Gwefan: www.archwilio.cymru

Neath Port Talbot Council

Response Form to National Report recommendations relevant to local government

Ref:	Date of report:	Title of review:	Recommendation	Accepting / Comment	Action Plan
NR2	November 2018	Provision of Local Government Services to Rural Communities: Community Asset Transfer (CAT)			

NPT Background:

Over the years this and predecessor Authorities have occasionally transferred responsibility for the repair, maintenance and operation of a number of property assets primarily of playing fields and pavilion to user sports clubs and community halls and facilities to Town and Community Councils by way of repairing leases which for all intent and purposes were Community Asset Transfers (CATs).

These leases were usually for a term of 25 years subject to a 5 year review in a fairly standard lease format at an annual rent which reflected its limited use. This was on the basis that the tenants could then apply to the Authority for a grant to cover part or all of the annual rent which was then considered and if deemed appropriate awarded on the merits of each case.

However this emphasis on leased CATs changed with the onset of the severe cuts to the Authorities budgets resultant of national austerity measures starting back in 2013. Since that time the Authority has granted some 85 standard repairing leases of property assets to sports and community groups and organisations via CATs transfers to include all of its sports ground and facilities, most of its community centres, many of its libraries and some playgrounds.

Ref: NR2	Date of report: November 2018	Title of review: <u>Provision of Local Government Services to Rural Communities: Community Asset Transfer (CAT)</u>	Recommendation	Accepting / Comment	Action Plan
<p>This has been a very successful exercise with all of the facilities still being leased and operating for the benefit of the local communities. The only exception being the bowls green at Ynyscorrwg Park Glyncorrwg where the club folded a few years ago due to lack of numbers. The exercise was completed on time which enabled the savings to be achieved on time.</p> <p>By way of background the Authority's FFP meant there was a need to quickly and efficiently achieve significant cost savings from various operational property assets by transferring responsibility for all repair maintenance and running costs on an agreed phased basis each year by way of repairing leases via CAT.</p> <p>Due to the urgency to achieve the required savings at the outset it was decided to adopt a 'light touch approach' rather than to develop and implement a formal policy. Instead a small focused team of senior officers drove and coordinated the process. These were from: Property and Regeneration, Streetcare Services (for sports grounds and facilities) and Education Leisure and Lifelong Learning Directorate (for libraries and community centres). They regularly met and were the direct contact points for the relevant user groups. The required savings were achieved within tight timescales.</p> <p>This was achieved with the important input and support when necessary from NPT CVS (who assisted and advised the user groups on setting up and registering themselves as legal entities to enter into the lease), Education Leisure and Lifelong Learning (who advised and worked with the user groups to access any available external grants), legal officers (who legally complete the lease) and Director of Finance and Corporate Services (who dealt with all applications from user groups for grants in respect of the annual rents etc.).</p> <p>There was strong political support for the process with the emphasis being to ensure that as many facilities as possible transferred and remained available for the use and benefit of the local community. The emphasis was on regular direct face to face contact</p>					

Ref: NR2	Date of report: November 2018	Title of review: Provision of Local Government Services to Rural Communities: Community Asset Transfer (CAT)	Recommendation	Accepting / Comment	Action Plan
<p>along with a consistent approach and providing the user groups with as much background information on the running and operating costs and identifying what limited “snagging repair works” the Council would undertake prior to the lease being granted. All leases were structured allowing the tenants to hand back its lease on 3 months’ notice if unfortunately it is unable to continue to operate the facility.</p> <p>There have been very few cases where leases have been handed back and where this has occurred all the facilities have since been re-let to other community groups. In the vast majority of cases there was only one interested party which was either the user club(s) and organisations or a single community focused group where no existing user group existed or were willing take on the lease.</p> <p>In the few situations where competing groups were interested in taking on the lease it was dealt with through a formal tender procurement process where interested parties were provided with the lease (along with a grant award for the rent for the first 5 years) with the successful party chosen based upon its business case, experience and ability to run and operate such a facility. It has to be acknowledged and recognised that all of this could not have been achieved without the strong support of the local communities and groups throughout NPTCBC.</p>					
			<p>R1 Local authorities need to do more to make CATs (Community Asset Transfers) simpler and more appealing, help build the capacity of community and town councils, give</p>		

Ref: NR2	Date of report: November 2018	Title of review: Provision of Local Government Services to Rural Communities: Community Asset Transfer (CAT)	Recommendation	Accepting / Comment	Action Plan
			<p>them more guidance in raising finance, and look to support other community development models such as social enterprises that support social value and citizen involvement.</p> <p>In addition, we recommend that local authorities monitor and publish CAT numbers and measure the social impact of CATs.</p>	Yes	<p>We do not have a formal policy but there will only be limited opportunity for further CATs going forward as most of the relevant assets have already been leased out.</p> <p>The reality would appear to be that many Authorities are only now undertaking the exercise that we completed a number of years ago.</p> <p>We are however considering developing a policy on the ongoing management of those assets already leased out.</p> <p>We could report on the number of CATs at the end of each financial year however there has, to date, been no assessment of the social impact of CATs.</p>

Ref: NR2	Date of report: November 2018	Title of review: Provision of Local Government Services to Rural Communities: Community Asset Transfer (CAT)	Recommendation	Accepting / Comment	Action Plan
			<p>R2 Local authorities have significant scope to provide better and more visible help and support before, during, and after the community asset transfer process. We conclude that there is considerable scope to improve the business planning, preparation, and aftercare for community asset transfer. We recommend that local authorities:</p> <ol style="list-style-type: none"> 1. Identify community assets transfer's role in establishing community hubs, networks of expertise and clusters of advice and prevention services 2. Work with town and community councils to develop their ability to take on more CATs 	Yes	<p>Whilst accepting that there is always room for improvement we consider that the established process and procedure for granting of lease via CATs is robust and fit for purpose. From the outset all CAT tenants were advised that we would continue to provide technical support advice and guidance wherever possible. This means that Property and Regeneration are regularly contacted by CAT tenants on a wide range of queries relating to the sites and in particular where consents for proposed works are required under the leases. Property and Regeneration in conjunction with Finance are</p>

Ref: NR2	Date of report: November 2018	Title of review: Provision of Local Government Services to Rural Communities: Community Asset Transfer (CAT)	Recommendation	Accepting / Comment	Action Plan
			<ol style="list-style-type: none"> 3. Identify which assets are suitable to transfer, and clarify what the authority needs to do to enable their transfer 4. Ensure their CAT policy adequately covers aftercare, long term support, post transfer support, signposting access to finance, and sharing the learning about works well 5. Support community-based leadership by developing networks of interest, training and coaching, and encouraging volunteering 		<p>preparing a report with the aim of setting up a small annual capital fund whereby tenants of CAT leased sites could apply and be awarded match funding to assist with the overall cost of capital improvement works to the facilities.</p> <p>Property and Regeneration are also currently considering whether the ongoing Corporate property compliance responsible persons staff training can be extending to cover local voluntary clubs and organisations as well as Town/Community Councils (with particular emphasis on sites leased out via CATs) thereby reminding and</p>

Ref:	Date of report:	Title of review:	Recommendation	Accepting / Comment	Action Plan
NR2	November 2018	<u>Provision of Local Government Services to Rural Communities: Community Asset Transfer (CAT)</u>			
					providing guidance to tenants on property compliance requirements.

Ref:	Date of report:	Title of review:	Recommendation	Accepting/ Comment	Action Plan
NR3	December 2018	<u>The maturity of local government in use of data</u>			

Ref: NR3	Date of report: December 2018	Title of review: The maturity of local government in use of data	Recommendation	Accepting/ Comment	Action Plan
			<p>R1 Part 1 of the report highlights the importance of creating a strong data culture and clear leadership to make better use of data. We recommend that local authorities:</p> <p>1. Have a clear vision that treats data as a key resource</p>	Yes	To support the Council’s Smart and Connected Digital Strategy, an Information Strategy/Policy will be implemented. Coupled with its Data Protection Policies this will demonstrate a clear vision of how we will utilise data to perform service and treat data as a key resource. The Strategy/Policy will be approved by March 2020 and also contain the monitoring obligations.
			<p>2. Establish corporate data standards and coding that all services use for their core data</p>	Yes	The Council has already identified standards that it will apply to future data sets as standard practice. We have developed this to align with the

Ref: NR3	Date of report: December 2018	Title of review: The maturity of local government in use of data	Recommendation	Accepting/ Comment	Action Plan
					data standards developed by the Government Digital Service.
			1. Undertake an audit to determine what data is held by services and identify any duplicated records and information requests	Yes	The Council's Data Protection Officer will be undertaking an audit of all services within the Council (including all Schools in the locality) to ensure compliance with the Data Protection Act 2018 and to ensure that services are completing the Information Asset Registry (listing what data they are holding). The Data Protection Officer and Senior Information Risk Officer will then evaluate this information to look at where information is being duplicated. This audit trail will be undertaken and completed by Summer 2020.
			2. Create a central integrated customer account as a gateway to services	Yes	Options to test the business case for an integrated customer account are being evaluated as part of the

Ref: NR3	Date of report: December 2018	Title of review: The maturity of local government in use of data	Recommendation	Accepting/ Comment	Action Plan
					Council's Smart and Connected Digital Strategy. The options appraisal will be completed early 2020-21.
			<p>R2 Part 2 of the report notes that whilst it is important that authorities comply with relevant data protection legislation, they also need to share data with partners to ensure citizens receive efficient and effective services. Whilst these two things are not mutually exclusive, uncertainty on data protection responsibilities is resulting in some officers not sharing data, even where there is agreement to provide partners with information. We recommend that authorities:</p> <p>3. Provide refresher training to service managers to ensure they know when</p>	Yes	Regular training is being undertaken with all services of the Council to ensure compliance with the Data

Ref: NR3	Date of report: December 2018	Title of review: The maturity of local government in use of data	Recommendation	Accepting/ Comment	Action Plan
			and what data they can and cannot share		Protection Act 2018. This work will be ongoing with training required every 2 years. The information governance audit will ensure that all staff are trained in legislative compliance and the principles of data sharing and processing. Additionally, the Council will be explicitly considering an ethical framework to guide investment decisions that it will need to consider as it advances its big data and data analytics agenda.
			4. Review and update data sharing protocols to ensure they support services to deliver their data sharing responsibilities.	Yes	Regular training is being undertaken with all services of the Council to ensure compliance with the Data Protection Act 2018 and the rules in respect of data sharing/processing. This work will be ongoing with training required every 2 years. The information governance audit will

Ref: NR3	Date of report: December 2018	Title of review: The maturity of local government in use of data	Recommendation	Accepting/ Comment	Action Plan
					<p>ensure that all staff are trained in legislative compliance and the principles of data sharing and processing.</p> <p>Training and development needs will be kept under review to ensure that new training and development needs are identified as innovative technology and data solutions are developed.</p>
			<p>R3 In Part 3 of our report, we conclude that adequate resources and sufficient capacity are ongoing challenges. However, without upskilling staff to make better use of data, authorities are missing opportunities to improve their efficiency and effectiveness. We recommend that authorities:</p> <ol style="list-style-type: none"> 1. Identify staff who have a role in analysing and managing data to 	Yes	A programme team is being assembled to deliver the Smart and

Ref: NR3	Date of report: December 2018	Title of review: The maturity of local government in use of data	Recommendation	Accepting/ Comment	Action Plan
			remove duplication and free up resources to build and develop capacity in data usage		Connected Digital Strategy. Work is also being undertaken to identify how the Council could partner/collaborate with others to further develop and implement its Information Strategy/Policy. The first phase of the work plan will be delivered in early 2020-21.
			2. Invest and support the development of staff data analytical, mining and segmentation skills	Yes	A number of staff have already been identified and are being developed. We will be defining more clearly the capability we need to grow internally and that which we may want to develop through collaborative means as part of the work identified in R3
			R4 Part 4 of our report highlights that authorities have more to do to create a data-driven decision-making culture and to unlock the potential		

Ref: NR3	Date of report: December 2018	Title of review: The maturity of local government in use of data	Recommendation	Accepting/ Comment	Action Plan
			<p>of the data they hold. We recommend that local authorities:</p> <p>1. Set data reporting standards to ensure minimum data standards underpin decision making</p>	No	We agree that good data and analysis is essential to support effective decision making. We do not consider one set of data reporting standards alone will achieve this but intend to set out a range of activities in our Information Strategy/Policy which will embrace the sentiment in this recommendation.
			<p>2. Make more open data available.</p>	Yes	<p>The Council has made a commitment to open data as part of Smart and Connected Digital Strategy. Officers are currently looking at the business case for publishing data on open data standards and a proposal that defines the approach will be brought forward in 2020-21.</p> <p>Additionally, the Council is presently developing a number of service areas</p>

Ref: NR3	Date of report: December 2018	Title of review: The maturity of local government in use of data	Recommendation	Accepting/ Comment	Action Plan
					<p>to enable more data being available to the general public, including:</p> <ul style="list-style-type: none"> • The publication of a contracts register setting out contractual arrangements and upcoming tendering opportunities • The publication of a Freedom of Information Act register <p>Such proposals are aimed for implementation in the Spring 2020.</p>

Ref: NR4	Date of report: June 2019	Title of review: The Effectiveness of Local Planning Authorities in Wales	Recommendation	Accepting/ Comment	Action Plan
			<p>R1 Part 1 of the report sets out the complexities of the planning system showing how challenging it is for local planning authorities to effectively engage with and involve stakeholders in choices and decisions. To improve involvement with stakeholders and ownership of decisions we recommend that local planning authorities:</p> <ol style="list-style-type: none"> 1. Test current engagement and involvement practices and consider the full range of other options available to ensure involvement activities are fit for purpose 	Mixed	<p>The planning application process is already subject to significant consultation and publicity. The publicity associated with LDP adoption and review is also subject to extensive consultation as outlined in the delivery agreement associated with the LDP i.e. the Community Involvement Scheme.</p>
			<ol style="list-style-type: none"> 2. Use 'Place Plans' as a vehicle to engage and involve communities and 	Mixed	<p>The preparation of 'Place Plans' is the responsibility of Community and</p>

			citizens in planning choices and decision making		Town Councils which do not cover the whole of this county council. The capacity and capability of Community and Town Councils varies from area to area and some may require significant support from officers and there is no capacity following staff cuts to provide that support.
			3. Improve transparency and accountability by holding planning meetings at appropriate times, rotating meetings to take place in areas which are subject to proposed development, webcasting meetings and providing opportunities for stakeholders to address committee meetings	Mixed	The meeting times and venues changing to allow better attendance by the public is something which would need to be further considered.
			R2 Part 2 of the report highlights that local planning authorities have been subject to significant reductions in funding and struggle to deliver their statutory responsibilities. To improve resilience, we recommend that local planning authorities:		

			<p>1. Review their building control fee regimes to ensure the levels set better reflect the actual cost of providing these services and make the service self-funding</p>	Mixed	<p>The building control fees are calculated in accordance with CIPFA guidelines. They have to ensure full cost recovery associated with the fee earning work carried out but also have to remain competitive given that the Approved Inspectors in the private sector are not subject to the same regulations.</p>
			<p>2. Improve capacity by working regionally to:</p> <p>2.i) Integrate services to address specialism gaps</p> <p>2.ii) Develop joint supplementary planning guidance</p> <p>2.iii) Develop future local development plans regionally and in partnership with other local planning authorities</p>	Mixed	<p>Planning Authorities are already working regionally having commissioned regional evidence gathering to support LDPs and emerging SDPs. Specialisms are already shared across the region for example, minerals and waste planning through the use of Service Level Agreements.</p>

		<p>R4 Part 3 of the report summarises the effectiveness and impact of local planning authorities decision making and how well they are performing against national measures. We recommend that local planning authorities improve the effectiveness of planning committees by:</p> <ol style="list-style-type: none"> 1. Reviewing their scheme of delegation to ensure planning committees are focussed on the most important strategic issues relevant to their authority 2. Revising reporting templates to ensure they are clear and unambiguous to help guide decision making and reduce the level of officer recommendations overturned 3. Enforcing the local planning authorities' standards of conduct for meetings. 	<p>No</p> <p>No</p> <p>No</p>	<p>We do not consider that there are any issues re: standards of conduct within the authority which would require enforcing. However should an issue arise, mechanisms are in place to address the issues.</p>
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			<p>R5 Part 4 of the report identifies the central role of planning to delivering the ambitions of the Wellbeing of Future Generations Act. We recommend that local planning authorities:</p> <p>1. Set a clear ambitious vision that shows how planning contributes to improving wellbeing</p>	Mixed	The vision and its link to the WBFG Act will be updated as part of the LDP Review commencing in January 2020. However it is considered that the planning process was aimed at delivering sustainable development in advance of the WBFG Act.
			<p>2. Provide planning committee members with regular and appropriate wellbeing training and support to help deliver their wider responsibilities</p>	No	Training Programmes for Members are in place.
			<p>3. Set appropriate measures for their administration of the planning system and the impact of their planning decisions on wellbeing; and</p> <p>4. Annually publish these performance measures to judge planning authorities impact on wellbeing.</p>	No	The Annual Monitoring Report associated with the LDP will monitor this. These are submitted to Welsh Government every October.



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

COUNCIL

27th November 2019

Report of the Director of Social Services, Health & Housing - Andrew Jarrett

Matter for Information

Wards Affected: All

DIRECTOR'S ANNUAL REPORT 2018-19

Purpose of Report

The purpose of this report is for Members to note the Director's Annual Report 2018-19.

Background

The purpose of the annual report is to set out the local authority's improvement journey in providing services to people in their areas, those who access information, advice and assistance, and those individuals and carers in receipt of care and support. Under the new requirements of the Social Services and Well-being (SSWB) Act, the report needs to demonstrate how local authorities have promoted well-being and accounted for the delivery of well-being standards.

The former reporting requirements for Directors of Social Services in part 6 of the "Statutory Guidance on the Role and Accountabilities of the Director of Social Services" (Welsh Government June 2009) have been replaced as a consequence of both the SSWB and Regulation and Inspection of Social Care (Wales) Act 2016.

The requirements are that every local authority must produce an annual report on the discharge of its social services functions and the report must include:

- an evaluation of the performance in delivering social services functions for the past year including lessons learned (Part 8 Code on the role of the director);
- how the local authority has achieved the six quality standards for well-being outcomes (in a code about measuring social services performance made under s145 of the SSWB Act 2014);
- qualitative and quantitative data relating to the achievement of well-being outcomes (also set out in the code on measuring performance);
- the extent to which the local authority has met requirements under Parts 3 and 4 of the SSWB Act as set out in separate codes covering assessing needs and meeting needs;
- objectives for promoting the well-being of people needing care and support and carers needing support for the following year including those identified by population needs assessments under section 14 of the SSWB Act;
- assurances concerning:
 - structural arrangements enabling good governance and strong accountability
 - effective partnership working via Partnership Boards
 - safeguarding arrangements
- the local authority's performance in handling and investigating complaints;
- responses to any inspections of its social services functions an update on Welsh language provision;
- how the local authority has engaged people (including children) in the production of the report.

Financial Impacts:

No Implications.

Integrated Impact Assessment:

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

Valleys Communities Impacts:

No Implications.

Workforce Impacts:

There are no workforce impacts associated with this report.

Legal Impacts:

There are no legal impacts associated with this report.

Risk Management Impacts:

There are no known risks associated with this item.

Crime and Disorder Impacts:

Section 17 of the Crime and Disorder Act 1998 places a duty on the Council in the exercise of its functions to have “due regard to the likely effect of the exercise of those functions on and the need to do all that it reasonably can to prevent:

- a) Crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment);**
- b) The misuse of drugs, alcohol and other substances in its area; and**
- c) Re-offending the area”.**

There is no impact under the Section 17 of the Crime and Disorder Act 1998.

Counter Terrorism Impacts:

There is no impact on the duty to prevent people from being drawn into terrorism.

Violence Against Women, Domestic Abuse and Sexual Violence Impacts:

Section 2(1) of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 introduced a general duty where a person exercising relevant functions must 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.

There is no impact on the above duty.

Consultation:

There is no requirement for external consultation on this item.

Recommendation

This item is for monitoring purposes.

Reasons for Proposed Decision

Not applicable.

Implementation of Decision

Not applicable.

Appendices

Appendix 1 - Director's Annual Report 2018-19

List of Background Papers

None.

Officer Contact

Andrew Jarrett, Director of Social Services, Health & Housing, Neath
Civic Centre, Neath, SA11 3QZ tel: 01639 763279 E-mail:

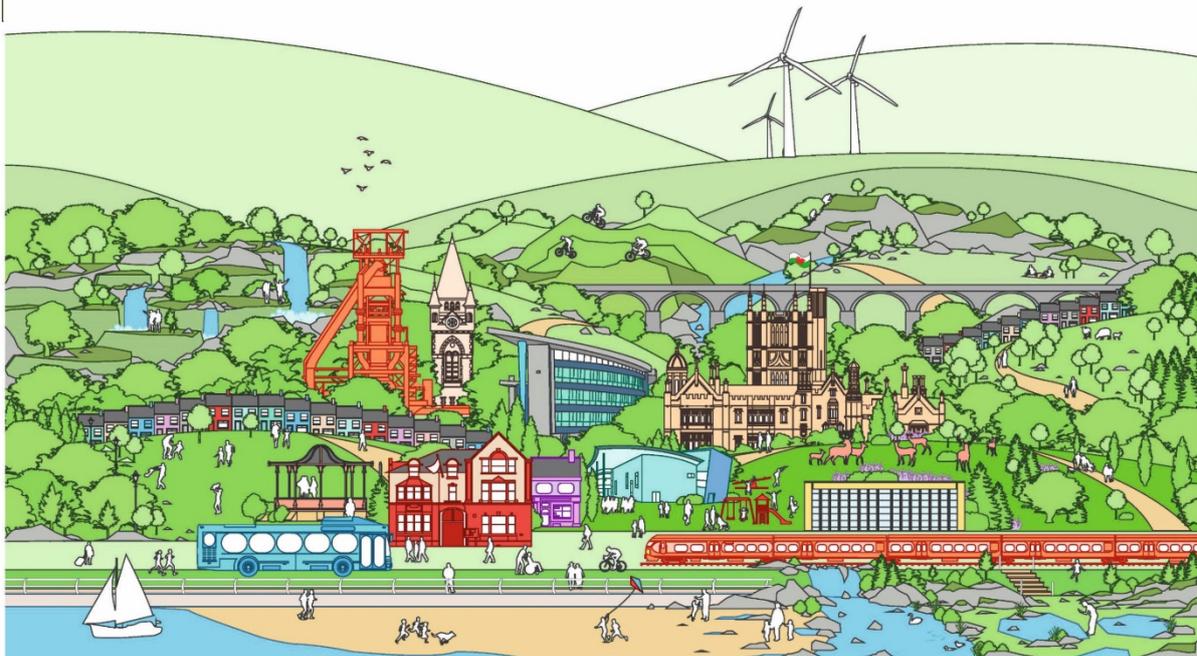
a.jarrett@npt.gov.uk

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Director's Annual Report 2018 - 19

Social Services, Health & Housing



Building Safe and Resilient Communities



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Introduction

In this, my second annual report as Director of Social Services, I am pleased to present a summary of the progress Neath Port Talbot has made in the last year in meeting the care and support needs of vulnerable children, adults, families and carers.

This report provides an overview of the work undertaken by social services across Neath Port Talbot during 2018/19 to meet the social care and support needs of vulnerable people, and sets out what we plan to do over the coming year.

It serves as a reference point for those who use our services, their families and carers, the staff and organisations that provide those services, as well as the general public who have an interest in what their Council is doing.

The public sector continues to face financial challenges. We have a duty and obligation not only to meet the needs of the most vulnerable people, but also a responsibility to the wider council taxpaying population. As such, when developing, commissioning and providing services our watchwords are fairness and sustainability.

The Building Safe and Resilient Communities Programme means we are working in partnership with our communities and various organisations to establish an Asset Based Community Development approach. The focus is on maintaining general wellbeing through a strengths based approach and being clear about what matters to our citizens.

Neath Port Talbot Council exists to serve and represent the interests of its citizens and communities. We strive to improve the economic, social, environmental and cultural well-being of all of our people, and I will ensure that Social Services, Health & Housing does all it can to help achieve that aim.

Andrew Jarrett
Director of Social Services, Health & Housing
Neath Port Talbot Council





Director's Summary of Performance

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 promote greater independence.

The number of Local Area Coordinators has been increased as this is key to developing our community by bringing people together and reducing social isolation.

We believe that children's needs are best met by their own families if this can be safely supported. I am pleased to report that the number of Looked After Children has again fallen, standing at 309 at the end of March 2019, down from 327 in the previous year.

We value the vital role that unpaid carers play and have seen a year-on-year increase in the number who have been identified and received a carer's assessment through our partnership with Neath Port Talbot Carers Service.

Tackling homelessness is an important area of our work. Last year we commissioned an independent review which provided us with a plan that aims to prevent homelessness wherever possible and how to best support those experiencing homelessness.

On top of £28.2m of savings achieved since 2011/12, the Directorate was required to achieve efficiencies of £4.55m in 2018/19. Set against a background of increasing demand for more complex services, the Directorate was very close to achieving these efficiencies. This is a great achievement given the target and the financial projections at the start of the financial year, and we continue to value the support we receive from the Director of Finance and his teams.

Although mindful of the resources available to us, we have an ambitious plan to ensure the needs of the most vulnerable people continue to be met through the delivery of high quality responses, and our priorities for the current year are highlighted throughout this report.



How are People Shaping our Services?

This is about how we find out what people think about our services so we can build on good practice.

We are moving from planning services *for* people towards designing services *with* people. It is important for us to get the views of all those who use our services, their families and carers, as well as the various staff and organisations delivering services.

During the year we held extensive consultation events on a Homelessness Strategy 2018-2022, as well as Plans for both Adults, and Children and Young People Services 2019-2022. Engaging with various stakeholders, these documents set out the medium term direction for services across the Directorate.

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 so that, 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.



Engagement and participation events were held for younger children aged 7-12 years old. In order to sensitively approach the topic of going into care, children were presented with a Harry Potter storyboard and provided their views on Harry entering care and what information he'd like to share to make his transition as comfortable as possible. Their contribution will be used to improve the fostering survey to ensure entering care or changing placements runs as smoothly as possible for the children involved.

The Council's Cabinet Member for Adult Social Services and Health is also the Carer's Champion, and holds regular coffee mornings throughout the year for unpaid carers so that they can meet others with caring responsibilities, and



speak directly to senior social care staff to express what they think works or needs improvement to help them maintain their caring role.

A '**Citizen Survey**' was completed during Autumn 2018, where we asked those children over the age of 7, adults, parents and carers who we help, to provide us with feedback on the service they receive and whether it makes a positive difference to them.

Children's Responses – Children and Young People Services

In respect of Children's Services, 603 questionnaires were sent out to children with 132 returned, making a response rate of 22%.

Parents Responses – Children and Young People Services

513 questionnaires were sent out to parents to ask their views on their involvement in decisions about how their child's care and support was provided. There was a low response rate of 13% with only 68 respondents returning their questionnaire.

Adult Responses – Adult Services

In respect of Adult Services, 1,332 surveys were sent out to adults aged 18 and over with 379 completed, representing a response rate of 29%.

Carers Responses – Adult Services

Questionnaires were sent to 451 carers with a total of 132 returned, giving a 34% response rate.

Results and feedback obtained from that survey are contained throughout this report.

Priorities for 2018-19 - What we said we would do and what we achieved

- **To put in place a Participation & Engagement Strategy for Children, and an Engagement & Consultation Strategy for Adults**
 - ✓ These have been drafted and will provide guidance to the newly formed Engagement and Participation Team.
- **All teams within CRT to utilise 'friends & family' survey for service feedback/improvement when patient case is closed**
 - ✓ This has been achieved, with all areas covered by the Community Resource Team utilising a survey to aid service improvement.



Priorities for 2019/20 – What we want to achieve this year

- To enhance participation and engagement across the Directorate

Promoting and Improving the Well-being of Those We Help

This section of the report measures both the quantitative and qualitative performance of Neath Port Talbot Social Services against each of the six quality standards, as laid out within the Social Services & Well-being Act.

Performance against these quality standards is shown below, outlining:

- What we achieved in 2018/19 and what difference did we make; and
- What our priorities are for 2019/20

Key Performance Indicators (KPIs) relating to the quality standards can be found within ***Accessing Further Information and Key Documents*** at the back of this report.

Quality Standard 1 - Working with people to define and co-produce personal well-being outcomes that people wish to achieve

This is about how we work in partnership to help people achieve positive outcomes.

Information, Advice and Assistance (IAA)

The ***NPT Gateway Team*** acts as a single point of contact for adults who need support to maintain or regain their independence to get in touch with 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.



Acute Clinical Team (ACT)

ACT has continued to provide a safe responsive service to the residents of NPT despite recent challenges with staff resources. It is inspiring that a relatively small team provides a seven-day service until 10pm dealing with very unwell and complex patients, ranging from people with sepsis to severe heart failure, along



with the various crises seen in the older frail population. The team are always looking to improve the care they provide as recently demonstrated with the introduction of a 'paperlite' system. Staff are now using iPads which has improved the availability of patient records and communication for staff, enables new and innovative working, e.g. instant 'Face time' with patients, and allows changes in work plans at short notice. Other advantages include immediate escalation of issues to senior staff members, instant record keeping in line with professional standards, as well as real time statistical analysis. Last year more than 1,000 hospital admissions and over 10,000 hospital bed days were avoided.

ACT has been involved with an innovative project with the Welsh Ambulance Service Trust (WAST) whereby ACT has access to the 'ambulance stack', which has enabled ACT to take over appropriate patients without the paramedic having to visit. This reduces ambulance journeys and inappropriate admissions to acute hospitals.

Supporting Carers

NPT Carers Service works in partnership as an integrated service with health and social care. Based at Cimla Health & Social Care Centre, 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. A sitting service offers a responsive approach to respite, allowing carers to have a life alongside caring and aid their own well-being. 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 2018/19, NPT Carers Service conducted 274 Carers Assessments on behalf of the Council, an increase of 49 on the previous year, while a quarterly newsletter was sent to 3,430 carers known to the service across NPT.

"The Carers Service and Gateway have given me lots of advice"



Priorities for 2018-19 - What we said we would do and what we achieved

Greater integration of working between Children and Young People's Services (CYPS) and Adult Services, which will include:

- **Continue to progress the development of a shared “front-door”**
 - ✓ Work was undertaken throughout the year to align processes between Adults and Children's front-door services. Both teams are now co-located and a Working Group meets weekly to develop further integration.
- **Review the way Carers Assessments are promoted and undertaken to ensure those carers with an assessed need receive the support they need**
 - ✓ We have seen an increase in the number of referrals received and assessments completed, but we know more needs to be done. We are working to make sure the referrals process is as smooth and efficient as possible and services are resourced to meet carers' needs.
- **In conjunction with stakeholders, review our short breaks ‘respite’ policy and provision to ensure it continues to meet the needs of clients and carers**
 - ✓ A review was undertaken looking at bed usage and location. A new draft respite policy has been developed and will be consulted on in 2019.
- **Complete a review of advocacy services setting out clear recommendations to respond to demand for advocacy support**
 - ✓ In partnership with the Welsh Government-sponsored Age Cymru Golden Thread Advocacy Programme, a stakeholder engagement event was held in December 2018. This helped to map out what formal and informal advocacy is currently available in NPT, what good Independent Professional Advocacy looks like, and what advocacy provision was needed. We are also working towards good practice as outlined in the Older People's Commissioner for Wales' report, *Making Voices Heard*. As a result, we will be re-tendering advocacy services for adults to ensure the right provision is available.
- **Further increase the number of Local Area Coordinators**
 - ✓ NPT now has six Local Area Coordinators, up from five in the previous year, focusing on co-production and empowerment of local citizens and communities.



- **Lay out our medium term plans for Children & Young People Services and Adult Social Care**

- ✓ Members endorsed three year plans for both these service areas which take effect from April 2019. Emphasis is placed on safeguarding, early intervention and prevention, and supporting carers.

Supportive performance data for this quality standard

Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I have had the right information or advice when I needed it (adults)	78%	16%	2%	4%
I have had the right information or advice when I needed it (children)	66%	20%	8%	6%
I have had the right information or advice when I needed it (carers)	57%	34%	8%	2%
I was treated with respect (adults)	93%	6%	0%	1%
I was treated with respect (children)	87%	9%	2%	2%
I was treated with respect (carers)	92%	6%	1%	2%
I know who to speak to about my care and support (adults)	81%	10%	6%	3%
I know who to speak to about my care and support (children)	84%	9%	3%	4%
I know who to speak to about my care and support (carers)	65%	22%	8%	5%
My views about my care and support have been listened to (adults)	80%	15%	4%	2%
My views about my care and support have been listened to (children)	70%	18%	6%	6%
My views about my care and support have been listened to (carers)	60%	25%	9%	6%
People have listened to my views about the care and support for the person I care for	61%	28%	8%	3%
I am happy with the care and support I have had (adults)	87%	11%	2%	1%
I am happy with the care and support I have had (children)	85%	7%	5%	3%
I am happy with the support I have had (carers)	63%	25%	12%	1%

Quantitative

Performance Measure / Indicator	2018/19	2017/18
The percentage of assessments completed for children within 42 days from point of referral	94.9%	97.9%

Priorities for 2019/20 – What we want to achieve this year

- To further develop a shared “front door” provision to provide a single point of contact through which anyone in NPT can be referred
- To ensure effective commissioning arrangements are in place to meet the needs of children and adults

Quality Standard 2 - Working with people and partners to protect and promote people’s physical and mental health and emotional well-being

This is about how we help people to look after their physical, mental and emotional health.

Direct Payments (DP)

The **Direct Payment Support Service** has continued in its holistic approach by supporting recipients and/or suitable persons (a willing and appropriate person who receives and manages DPs on behalf of someone who lacks mental capacity), and the Personal Assistant (PA). The Service has managed 123 referrals over the year, and the number of people in receipt of DPs has increased to 440. The service has been recognised as a flagship across Wales for its holistic approach, PA training programme, and Suitable Person Service.

The service aids economic development in the borough by supporting PAs to access job opportunities. This includes links with Swansea University, Ysgol Maes Y Coed, Department for Work and Pensions (DWP) and the Employment Support Group. Most recently, the Service has successfully piloted its own recruitment fair.



Jessica (Apprentice) and James (PA Coordinator) at a recent jobs fair in Neath.



“I feel that my role and the work I do within the DPSS enables individuals to live the lives that they want and gives them a responsibility over their own care and support. I feel that we, as the DPSS, enable individuals to take responsibility of their care which many individuals thrive off.” (DPSS Team member)

Mental Health

In April 2018 Members approved our Mental Health Services Strategic Delivery Plan, which set out our commissioning intentions to remodel services and implement a recovery / rehabilitation / progression model of care.

Healthcare Inspectorate Wales (HIW) and Care Inspectorate Wales (CIW) completed a joint announced **Community Mental Health Team (CMHT)** inspection of Neath South CMHT in March 2019. Staff spoke with pride in CMHT and the reputation of the service; they are committed to their roles and benefit from peer support. Care was planned in a way that was person centred and responsive to the needs of service users which incorporated their views, wishes and social needs; and inspectors found that staff were recovery focused in their approach to discharge planning. Overall, the inspection found that the views and wishes of service users were the main focus of the work conducted by the CMHT, with service users supported to actively participate in their assessments and the design of their care and treatment plans. As such, the work of CMHT supports the principles of the Mental Health (Wales) Measure 2010 and the Social Services and Well-being (Wales) Act 2014.

Respite

Trem Y Mor is a purpose built sixteen bedded respite unit situated on the promenade of Aberavon Beach enjoying uninterrupted sea views. Opened in June 2014, the unit is registered to provide care and support to people aged 18 to 64 years with various needs, including learning disabilities, mild to moderate and complex health, functional mental health problems, and physical and sensory disabilities.



A communal lounge in Trem Y Mor



One of the purpose built bedrooms

Since its opening, Trem Y Mor has provided more than 22,000 overnight stays to individual service users, with as many as 90 different service users a month benefitting from the care and support delivered by the dedicated staff team.

Supporting Carers

NPT Carers Service employs a Health Liaison Worker (HLW) who provides Information, Advice and Assistance (IAA) on the wards of Neath Port Talbot Hospital on a weekly basis, as well as in the hospital foyer. As a result 171 carers were provided with IAA. The HLW continues to have regular contact with GP practices as part of the partnership agreement with Carers Champions in all practices across Neath Port Talbot, with 38 carers identified and referred by their GP. The NPT Carers Service as a whole had contact with carers more than 3,400 times during the year, including via telephone, home visits, outreach, and 29 engagement events that provided carers with an opportunity to receive mutual support and decrease isolation. In addition, 43 carer's assessments were completed by the Parent Carer Support Worker; 78 IAA and emotional support sessions were provided via telephone and home visits; and 79 carer's assessments were completed by the Carers Mental Health Support Worker.

We also developed a local carers delivery plan setting out how the Council will respond to issues relating to caring and inform carers how partner organisations will work together to ensure the role of carer is recognised, valued and supported.



Domiciliary Care

Following the introduction of an open framework contract we have increased our external providers from 5 to 16, and it gives them the ongoing opportunity to be able to tender for domiciliary care services. Each provider has a Quality Score that is updated on a monthly basis, which is obtained through all social workers' reviews combined with an annual commissioning score. This ensures we are aware of any concerns with providers before they become a risk, ensuring quality of service delivery is maintained.

Priorities for 2018-19 - What we said we would do and what we achieved

Greater integration of working between Children & Young People's Services (CYPS) and Adult Services, which will include:

- **Complete the roll out of the collection and use of personal outcomes across CYPS, and roll out across Adult Services**
 - ✓ The new style care plan was introduced in February 2019; all personal outcomes are now being recorded as part of the plan, with 'old style' plans being converted to the new format.
- **Develop a Commissioning Framework for Learning Disability Services**
 - ✓ The Framework is now in place, with tender submissions received from 31 providers interested in delivering services in Neath Port Talbot. Following evaluation by Commissioners, Social Workers and Health colleagues based on a 100% quality criteria, 26 providers were approved for the Framework. This Framework can be used by both the Council and the local University Health Board (Swansea Bay, formerly Abertawe Bro Morgannwg), now to commission new or re-commission existing schemes. It offers a more competitive market of providers and will support us in strengthening the quality and sustainability of our Learning Disability Services.
- **Produce a Mental Health Service Delivery Plan**
 - ✓ In April 2018 Members endorsed the above plan along with its commitments and commissioning intentions to remodel mental health services and implement a recovery/rehabilitation/progression model of care.



- **Develop commissioning plans for Adults and Children’s Services**
 - ✓ Three-year service plans are in place providing strategic direction. Some services have already been redesigned and work is ongoing in the current year to ensure sustainable services are available to meet people’s needs.
- **Develop crisis accommodation**
 - ✓ The Council has worked with a local provider to develop crisis accommodation for young people and a new contract has been put in place to ensure that the Council has sole use of two beds within this provision. A total of 16 young people were supported in this way during the year.

Supportive performance data for this quality standard

Qualitative

No specified data requirements under this quality standard.

Quantitative

Performance Measure / Indicator	2018/19	2017/18
PAM/025 - The rate of people kept in hospital while waiting for social care per 1,000 population aged 75+	6.29	3.08
Measure 20a - The percentage of adults who completed a period of Reablement and have a reduced package of care and support 6 months later	14.29%	14.6%
Measure 20b - The percentage of adults who completed a period of Reablement and have a no package of support 6 months later	67.03%	24.4%
Measure 21 – The average length of time in calendar days, adults (aged 65+) are supported in residential care homes	785.45	766
Measure 22 – Average age of adults entering residential care homes	85.04	83
PI 30 – The percentage of children seen by a dentist within 3 months of becoming looked after	45.1%	43.1%
PI 31 – The percentage of looked after children registered with a GP within 10 working days of the start of their placement	98.8%	98.3%

Priorities for 2019/20 – What we want to achieve this year

- To ensure quality and timely support for Carers (including Young Carers)
- To improve the quality and responsiveness of service delivery to adults within the county borough



Quality Standard 3 - Protecting and safeguarding people from abuse, neglect or harm

This is about helping to protect people who might be at risk of abuse, neglect, harm or exploitation.

Safeguarding

The service provided by the **Adult Safeguarding and Quality Review Team** plays an important role in raising standards across Adult Services. The team has responsibility for Adults at Risk, reviews, Court of Protection work, Best Interest Assessments and authorisations relating to Deprivation of Liberty Safeguards (DoLS). The team also provides a range of services that support the work undertaken by the community based social workers, Contract and Commissioning Team, partner agencies and external providers.

A Duty System has been introduced to ensure a Safeguarding Coordinator is available on a daily basis to support members of the public, practitioners and providers with advice and guidance, and to ensure that all referrals are reviewed and risk assessed prior to allocation or closure. Meanwhile, a Duty Manager rota ensures a daily management presence to provide advice and support to the Team, and review each stage of ongoing Adult at Risk investigations. This is crucial in ensuring that cases are dealt with in a timely manner, whilst ensuring a high standard of service delivery.

In addition, Safeguarding Coordinators and the Team Manager provide training on Safeguarding, the Mental Capacity Act, Deprivation of Liberty Safeguards, and Person Centred Care Planning to professionals and providers. This is an opportunity to share good practice and embed the importance of safeguarding adults as part of day to day practice across the spectrum of adult care provision.

Hillside Secure Children's Home

Hillside is a national purpose built secure children's home which opened in 1996. An integral part of Children's Services, it can accommodate up to twenty-two children and young people between the ages of 12 to 17 years. A new senior management team has been in place since January 2019, and has already driven significant improvements, including a positive Health and Safety Executive (HSE) inspection. Extensive training is undertaken by all staff at Hillside to ensure they



can meet the needs of the young people residing there, including outcomes focused training in line with the Social Services and Well-being (Wales) Act 2014.

The care afforded has regularly been commented on by the young people themselves, as well as their families and professionals. One Judge remarked: *“I left with a deep sense of dedication by you and your staff and also with the knowledge that these unfortunate young people have a real chance of rebuilding their lives under your leadership...I have now had first-hand experience of how you change the lives of young people for the better.”*

Priorities for 2018-19 - What we said we would do and what we achieved

- **To achieve consistent and quality safeguarding practice across Adult and Children’s**
 - ✓ Since co-locating in the Neath Civic Annexe (formerly Neath County Court building), a closer working relationship has developed across safeguarding, as well as the Gateway and Single Point of Contact (SPOC) Teams. Processes have been assisted by the introduction of a single referral form across the teams, the sharing of relevant intelligence, and the removal of ‘silo’ working.
- **Develop local quality frameworks across all commissioned service areas**
 - ✓ We continue to see the benefits of utilising the West Glamorgan (formerly Western Bay) Regional Quality Framework for care homes to ensure that the services we commission meet high standards of care. A new quality framework for supported living placements has been drafted, and a quality monitoring framework for domiciliary care provision is in place. In addition, accreditation documentation for new providers has been updated to ensure the Council continues to contract only with those providers that meet our high standards.
- **Strengthen the provision of advocacy services across the county borough**
 - ✓ Based on a review of advocacy service provision we are remodelling local service delivery to make sure people’s views are represented and their voices heard. This has included working with the current provider to increase Independent Professional Advocacy provision.



Supportive performance data for this quality standard

Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I feel safe. For example safe from any kind of abuse or from falling both inside and outside your home (adults)	79%	13%	7%	1%
I feel safe (children)	89%	8%	2%	1%
I feel safe (carers)	75%	18%	6%	1%

Quantitative

Performance Measure / Indicator	2018/19	2017/18
Measure 18 - The percentage of adult protection enquiries completed within statutory timescales (7 days)	89.16%	86.3%
PI 27 - The percentage of re-registrations of children on the local authority Child Protection Register	6.9%	5.6%
PI 28 – The average length of time (in days) for all children who were on the Child Protection Register during the year	267.0	276.6

Priorities for 2019/20 – What we want to achieve this year

- To achieve consistent and quality safeguarding practice across Children and Adult Services
- To ensure only those children who need to be in care, remain in care
- To implement a Strategic Autism Plan across the Directorate

Quality Standard 4 - Encouraging and Supporting People to Learn, Develop and Participate in Society

This looks at how we help people to learn and interact with other people so they can be part of their communities.

The Community Connecting Team (CCT)

The Community Connecting Team (CCT) deliver consistent, high quality community based opportunities and new beginnings to vulnerable people aged 16 and over living throughout Neath Port Talbot. CCT are totally 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.



A community group meeting

“If it wasn’t for this group I don’t know where I would be...It’s someone to talk to and recognise when I’m down.”

CCT strive to build increased confidence and independence in all the people they support through listening, understanding, encouraging, promoting trust, honesty, and showing integrity and transparency in what they do and how support is delivered. The Team supported 81 people in 2018/19; a number that does not take into account people who attend CCT activities/sessions independently or with support from their Personal Assistant (PA).

Case study

“David” attended a CCT group but found it hard to make friends and had no confidence, keeping himself to himself. “Gareth” was a chatty member of the group but found he had nothing in common with others in the group. CCT staff introduced David to Gareth and on a few occasions they would sit next to each other. They discovered they both liked movies, gaming, building models and asked if they could go together to meet up with the group later. They went to the cinema, visited gaming shops, chatted and have made a fantastic friendship. David and Gareth now meet up and game play and visit the cinema regularly together. This summer they will both be setting up gaming days in their local community for other people to join and share similar interests and make friends.



“I enjoy working in CCT as we all work together, sharing ideas and helping each other. I get great satisfaction working with individuals, watching them develop skills, independence, friendships, and enjoying sessions tailored to them.” [CCT staff member]

Community Independence Service (CIS)

CIS delivers high quality ‘housing related support’ to vulnerable people aged 16+ living in NPT. CIS aims to build confidence and independence in all the people it supports by giving them the skillsets they need to live an independent life. These include budgeting, healthy eating options, basic cookery, support to medical appointments, engaging in the community, identifying opportunities, and so on. Sometimes this requires having a multi-agency approach to best meet an individual’s needs. The Service supported 250 people last year – over 100 more than the previous year.

Case Study

“Susan” was referred to CIS as a result of a discussion in a “Frequent Callers” meeting. Susan was known to the group due to the high number (average of 18 a month) of unnecessary calls she was making to emergency services.

CIS met Sarah and gave her the opportunity to tell her story; she suffers with poor mental health which affects her behaviour and well-being.

Since CIS support and with her own determination, Susan has made no further nuisance calls to the emergency services, is in a better place both physically and mentally, and is now getting her life back on track and sees her future as a positive one.



"I usually meet people when they are in crisis or times of great need and we agree on a plan of how to move forward. Usually after a period of support the change in their lives is outstanding and it's great to see they have come through their crisis and are able to move on positively with their lives." [CIS staff member]

"Thank you does not come close to showing you how much I appreciate how much you guys have helped me in so many ways. I was at an all-time low and at a loss of who to contact next. You have managed to get me out of the house which I hadn't left in 11 months and have helped and supported me with everything. I now feel like a normal person and am so happy, not only because I have left my home, but knowing I am not alone." [Individual receiving support]

Local Area Coordination

NPT now has six **Local Area Coordinators** based in communities throughout the borough. They provide a local, accessible point of contact for people of all ages who may be vulnerable due to age, disability, mental illness or social isolation. Local Area Coordination is about supporting people who have been through or are going through difficult times and to help them to recognise "what a good life looks like to them" and supporting them to achieve this. Coordinators have existing connections and relationships to help people in crisis, including Council and Health services, volunteer organisations and community groups. The support is free; there are no assessments or referral process; and no time limits. Supporting people in this way can help to pull communities together, so that individuals can build a good life as active members of their communities.

Case Study

One of the Local Area Coordinators (LAC) identified that there was a lack of social opportunities for men in the local community. After some discussions and information gathering, the Skewen Men's Shed group has started with around 20 men being involved and new people joining each week. Their first project is to help develop a community garden at Ty Santes Fair Community Centre for all the community to enjoy.



Some of the Men's Shed Group

"Thanks to LAC I am getting out and about more than I have done for many years. I have met loads of lovely people and I have made true lasting friendships. I have also moved house and now feel I have a much more positive future."

Employment Liaison Officer (ELO)

The Employment Liaison Officer (ELO) supports people experiencing barriers into employment and training related activities. The ELO supports people to complete a CV, job search, gain volunteering/work placements and source suitable training, deliver employability related training, perform group volunteer activities and offer initial job coach support to eliminate any barriers people may have that stop them progressing into a new working environment.

The ELO supported 108 individuals in 2018/19, including 4 people who entered supported employment with partnered organisations; 16 attended volunteer/work placements; and 6 entered further education.

Case Study

ELO identified 31 individuals who currently access services an average of three days a week and who have the ability to progress independently into the community. Taster group volunteer days were organised at the RSPCA's Llys Nini Animal Rescue Centre. Eight individuals attended and completed the day, with rolling monthly sessions away from services secured and additional days to be sourced and confirmed. Some individuals have even decided that this is something they would like to do independently. Due to the success of the group volunteer sessions we are looking to carry this forward in our aim to promote independence in the community.



Taster session for volunteers

"I enjoyed litter picking, laundry work and meeting the animals. These tasks will also help me to be more independent at home. I would really like to go again!"



Volunteers at Llys Nini

"I enjoyed helping the animals. I feel it's really important and so is being a volunteer. I would like to do this on a regular basis and I'm even looking at transport to do this independently."

"I thought it was brilliant! I enjoyed being outdoors working and seeing the animals. I liked working as a team but I would also like to do it on my own as it's something I can see myself doing as a volunteer."

Pathway to Adulthood Team

This pilot team was established in August 2018 with the aim of supporting young people with complex needs to successfully transition to adulthood with the aim of increasing their independence. The team supports young people who may not ordinarily meet the criteria for adult services but whose complex needs extend the support they need beyond the age of 18. The work is outcome focused – understanding what matters to young people as they move into adulthood.

Case study

The team started working with "Rhys" when he was 17. Rhys has some learning and support needs and had lived with his long term independent foster carers for a number of years. The plan for Rhys was that his foster carers would be assessed as "shared lives" carers and that he would continue to reside with them into his adulthood. Discussions with Rhys identified that his personal outcomes were to live independently with some support. His foster carers were supportive of what he wanted, and instead of becoming shared lives carers they became

“When I am ready” carers and supported Rhys to remain with them until suitable accommodation became available for him to move in to. As a result Rhys achieved his aim of living independently, and continues to receive support from his former foster carers and the Pathway to Adulthood Team.

Employment, Work & Training

This 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. The organisation consists of a workshop environment covering many areas, including woodwork, bicycles, catering, glasswork and soft furnishings. Its ethos is to recycle and upcycle, with any income generated from products made reinvested back into the service to further enhance service users’ experience.

Over the last 12 months more than 130 people have accessed the service and many have progressed to other areas such as 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.



Pallets being readied for upcycling

Day Services for Adults

There are three complex health services providing day opportunities for adults with complex health needs, complex autism and significant yet stable needs. The three services are **Abbey View** based in Neath, and **Brynamlwg** and **Trem Y Mor** Day Services based in Port Talbot. Currently 67 people are assessed as needing to have their personal outcomes met in one of these specialist services. Staff, working as a multidisciplinary team with Health colleagues, deliver a stimulating program of activities throughout the week, Monday to Friday 8am – 4.30pm, including hydrotherapy, physiotherapy, posture management, movement to music, cooking, gardening, adapted bike rides, karaoke, sewing, bingo, hair and beauty, quiz, inclusive communication, arts and crafts, computer studies, swimming and accessing the community on walks, shopping, eating out and general socialising.



Art and craft session at Abbey View

Transformation Team

This team works on specific projects to facilitate the transition to new models of care for those who need support in their community. The team has successfully completed the WILG (Welsh Independent Living Grant - which replaced the Independent Living Fund, ILF) project with all cases successfully transferred to Direct Payments or commissioned services. Working alongside commissioning colleagues to develop new models of care, such as Supported Living and Extra Care schemes for individuals with mental health problems and learning disabilities, the team facilitates progression by working with individuals to transition from residential care to supported living in the community.

Leaving Care Service

The Leaving Care Service has a team of social workers and personal advisors who support young people between the ages of 16-25 who are in care or are leaving care. The service is dedicated to providing support to young people as they move towards independence and achieving their potential by offering access to



education, training and employment opportunities, housing, leisure and health facilities, and contact with their family.

Case Study

“Mark” is 16 years old and has lived in residential care since he was 11, receiving specialist support and therapeutic intervention. Mark and his parents have consistently stated that they want him to return to their care, so work was undertaken with Mark, his siblings and parents to consider what the risks could be if he returned home and how they could be mitigated. The family’s strengths were identified, services provided to support the whole family, and Mark will be returning home to start college after completing his GCSEs.

Looked After Children’s Team

NPT has a dedicated team for Looked After Children, the focus of which is to achieve permanent stable family life for children. The team provides support for the children to have contact with their family and, where it is safe to do so, to return home. Where appropriate, the team support carers to apply for Special Guardianship Orders for children so they are able to remain living with their carers without the need for the Local Authority to share parental responsibility. Where children are not able to return home the team supports carers to provide stable secure homes where children are able to achieve positive outcomes. The team ensures that all looked after children have their health, education, social and well-being needs met, and supports children to understand the reasons why they live in foster care. The achievements of looked after children are celebrated in an annual event and the children are encouraged to take part in consultation events, the Youth Council and Junior Safeguarding Board to ensure their voices are heard.

Multi Agency Placement Support Service (MAPSS)

MAPSS is a multi-disciplinary team that aims to help children with, or at risk of mental illness and emotional and behavioural difficulties by providing specialist placement support. In its third year of funding from the Integrated Care Fund (ICF), it is delivered as a regional service which aims to ensure practice is preventative, proactive, planned and promotes permanence. The creation of



the service was driven by the need to develop an effective pathway to improve mental health and emotional well-being of looked after children with particularly complex needs. Looked after children often fall outside of universal mental health services as they require interventions that not only consider their early trauma but require an approach which promotes the development of resilient carers. This provides them with a stable base from which to start to understand their story and begin to develop positive relationships with their care givers. The objectives of the service are to improve placement stability for looked after children, as well as to reduce the number of children placed with independent foster placements and residential children’s homes; those who are subject to a school exclusion; and who are placed outside of the area. It also aims to reduce the reliance on universal services, including Child and Adolescent Mental Health Services (CAMHS), to meet their needs; and increase the confidence, skills and knowledge of foster carers and professionals. A total of 96 referrals were received by the service in 2018/19, with 49 receiving ongoing support.

Supportive performance data for this quality standard

Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I can do the things that I like to do (adults)	51%	28%	20%	1%
I can do the things I like to do (children)	70%	26%	3%	1%
I can do the things I like to do (carers)	34%	52%	13%	0%
I am happy with the people around me (adults)	85%	12%	2%	1%
I am happy with my family, friends and neighbours (children)	84%	12%	3%	1%
I am happy with the people around me (carers)	78%	21%	1%	0%
I can access the services I need in my local area (adults)	56%	17%	22%	5%
I can access the services I need in my local area (carers)	53%	33%	10%	5%
I can use public transport in my local area to help access services that are important to me (adults)	27%	11%	59%	4%
I can use public transport in my local area to help access services that are important to me (carers)	50%	16%	28%	6%



Quantitative

Performance Measure / Indicator	2018/19	2017/18
PI 29a - The percentage of children achieving the core subject indicators at Key Stage 2	58.9%	59.2%
PI 29b - The percentage of children achieving the core subject indicators at Key Stage 4	9.2%	11.1%
PI 32 – The percentage of looked after children who, during the year to 31 st March, have experienced one or more changes in school during periods of being looked after that were not due to transitional arrangements	7.5%	9.8%

Priorities for 2019/20 – What we want to achieve this year

- To facilitate the disaggregation of the Youth Offending Service

Quality Standard 5 - Supporting people to develop safely and to maintain healthy domestic, family and personal relationships

This is about helping people to achieve healthy relationships at home and with the people they are close to.

Family Support Service (FSS)

FSS consists of a number of services that provide support to parents and children where there is a risk of family breakdown. The **Integrated Family Support Services** (IFSS), the **Family Action Support Team** (FAST) and **Hidden Harm Service** have continued to work closely together to provide a wide range of services to meet the needs of both parents and children. The Emergency Duty Team has also become part of the service area managed by the same Principal Officer for Family Support. Service managers have developed performance monitoring, with reports now forming a benchmark for continuous improvement and development of the service and interventions offered.

IFSS works intensively with parents where substance misuse is a priority risk. The service is now thoroughly embedded in Neath Port Talbot and has further improved links with the community social work teams. IFSS have provided training for Adult Services social workers and staff from other agencies in the



social care sector which has been positive in extending awareness and knowledge of substance misuse to teams such as Homecare, Reablement, and Local Area Coordinators. This has proved beneficial in building links and professional relationships across Children's and Adult Services.

The STAR (Safety Trust and Respect) programme, which is an evidence based model of intervention, now works with both parents and children who have been subjected to domestic abuse. The age range has been extended to widen provision of the service. FAST continue to offer a range of services such as parenting support and advice, Positive Steps for mothers who have had one or more child removed through care proceedings, reunification for children to families where it is in their interests to return home, and Rapid Response where there is a breakdown in relationships.

The Emergency Duty Team has a shared ethos and understanding and views itself part of a service that works out of hours in the same way as day time services. This has been improved through integrating the team into the Family Support Service, leading to better communication between day and night time services to provide a seamless response to needs.

The Hidden Harm service produced its first performance report in 2018 that reflects the service offered and evidences the provision for parents in keeping with the Hidden Harm Report (2011). The report shows the links between mental health and substance misuse and provides information which can assist in further developments in this area to support families in crisis.

Priorities for 2018-19 - What we said we would do and what we achieved

- **Residents will have access to information and advice about community based support provided by voluntary and statutory services**
 - ✓ Neath Port Talbot Council is linked to *Dewis Cymru*, an online directory which contains information on thousands of local and national organisations and services that can help people with their well-being.
- **Further integrate Edge of Care Services to meet increasing demand**
 - ✓ The Family Support Service (FSS) provides support and interventions to parents and children where there is a risk of family



breakdown. The age range of those able to access the Family Action Support Team has been widened, and the Emergency Duty Team has been integrated into FSS.

Supportive performance data for this quality standard

Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I feel I belong in the area where I live (adults)	83%	9%	4%	4%
I feel I belong in the area where I live (children)	78%	10%	8%	5%
I feel I belong in the area where I live (carers)	76%	15%	7%	2%
I have been actively involved in all decisions about how my child's/children's care and support was provided (parents)	62%	20%	15%	3%
I feel supported to continue in my caring role (carers)	58%	27%	11%	4%

Quantitative

Performance Measure / Indicator	2018/19	2017/18
PI 25 – The percentage of children supported to remain living with their family	68.2%	67.2%
PI 26 – The percentage of Looked After Children returned home from care during the year	Reported annually by Welsh Govt.	6.65%
PI 33 – The percentage of children looked after on 31 st March who have had three or more placements during the year		6.71%

Priorities for 2019/20 – What we want to achieve this year

- To ensure Hillside Secure Children's Home actively promotes well-being, good health and recognises the importance of enabling children and young people to achieve and enjoy life in a safe way



Quality Standard 6 - Working with and supporting people to achieve greater economic well-being, have a social life and live in suitable accommodation that meets their needs

This is about helping people to improve their income, benefit from a social life and have a suitable place to live.

Welfare Rights

The **Welfare Rights Unit** helps local residents by giving them advice on their benefits entitlement via the Welfare Benefits system. The Unit offers a public advice helpline, assistance with form filling and representation at appeals tribunals. Continued funding from Communities for Work and Macmillan means we have **Macmillan benefit advisors** based mainly in hospital clinics throughout the area. Clients are able to self-refer or can be referred via Social Services. During the year, we helped over 3,300 people and increased the benefit incomes of residents by £9.5 million.

Supported Lodgings Scheme

This scheme, which consists of 23 self-contained flats and 12 bedsits across the area provided by the homelessness charity **LLamau**, is aimed at young people aged 16-25 years with an ongoing Care and Support Plan or Pathway Plan and may be homeless or threatened with homelessness. Supported accommodation provides an effective and innovative Housing Related Support Service enabling vulnerable young people to live independently within the community. Placements typically last between 6 and 24 months, with Hosts supporting access to services, attending appointments and meeting practical and emotional needs. High level intensive support can also be applied as a direct step down from fostering or residential placements.

Supporting People Programme

The Supporting People Programme is now in its fifteenth year and continues to deliver Housing Related Support Services to vulnerable people enabling them to live independently within the community and with a strong emphasis on preventing homelessness, tackling poverty, reducing social exclusion and isolation, and reducing crime and disorder. Housing Related Support contributes to the achievement of a range of positive outcomes for individuals and the



community, and is a working partnership between Social Care, Health, Housing and Criminal Justice Agencies. Contracts have provided 1,044 units of Housing Related Support in NPT in 2018/19, of which 29% are Fixed Site Supported Accommodation and 71% provide a Peripatetic Support Service (Floating Support).

Working with the Gypsy and Traveller Community

Neath Port Talbot has the third largest Gypsy and Traveller Community in Wales and currently there are no 'specific' Housing Related Support Services funded through the Supporting People Programme Grant for this community. Supporting People have secured monies from the Communities for Work+ grant in order to undertake a pilot project with the Gypsy and Traveller Community in Neath Port Talbot, with support from Swansea University. The project will work across the two main traveller sites within the Borough, as well as providing better outcomes for the Gypsy and Traveller Community, including: offering positive engagement; a more co-ordinated and robust approach to identifying their needs; providing better well-being outcomes; increased school engagement and early years parenting support; and signposting and referral to relevant services to help those requiring support to maintain a tenancy and remain independent.

Homelessness Service

During 2018 we commissioned an independent review of how the service responds to people facing homelessness, in order to see how we can build on our current practice and develop new ways of working. The review involved extensive engagement with a variety of stakeholders, including current and former users of homelessness services, to identify opportunities for change. It focused on housing services and explored the policy context in which they exist. This has provided us with a plan to ensure we are best placed to meet the needs of those threatened with or experiencing homelessness, over the next four years and beyond. The overall aim is to implement an approach that will prevent homelessness wherever possible and effectively support the household when it occurs. To this end, we propose to shift the focus from emergency responses and fulfilling our homelessness duties to households in crisis, by exploring more focused community based support to prevent homelessness before it becomes



a crisis; evidence based support and accommodation options for people with complex needs who have experienced repeat episodes of homelessness and require a range of services; and helping people to secure permanent housing and so reduce demand for temporary accommodation.

The Housing Options Service saw a further increase in the complexity of cases presenting. The service is working with partner agencies to address this to ensure appropriate support is in place for individuals. Part of this is the Street Vulnerable Multi Agency Risk Assessment Conference (MARAC) which contributes to the multi-agency for supporting the most vulnerable. In partnership with Housing Justice Cymru, during the winter months a night shelter was available to anyone who would otherwise be rough sleeping. Housing Options also funded a Mental Health Worker who is based within the temporary accommodation units to provide support to individuals with mental health issues. This support will benefit people who do not meet criteria for statutory mental health services and is in addition to existing tenancy support.

Housing Renewal and Adaptation Service (HRAS)

The Disabled Facilities Grants (DFG) team delivered 300 grants through the DFG process (up from 258), including 20 for children. A further 821 minor adaptations were provided to people's homes through other budgets and processes. The service worked closely with Health partners in reducing delayed transfers from hospital by providing adaptation work to patients. The Rapid Adaptation Grants (RAG) Scheme continued to be very successful in delivering minor adaptations works to clients very quickly. It delivered support through access to works, shower conversions, stairlifts and hoists. The activity contributes to prevention of slips, trips and falls, as well as potential admissions to hospitals and care homes.

Welsh Language

Social Services continue to consolidate arrangements in relation to the Welsh Language and the Welsh Government's Strategic Framework, 'More Than Just Words'. Officers from the Directorate work with Corporate colleagues to promote and support the implementation of the Welsh Language Standards, along with the development of a Welsh Language Promotion Strategy and



Action Plan. Training workshops on 'More Than Just Words' were also organised during the year for senior managers and partner agencies.

Priorities for 2018-19 - What we said we would do and what we achieved

- **Publish a Homelessness Strategy that maximises multi-agency effort to prevent and relieve homelessness**
 - ✓ Neath Port Talbot's Homelessness Strategy was published in December 2018. Work is currently underway on coordinating the multi-agency effort required to implement the recently approved Action Plan and progress will be reported annually to Social Care Health & Wellbeing Cabinet Board. Strategic priorities include strengthening approaches to early intervention and prevention, review of temporary accommodation service models so we can help people to access secure permanent accommodation, and development of specific housing plans focusing on helping people most at risk of experiencing homelessness.
- **Make optimal use of Welsh Government Housing Capital Grant to increase the supply of affordable housing whilst contributing to wider social care and community regeneration agendas**
 - ✓ We successfully managed this Programme, thereby securing £5.5 million of grant allocation to local housing associations to develop additional affordable housing (including nearly £1 million of brought forward/additional funding claimed to redeploy underspend in other areas). As a result, a total of 135 units were delivered during the year compared with a target for 2018/19 of 130 units.
- **Commissioning Young People accommodation services**
 - ✓ The re-commissioning of existing Supporting People Funded services continues to be an ongoing priority for the Council and since last year's update on the Local Commissioning Plan 2017/20, the following new services have been established and came into operation as at 1st December 2018:
 - Provision of Support in 24 Hour Temporary Supported Accommodation for Homeless Vulnerable Young People aged 16 – 25 years with Complex Needs



- Temporary Supported Accommodation Service for Homeless Vulnerable Young People aged 16 – 25 years with a range of support needs
- Further recommissioning of Young Persons Supported Lodgings Service

Supportive performance data for this quality standard

Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I live in a home that best supports my well-being (adults)	86%	9%	4%	1%
I live in a home where I am happy (children)	84%	13%	3%	0%
I live in a home that best supports my well-being (carers)	74%	21%	5%	0%
I am happy with the people that I live with (children)	86%	12%	1%	1%
It was my choice to live in a residential home (adults)	66%	2%	26%	6%
I was able to use my own language (adults)	96%	2%	1%	2%
I have been able to use my everyday language (children)	95%	2%	4%	0%
I was able to use my own language (carers)	99%	0%	2%	0%

Quantitative

Performance Measure / Indicator	2018/19	2017/18
PI 34a – The percentage of all care leavers who are in education, training or employment continuously for 12 months after leaving care	65.4%	38.5%
PI 34b – The percentage of all care leavers who are in education, training or employment continuously for 24 months after leaving care	48.0%	56.5%
PI 35 – The percentage of care leavers who have experienced homelessness during the year	0.4%	0%

Priorities for 2019/20 – What we want to achieve this year

- To ensure appropriate housing provision is made available to vulnerable children and adults



How We Do What We Do

Our Workforce and How We Support Their Professional Roles

Our Training Team continues to support social care staff, whether employed directly by the Council or external service providers, in their training, learning and development needs. For example, development days focusing on implementing and embedding outcome focused working have been delivered to staff across Children's Services (CYPS), including those in Fostering Team, Family Support and Early Intervention Services. CYPS were supported to hold their second annual Outcome Focus Conference: *"Creating better partnerships and outcomes for children, young people and their families."* The main themes were poverty and child protection, parents and mental health, deprivation and looked after children. Consultant social workers led and facilitated multiagency workshops on the key issues and actions required to move outcome focused practice forward. A range of partner agencies contributed, including Calan DVS (domestic violence), NPT CVS (voluntary sector), Health, South Wales Police, Hafan Cymru (housing association providing accommodation and support), WCADA (substance misuse), Dewis Housing (supported accommodation services, information and advice for young people), and local schools. Key themes were identified and recommendations used to support NPT "Building Safe and Resilient Communities" projects. We also supported learners to undertake the Level 5 Leadership in Health and Social Care Management qualification.

Priorities for 2018-19 - What we said we would do and what we achieved

- **Supporting the social care workforce to achieve the qualification, training and development requirements for registration, ensuring the sustainability, service quality and improvement of care and support across NPTCBC**
 - ✓ Three information events were held to explain the registration process in more detail to staff; awareness raising information sheet and 200 memory sticks containing registration information, videos, logs and the qualification framework were distributed to providers; additional advice and support provided by the NPT Training Team to domiciliary care providers including ICT support sessions on the online registration process. Representation continues at the All



Wales Induction Framework Advisory Group, while service providers have been briefed on their responsibilities under the R&I Act (the Regulation and Inspection of Social Care (Wales) Act 2016).

- **Social care workforce to complete outcome focused training**
 - ✓ 'Collaborative Communication Skills' courses were attended by 134 staff, with 8 follow-up sessions attended by more than 100 staff. Three Introduction to Outcomes Focused Training events were also provided. The Consultant Social Worker Group continued to deliver training on outcome focused practice to partner agencies, including education welfare, inclusion, Flying Start, and WGCADA substance misuse. All Adult Services social work teams undertook outcome focused assessment training which is being positively reflected in assessments undertaken by practitioners.

Priorities for 2019/20 – What we want to achieve this year

- Further develop outcome focused care and support practice
- Support frontline social care workers to develop their skills overall in relation to social care

Our Financial Resources and How We Plan For the Future

A decade of public sector funding pressures which has seen reduced resources combined with increased demand mean that financial planning remains a challenge for the Council.

Senior officers receive monthly reports and quarterly reports are prepared for Elected Members. These reports monitor expenditure forecasts against the Social Services budget which helps to identify trends, and highlight cost pressures and savings opportunities. Monitoring supports the budget setting process for the following year and the Council's **Forward Financial Plan** (FFP).

The FFP sets out the Council's three year financial management approach, including projections, an assessment of key risks and our medium term approach to achieving the Council's key financial and service priorities.



Our Partnership Working, Political and Corporate Leadership, Governance and Accountability

The Social Care, Health and Wellbeing Scrutiny Committee and Cabinet Board meet on a monthly basis and oversee all Social Services issues. The Directorate enjoys the advice, support and guidance provided by its Cabinet Members and, indeed, the wider Council.

Partnership working is vital to the provision and sustainability of services and we work closely with partners across health, the private and third sectors.

Governance

A Corporate Governance Group comprised of senior officers keeps the Council's governance arrangements under review, and comply with the Chartered Institute of Public Finance and Accounts (CIPFA) framework. Any areas for improvement are identified through the Group's Annual Governance Statement. Work is then reviewed by Corporate Directors and the Audit Committee before being signed off as part of the Council's final accounts. The Governance Group reviews progress in delivering any identified improvement activities and these are formally reported during the year to the Council's Cabinet.

Complaints & Representations

The complaints procedure provides people with the opportunity to voice concerns or dissatisfaction over the care or support they or their family has received. A total of 70 complaints were received last year; despite this being an increase on the previous year (44 during 2017/18), we continue to improve on service delivery and encourage resolution of any issues at an early stage. We also received 90 compliments across the Directorate, an increase from the 79 recorded in the previous year.

Priorities for 2018-19 - What we said we would do and what we achieved

- **We will ensure we are compliant with the General Data Protection Regulations (GDPR) in our use and handling of personal data**
- ✓ GDPR came into force on 25th May 2018. As a data controller we are accountable and keep records evidencing our compliance with the GDPR Principles. As part of this we have produced a privacy notice when collecting data which explains our use of the information, who we share it with and what the legal basis is for processing the data. We maintain a



record of all the processing activities that take place within the Directorate. There is a designated Information Officer who coordinates GDPR issues and liaises with the Council’s Data Protection Officer.

Priorities for 2019/20 – What we want to achieve this year

- Building Safe and Resilient Communities

Supportive performance data for this quality standard

Qualitative

Citizens Survey Responses	Yes	Sometimes	No	Don't know
I have had advice, help and support to prepare me for being an adult	80%	4%	2%	14%
I have had advice, help and support that will prepare me for adulthood (children aged 16 or 17 only)	63%	20%	10%	7%
I have had advice, help and support to prepare me for being an adult (only answered by carers respondents aged 18-24 years old)	25%	0%	75%	0%



Accessing Further Information and Key Documents

Homelessness Strategy 2018-22

https://www.npt.gov.uk/media/10632/homelessness_strategy_2018_22.pdf

Housing (Wales) Act 2014

<http://gov.wales/topics/housing-and-regeneration/legislation/housing-act/?lang=en>

Learning Disability Services Strategic Delivery Plan 2018 – 2019

<https://democracy.npt.gov.uk/documents/s35665/Learning%20Disability%20Service%20Delivery%20Plan%202018-19%20v1.5%2027%20Feb%202018.pdf>

Mental Health Services Strategic Delivery Plan 2018 – 2019

<https://democracy.npt.gov.uk/documents/s36084/Mental%20Health%20Service%20Delivery%20Plan%202018-19%20v1.2.pdf>

National Dementia Action Plan for Wales 2018 - 2022

<https://gov.wales/topics/health/nhswales/mental-health-services/policy/dementia/?lang=en>

Neath Port Talbot CBC Corporate Plan 2017-2022

<https://www.npt.gov.uk/15847>

Neath Port Talbot CBC Strategic Business Plan for Adult and Children's Services

<https://democracy.npt.gov.uk/documents/s34372/People%20Directorate%20Strategic%20Business%20Plan%202018-2019%203.pdf>

Regulation and Inspection of Social Care (Wales) Act 2016

<http://gov.wales/topics/health/socialcare/regulation/?lang=en>

The Strategy for Older People in Wales 2013-2023

<https://gov.wales/docs/dhss/publications/130521olderpeoplestrategyen.pdf>

Sustainable Social Services for Wales: A Framework for Action 2011

<http://gov.wales/topics/health/publications/socialcare/guidance1/services/?lang=en>

The Social Services and Wellbeing (Wales) Act 2014

<http://gov.wales/topics/health/socialcare/act/?lang=en>

Together for Mental Health (2012)

<http://gov.wales/topics/health/nhswales/plans/mental-health/?lang=en>

Wellbeing of Future Generations (Wales) Act 2015

<http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en>

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL SOCIAL CARE HEALTH & WELL-BEING CABINET BOARD

17th October 2019

Report of the Director of Social Services, Health & Housing –
Andrew Jarrett

SECTION A – FOR DECISION

WARD(S) AFFECTED: ALL

NEATH PORT TALBOT YOUTH JUSTICE AND EARLY INTERVENTION ANNUAL PLAN 2019-2020

Purpose of the Report

The report presents the background and summary of the content of the Neath Port Talbot Youth Justice and Early Intervention Service (WBYJ and EIS) draft Annual Youth Justice Plan 2019-2020 (Appendix 1).

The report is seeking Member approval for the Neath Port Talbot Youth Justice and Early Intervention draft annual Youth Justice Plan 2019-2020 to be commended to Council. After approval the Neath Port Talbot Youth Justice & Early Intervention Service Management Board will submit the final version to the Youth Justice Board.

Background

Youth offending services/teams (YOS/Ts) are statutory multi-agency partnerships that have a legal duty to co-operate in order to secure youth justice services appropriate to their area funded from a variety of sources including UK Government, Welsh Government (WG) and the statutory partners. (i.e. the local authority, police, probation and health).

The production of a Youth Justice Plan is a statutory duty of the Local Authority under Part 3, Section 40 of the Crime and Disorder Act 1998.

The plan sets out:

- a) how youth justice services are to be provided and funded, and
- b) How the youth offending service established by the local authority is to be composed and funded, how it will operate and what function it is to carry out.

The Crime and Disorder Act 1998, Section 39(1) placed a duty on each local authority, acting with its statutory partners (police, probation and health) to establish youth offending teams in their local area to deliver youth justice services. Section 38(3) of the Act placed a duty on the local authority and its statutory partners to make payment towards the expenditure incurred in providing youth justice services. The purpose of the NPTYJ and EIS is to ensure that youth justice services are available across the Neath Port Talbot area.

The Youth Justice Plan contains information relating to: a summary of achievements; structure and governance; resources and value for money; partnership arrangements and; risks to future delivery against the youth justice outcome measures.

Financial Impact

There is no financial impact on the local authority resulting from this year's plan. However, there may be some efficiencies that can be realised through the year. It was recognised that the remand costs to NPT were high last financial year and as a result of this peak the remand strategy is being reviewed to guard against any possibility of unnecessary remands to the secure estate from the courts.

The levels of grant funding available to YOT's, like many other grant funded services are uncertain for the coming years.

Integrated Impact Assessment:

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 youth justice plan should have a positive impact on wider services provided by the Council by bringing down the number of children and young people in trouble with the police. This will in turn reduce the need for other services involvement as a result of their behaviors escalating. Whilst the plan contains areas of service development it can be viewed as business as usual. The equality impact screening has been completed with the conclusion that a full assessment is not required.

Acknowledging children and young people as a priority group in their own right, the service focuses on diverting children and young people away from the youth justice system as much as possible. In line with the YJB and WG Youth Offending Strategy and the national priorities contained in the attached plan, the children and young people we engage with are seen as children and young people first and young people involved in offending behaviour second. Service delivery prioritises helping children and young people avoid criminal records that can hinder them reaching their potential in future years.

Valleys Communities Impacts:

The recommendation has no spatial impact on our valleys communities and does not link to the impacts identified in the Cabinet's response to the Council's Task and Finish Group's recommendations on the Valleys.

Workforce Impacts:

No implications on the Council's workforce.

Legal Impacts

There are no legal impacts associated with this report.

The production of a youth justice plan is a statutory duty of the local authority under Part 3, Section 40 of the Crime and Disorder Act 1998.

Risk Management

The response to the HMIP inspection of the Youth Justice and early Intervention service and the resulting action plan deals with all risk management issues and are addressed in the report and in the report presented at scrutiny in September 2019.

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". The planned actions contained in the Youth Justice Plan aim to have a positive impact on preventing and reducing crime.

Section 26 of the Counter Terrorism and Security Act 2015 places a duty on specified authorities in the exercise of their functions to have "due regard to the need to prevent people from being drawn into terrorism". The

multi-agency youth justice team through the intensive work undertaken with highly vulnerable young people within the youth justice system and at risk of offending aims to have a positive impact to prevent them being drawn into terrorism.

Crime and Disorder Impacts:

Section 17 of the Crime and Disorder Act 1998 places a duty on the Council in the exercise of its functions to have “due regard to the likely effect of the exercise of those functions on and the need to do all that it reasonably can to prevent:

- a) Crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); and
- b) The misuse of drugs, alcohol and other substances in its area; and
- c) Re-offending the area”

Furthermore, the YJEIS will develop links with the local elected members in order to ensure there is joined up working and good lines of communications with our local counsellors.

There is no impact under the Section 17 of the Crime and Disorder Act 1998.

Counter Terrorism Impacts:

The proposals are likely to have no impact on the duty to prevent people from being drawn into terrorism.

Violence Against Women, Domestic Abuse and Sexual Violence Impacts:

Section 2(1) of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 introduced a general duty where a person exercising relevant functions must 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.

The proposals contained in this report are likely to have no impact on the above duty.

Consultation

There is no requirement for public consultation on the youth justice plan; however the plan has been circulated to partners through the management board and the community safety partnership for comment. In September 2019 we identified a young person champion who represented young people on the management board and will represent them on the junior local children safeguarding board. We hope to increase this representation of young people on both boards. Engagement and participation is a key priority for the YJEIS.

Feedback is routinely sought from young people victims and parents and this feedback has also been used to influence planned service delivery.

Recommendations

Members are asked to support the NPT Justice and Early Intervention Youth Justice Plan 2019-2020 for commending to Council for approval.

Reasons for Proposed Decision

To enable the NPT Youth Justice and Early Intervention Service to undertake its duties to deliver youth justice services in line with the Crime and Disorder Act 1998. Services include preventing children and young people from entering the youth justice system, supervising young people in the community, the secure estate, supporting families and victims in partnership with other agencies.

Implementation of Decision

It is proposed for implementation after the three day call in period.

Appendices

Appendix 1 - Draft NPT Youth Justice and Early Intervention Plan 2019-2020;

Appendix 2 - First Stage Impact Assessment

List of Background Papers

None

Officer Contact

Ali Davies, Principal Officer, NPT Early Intervention & Youth Justice Service a.davies8@npt.gov.uk

List of abbreviations used in this report:

YJEIS: Youth Justice and Early Intervention Service.

NPT: Neath Port Talbot.

YOT: Youth Offending Team

WBYJ: Western Bay Youth Justice

HMIP: Her Majesty's Inspectorate of Probation

CPS: Crown Prosecution Service.

ETE: Education Training and Employment.

NEET: not in education Employment or Training.

ASB: Anti-Social Behaviour.

CSE: Child Sexual Exploitation.

ISS: Intensive Support and Surveillance.

HSB: Harmful Sexual Behaviour.

CE: Criminal Exploitation.

HOS: Head of Service.

PSCO: Police Community Support Officer.

YJB: Youth Justice Board.

PNC: Police National Computer.

IT: Information Technology.

QA: Quality Assurance.

STI: Sexually Transmitted Infections

PPE: Promoting Positive Engagement

CAMHS: Child and Adolescent Mental Health Service.

SLCN: Speech Language and Communication Needs

NVR: Non Violent Resistance

PSR: Pre-Sentence Report

OCN – Open College Network

PIAP – Post inspection action plan

**NEATH PORT TALBOT YOUTH JUSTICE & EARLY
INTERVENTION SERVICE**

ANNUAL PLAN

2019-2020

Neath Port Talbot Youth Justice and Early Intervention Service

Annual Youth Justice Plan July 2019/2020

Section

1. Introduction and Context
2. Review of 2018/2019
3. Structures and Governance
4. Resources and Value for Money
5. Partnership Arrangements
6. Key Challenges and Risk to Future Delivery against Youth Justice Outcomes Measures.
7. National and Local Priorities 2019/20.

Appendices

1. NPT Youth Justice Operational and improvement plan

Signature Page

1. Neath Port Talbot Youth Justice and Early Intervention Strategic Plan 2019- 2020.

2019 -2020:

1. Introduction and Context

The principle aim of the Youth Justice and Early Intervention Service (YJ&EIS) is to prevent offending and re-offending by children and young people who are under 18 years of age. Section 39 (1) and Section 38 (1,2) of the Crime and Disorder Act requires that statutory partners which includes the Local Authority, Police, National Probation Service and Health co-operate to provide multi-agency Youth offending services to prevent offending by children and young people.

Neath Port Talbot Youth Justice and Early Intervention Services (NPT YJ&EIS) are incorporated within the Children's Services directorate of the council. Our early intervention and prevention model deployed within Children Services means that support can now be delivered at the earliest prevention stages, or equally, sustained beyond the young person's Court Order, with the overarching aim to support young people to achieve their potential and to prepare them to make a successful transition to adult and working life.

Neath Port Talbot Youth Justice and Early Intervention Service is further required to meet the statutory requirements for Youth Justice including National Standards and national inspection regimes, overseen by the Youth Justice Board and Ministry of Justice. It must continually seek to balance the risks and vulnerabilities of young people with the risk that this poses to the public and wider communities, while managing the overall ambition of improving outcomes for young offenders, their families, victims of crime and communities.

A Youth Justice Strategic Plan is required under the provisions of the Crime & Disorder act 1998. Standard requirements are outlined annually and the Plan should be approved locally by the Youth Justice Management Board prior to submission to the Youth Justice Board. The Western Bay Youth Justice and Early Intervention Service disaggregated in April 2019 therefore the new

Youth Justice Strategic Plan will run from 2019 -22 and will be refreshed annually. It links with and contributes to the principles and priorities of the strategic Service plans of key partner agencies.

Since 2011 National Outcome measures for Youth Justice are:

- Reductions in the number of young people aged 10-17 who are entering the Youth Justice system for the first time (First Time Entrants);
- Reduce young people's reoffending;
- Reduce the number of young people sentenced to custody.

NPT YJ&EIS continues to monitor performance against National and Welsh performance indicators as well as contribute to local priorities to meet the needs of Neath Port Talbot young people, their families, victims of crime and their communities.

In addition, the service aims to respond to the findings and feedback from the HMIP Inspection which took place in October 2018. Improvement and action plans have been approved by the Youth Justice Management Board and are carried forward into the NPT YJ&EIS.

2. Review from 2018-2019

Review of 2018/2019, shows there is an increase in Youth Offending figures in NPT 2018-2019 and an increase in the number of offences.

Neath Port Talbot

Young People Offending

2018/19	2017/18
39	28

Offences

2018/19	2017/18
96	92

First Time

Entrants

These are local figures as during the last 4 years the YJB published figures are for Western Bay.

2018/19	2017/18
23	8

Custody

2018/19	2017/18
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2	4
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**NPT Rate per
1000**

0.15	0.3
-------------	------------

**Wales Rate
per1000**

0.16	0.29
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For the rate per 1000 of the population the only mid-year estimates available for NPT are from 2011.

The rate therefore for Neath Port Talbot is 0.15 and 0.3. The Wales population mid-year estimates are from 2017.

The rate for Wales is 0.16 and 0.29

Referral Orders

2018/19	2017/18
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21	
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11

Youth Rehabilitation**Orders**

2018/19	2017/18
2	7

Reoffending

Reoffending figures are produced by the YJB and not produced locally. Historically the figures were produced as Western Bay of which Neath Port Talbot was part of.

	Western Bay	Wales
July 16 - Jun 17	51.50%	46.90%
July 15 - Jun 16	47.40%	47.90%

First Time Entrants

Since 2014, Neath Port Talbot was part of the Western Bay Youth Justice and Early Intervention Service and has not had our own First Time Entrant data published by the Youth Justice Board due to the amalgamation of the service.

Now that we have disaggregated, in order to calculate the figures as if the service had remained as a separate region, local reports have been used to establish an approximate trend for the new service.

2015/16	2016/17	2017/18	2018/19
26	20	8	23

This set of figures can be compared favourably with historical figures published by the Youth Justice Board as in 2008/09 Neath Port Talbot had 225 First Time Entrants. The 2019/20 figures will be the first full year figures produced from PNC that will determine the new baseline for Neath Port Talbot.

Reoffending

As discussed in the First Time Entrants section, Neath Port Talbot has been reformed this year and data has not been published since 2014 for the service. The only data available for reoffending is for the Western Bay Youth Justice and Early Intervention Service of which Neath Port Talbot was part of. The data published by the Youth Justice Board indicates that during the most recent 12 month rolling cohort the percentage reoffending has increased to 51.5% which is above the Welsh average.

	Western Bay	Wales
July 16-Jun17	51.5%	46.9%

July 15-Jun 16	47.4%	47.9%
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Although the percentage of those reoffending has increased, the number of offenders in the cohort has decreased together with the numbers of those who have reoffended and their further offences.

	Western Bay cohort	Western Bay reoffenders	Western Bay reoffenses
July 16- Jun17	169	87	278
July 15-Jun 16	230	109	362

These figures can also be compared favourably with historical Neath Port Talbot figures when, for a 12 month rolling cohort in 2008/09 Neath Port Talbot had almost double the number of offenders in the cohort that Western Bay currently has.

	NPT cohort	NPT reoffenders	NPT reoffences
Apr 08 – Mar 09	334	98	274

Due to the large number in the cohort in 2008/09 this resulted in the percentage reoffending of 29.3% which is significantly lower than the most recent Western Bay figure. We will therefore need to wait for the first set of data for Neath Port Talbot to be published to determine our new baseline.

Custody

2015/16	2016/17	2017/18	2018/19
4	2	4	2

The custody figures are currently at a low number compared with an historical figures of 18 custodial sentences in Neath Port Talbot in 2008/09.

The last 10-17 year old population figure for Neath Port Talbot was for 2012. If this figure is used the table below shows the rate per 1000 for the area.

2018/19 NPT approx	South Wales	Wales	England and Wales
0.16	0.19	0.16	0.30

These are approximate figures which show Neath Port Talbot has a better rate per 1000 than South Wales and England and Wales. This figure will be more accurate once the disaggregation of the region is established in the YJB returns.

There were no custodial remands for Neath Port Talbot during 2018/19.

However, serious offences and/or group offences can cause a spike in figures and a significant increase in remand costs which are based on bed nights and placement type which is dependent on the young persons' age and vulnerability. To mitigate this, qualified experienced staff and management, support this unpredictable and potentially high cost area of work for the local authority, through attendance at Court, and effective liaison with countrywide youth offending teams and Courts; as well as ongoing monitoring and management of young people transferred into NPT, who are often high risk and /or vulnerable and who are managed in the community under Intensive Surveillance and Support.

Reducing reoffending amongst young people subject to a Court Order remains a challenge year on year as these young people are likely to be more persistent and entrenched in their offending behaviour and have multiple, complex needs, requiring specialist input, assessment, risk management and support from experienced and suitably qualified practitioners in the multi-agency teams. Since disaggregation, the structure of NPT YJ&EIS is under review and more social workers have been employed to shore up the service with the skills needed to ensure that the service meets this cohort of young people with complex needs.

Resources and Interventions

NPT YJ&EIS has access to a wide range of group work and one-to-one programmes to meet the diverse needs of young people accessing our service. Last year, new resources were purchased to support the targeting of interventions and in particular, awareness raising around national and local concerns in relation to knife crime. A female focused offending behaviour programme is a further additional resource purchased last year to support our work with young females embroiled in offending, which supports exploration of the impact of lifestyle choices and options by continued offending as well as supporting discussions around CSE, healthy relationships and the long term outcomes and lifestyle impact associated with relationships with other young people who offend.

Over the next year, an analysis of the needs of young people accessing NPT YJ&EIS alongside the recording of unmet need within the Pathways and Planning section of Asset Plus, will support the service in ensuring we have access to the right interventions to support young people to make better choices and behavioural changes.

There are currently a number of group based interventions being developed in conjunction with partner agencies including:

1. The Phoenix project (MAWW Fire Service)
2. The K9 project (South Wales Police)
3. English and Maths tuition for young people who are NEET or young people excluded from their current provision (Hillside Secure Unit, Cefn Saeson and the YJEIS)

Young People not in Education Training and Employment

Engaging young offenders in education, training or employment is a key factor in preventing young people's reoffending and their resettlement. This has become a greater challenge in recent years reflecting the changes to the cohort of young people in the Youth Justice System who now increasingly have complex and multiple needs and who are more entrenched in offending than in the past. These young people are often the hardest to engage and sustain in full time ETE.

Alongside this, the NPT Education Training and Employment (ETE) practitioner reports fewer training providers and college places being available to young people in the Youth Justice System because of the risks they pose and /or they fail to meet the qualification requirements for courses. Nationally, research indicates that young offenders have often experienced disrupted education, have low levels of literacy and numeracy, and high levels of special education needs.

Education, Employment and Training: 2018/2019

In NPT we have one Youth Justice ETE practitioner who was appointed to provide ongoing support for these young people. The principal Officer for Youth Justice is linking in with NAASH (Neath and Afan Secondary Heads), the local College and Swansea University. Our ETE practitioner links with the Engagement and Progression Co-ordinator, the NEETS Multi Agency Group and the Engagement Provider Support group, ASD Steering Group, The operational manager attends the Youth Engagement Strategy Group and we also meet with Pupil Parent support and the Senior Wellbeing Manager every two months to discuss individual cases.

The YJEIS is also developing links with Hillside Secure Children's Home to try and develop an education centre as part of the planned resource centre so that programmes of education with accreditation can be offered as an alternative to exclusion for specific periods of time. The biggest challenge for this is having a premises/ resource centre which is suitable for the intervention that we are undertaking.

We have also made links with the local alternative education provision to look at a collaborative project between staff at the school in Hillside and NPT YJ&EIS. We will be developing this further as the school returns in September.

A total of 18 young people's orders ended during the period April 2018 - March 2019. 14 YP were in ETE at end of their order, of those, 3 were in part time ETE (One YP of school age was NEET at end of their Order, twice during the year).

A total of 24 young people's orders ended during the period April 2017 - March 2018. 15 YP were in ETE at end of their order, of those, 3 were in part time ETE (One YP above school age was NEET at end of their Order, four times during the year).

A total of 24 young people's orders ended during the period April 2016 - March 2017. 18 YP were in ETE at end of order, of those, 6 were in part time ETE (One YP of school age was NEET at end of their Order, twice during the year).

Restorative justice:

Restorative justice approaches and opportunities for victims of youth crime continued to be a focus in 2018/19. All victims of youth crime are invited to participate in the criminal justice process in accordance with the Victim Code. This includes:

- 1) A letter of apology or explanation from the young person
- 2) Attending a Referral Order Panel Meeting where the victim can meet the young person and explain the impact their offending has had on them
- 3) A Restorative Justice Conference where the victim can meet the young person and explain the impact their offending has had on them
- 4) The victim of the offence having a say in what type of reparation they would like the young person to complete and can be indirect to benefit the local community and/or direct to the victim of the offence

There are enhanced entitlements as sent out in the Victims Code of Practice for victims in the following categories because they are more likely to require enhanced support and services through the criminal justice process. In the Neath Port Talbot YJEIS, the victim liaison officer liaises with the Youth Justice Service Police Officer to ascertain whether a victim should be considered under one of the following categories and has established links locally to fulfil these duties.

- 1) Victims of the most serious crime
- 2) Persistently targeted victims
- 3) Vulnerable or intimidated victims

NPT has a portfolio of reparation projects that are developed locally with partner agencies including housing providers, parks, schools, the environmental department, charities and local churches.

NPT has one Youth Justice Victim Liaison officer who facilitates restorative meetings and conferences and ensures the impact on victims is considered in young people's offending behaviour programmes. 27 victims received restorative outcomes including direct or indirect reparation in 2018/19. All victims of crime are consulted in relation to restorative options; however, engagement is voluntary and not all victims chose to engage in this process following initial consultation. The service has good links with Victim Support including signposting and liaising with provision for supporting young victims.

Restorative principles are applied in Referral Order Panels. Referral Order Panel volunteers are recruited from local communities and receive restorative justice training as part of the programme. Recruitment for Referral Order panel volunteers took place earlier this year and in July 2019, 5 volunteers underwent the training programme, providing valuable community involvement.

NPT offers all young people engaging in restorative justice the opportunity to complete an Agroed Cymru unit called Restorative Justice (EC61CY002) Level 1 (credit value 1).

HMIP Inspection report March 2019

This Inspection focused on the quality of assessment and risk management and effective management oversight. The report was critical of the previous regional arrangements and highlighted concerns regarding safeguarding, recording of information, and lack of information being provided to the management board. The inspectorate issued an organisational alert such was the level of concern.

The background to the regional Youth Justice Arrangements:

Bridgend, Neath Port Talbot and Swansea Youth Offending Teams had been a merged service since 29 May 2014 when the first WBYJ and EIS Management Board was held and all local management boards ceased to exist. The previous Management Board was chaired by Neath Port Talbot County Borough Council's Director of Social Services Health and Housing, and had a membership in line with the requirements of the Crime and Disorder Act including cabinet members from all three local authorities.

It is well documented that the root causes of crime are multifaceted and tackling these factors requires input from a range of agencies and services at both a strategic level (planning & delivering local service provision) and a practical level (planning & delivering interventions).

Following the publication of the inspection report by HMIP in March 2019 following an inspection of the service in October 2018, on the 1st April 2019 Western Bay Youth Justice and Early Intervention Service disaggregated and NPT now hosts a stand-alone service for youth offending and early intervention. A new management board has been created which serves NPT alone.

The rationale for disaggregation is that the YJS teams need to focus on their own geographical areas and the demographic of those areas, providing services for the young people of Neath and Port Talbot. Following publication of the final HMIP report in March 2019 and combined with the planned exit of Bridgend, it was felt that the best way forward was to return to single Youth Justice Teams.

The YJEIS is on an improvement journey, draft action and improvement plans have been presented to the Management Board and are being finalised, they will also be presented to the West Glamorgan Safeguarding Board. The YJEIS are being monitored by the YJB and are working to strengthen the service in terms of concerns raised by the inspectorate. Moving forward NPT will need to evidence its ability to deliver the statutory functions laid out in the Crime & Disorder Act and subsequent legislation independently of the other two localities.

The Director of Social Services will have overall governance of the disaggregation for NPT YJ&EIS (Youth Justice and Early Intervention service.) The service is headed by a Principal Officer and strategic lead who reports to the Head of Children Services.

The inspectorate focused on Asset plus assessment training, and risk management meetings established to support risk management planning. Inconsistencies in effective management oversight and in the distribution of expertise and skills across the regional teams were also noted as well as the need for the voice of the victim and the voice of the young person to be more visible, which the service aims to address in the coming year.

The direction of travel for the NPT YJEIS going forward has to be effective management of public protection issues in all cases as well as strong processes for managing risk, and effective and closer links with children's social services and early

intervention services. Findings and action plans to address areas for improvement were shared with and are monitored by the Neath Port Talbot Youth Justice and Early Intervention Management Board.

Asset Plus

Asset Plus was introduced as a new national assessment framework for all Youth Justice /Youth Offending Services in 2016. NPT YJ&EIS delivered the three day training course via the Managing Director of Silver Bullet Business Training to all asset plus authors in June 2019. Asset plus is now fully implemented in NPT to meet this national requirement. The quality of the asset assessments is being dip sampled and quality assured by the management team at the YJEIS.

Ongoing support and refresher training as well as training for new staff will be necessary throughout the coming year to ensure this is fully embedded. This has already been booked.

3. Structure and Governance

"Youth Offending Teams aim to prevent and reduce offending, reoffending and anti-social behaviour amongst children and young people.

In Neath Port Talbot we strive to achieve this aim through the delivery of the right high-quality services provided at the right time for and informed by children, young people, parents and carers, victims and the wider community and partners. These services will be provided cost effectively by a diverse, competent and well supported staff group."

We are striving to include the young person's voice in the delivery of our services; participation and consultation is an integral feature of the service. A young person involved in serious offending was introduced to the bike maintenance project where a bike was repaired for charity and then the young person was then able to repair one for himself; in response to this the young

person said "I am so glad I got arrested, the YJS has changed my life all I want to do is ride my bike and stay out of trouble it's me and my bike now." Another young person who attended the first emergency services fun day and took part in the first aid activities, wants to now join the ambulance service, we will be ensuring that the wishes and feelings of the young people using our services will be heard and represented.

July 2019 included a review of the board terms of reference and membership of the management board, the post inspection action plan has highlighted the need for robust quality assurance, audit reporting and developing of a quality assurance framework we will be reporting audits into the management board each quarter along-side the performance management information. Swansea and Neath Port Talbot are also setting up a subgroup to review all policies and procedures to ensure that they are fit for purpose. There is an expectation drive from board members and Social services committee members to have evidence of what difference audits are making to quality.

Youth Justice is located within Neath Port Talbot Children Services, Health and Housing Directorate. Service delivery is in the Youth Justice Service building, geographically located in Port Talbot. The service is led by the Principal Officer who is the strategic lead for the service, there is an Interim Operational Manager and two Senior Social Work practitioners who head a team of Social Workers, Intervention Workers, ETE worker, Police Officer, Probation Officer, Speech and Language Therapist, Victim Worker, Substance Misuse workers, Information Officer and Business Support). We have some limited CAMHS support, but we are closely working with our health colleagues to look at how we could utilise a primary health care worker in the team and establish how this could be funded. This post would be to begin to support the primary health needs of our young people and be a support service for their emotional health and wellbeing. A joint working party with Swansea Bay University Health Board has been set up to progress this work stream.

The Youth Justice Principal Officer is managed by the Head of Children Services. The Principal Officer is also part of the Children Services Principal Officer group who meet weekly as the managers of Children Services. The Principal Officer provides strategic oversight and operational direction for the service led by the Head of Children Services.

A Youth Justice Management Board (NPT YJMB) is in place which is chaired by the Director of Social Services. There is senior representation from partners from National Probation Service, Police, Police and Crime Commissioner and Health, Education, Housing, Safeguarding and Early Help. There are also invited board members, including Barnardos, The Family Courts and Careers Wales. The Board meets bi monthly but this is now going to be moved to monthly to ensure that the improvement plan remains a priority for all board members. The management board takes responsibility for agreeing agency contributions to Youth Justice Services and monitoring the budget and grant conditions. It reviews Youth Justice Performance, monitors Improvement Plans and advises on national and local Youth Justice issues to ensure that the statutory Youth Justice duties and responsibilities are met, and that key Youth Justice Outcomes are delivered.

Youth Justice is delivered directly to young offenders, directly by the YJEIS under the umbrella of children services, most aspects of the service being centrally managed by specialist Youth Justice Staff, including Intensive Supervision and Surveillance, (ISS) Custody, Bail and Remand and victims, the bureau and Youth Justice Interventions.

The Neath Port Talbot Youth Justice and Early Intervention Service provides support to vulnerable young people and their families to reduce their escalation into specialist services or into statutory services in relation to young offenders, Children Looked After and care leavers. The inclusion of the multi-disciplinary Youth Justice Service staff in this integrated model enables the sharing of expertise and transferable skills that benefits all targeted practitioners in the service and allows for a more co-ordinated response to the individual children and young people who often have multiple, complex needs.

The YJB, the Welsh YJS managers and YCS provide operational guidance and policy support to the YJEIS, to ensure effective Youth Justice Service delivery. The senior managers, Head of service and chair of the Management board are responsible for strategy performance, quality assurance and the coordination and delivery of Youth Justice Provision to the Courts.

4. Resources and Value for money:

NPT exceeds the minimum staffing requirements set out in the Crime and Disorder Act 1998 for a multi-agency youth offending team. Currently the Youth Justice Service management team consists of a Principal Officer (who reports directly to the Head of Children's Services), one operational manager, 2 senior practitioners, a business support manager and an information officer. A number of these posts are currently filled on an interim basis and discussions are taking place, to ensure that these posts are permanently filled in the forthcoming months to ensure the ongoing stability of the service. In total there are 22 practitioners and administration staff. As well as generic Youth Justice Officers, who are social work trained or alternatively qualified, the service includes a speech and language therapist, 2 substance misuse workers, an education worker, a seconded police officer (1 FTE) and probation officer (0.3FTE).

The National Probation Service (NPS) resource into the Youth Justice Service is determined using a National formula; there has been no overall reduction in the resource for 2019/2020. In 2018/19, there was one full-time equivalent post across Western Bay that was delivered via two part-time posts (previous shared post across NPT and Swansea); following disaggregation of the service in April 2019, the full-time equivalent post was split across the three localities with the provision in NPT at 0.3 FTE of a post. At the time of disaggregation, it was felt that separate probation officers would ensure dedicated and protected time was received within each locality; however, this has presented challenges given the dual

aspects of their role and with the NPT Probation Officer now taking up post in Swansea, it is hoped that this will offer greater flexibility across the services as workload dictates.

Staffing contributions from other partners are under review. The YJS are working closely with Health (SBUHB & CAMHS) to better understand the emotional health and wellbeing needs of young people known to the service to determine the resource contribution required from health long-term. The YJS are undertaking a data exercise to support this piece of work. The current resource available to the service remains the same and includes dedicated psychiatry and psychology time for case consultation (which enables referrals into CAMHS for assessment to be expedited where required), as well as access to a monthly sexual health clinics held onsite at the YJS.

The addition of two further social work posts at the outset of the financial year, has ensured that social work capacity within the service is strengthened to allow for smaller caseloads to manage the complex and high risk young people known to our service; recruitment to these posts has taken place.

NPT Youth Justice Service recruits, trains and supports volunteers from the community to act as Youth Offender Panel volunteers to meet the requirements of Referral Orders made in the Youth Court, to participate in Bureau panel for out-of-court disposals and act as Appropriate Adults at the Police station. There are currently approximately 9 Youth Offender Panel volunteers, 2 Youth Bureau Panel volunteers and 2 Appropriate Adult volunteers. A large proportion of the staff group have recently undergone Appropriate Adult refresher training to support the latter function during the working day and outside of working hours, this function is supported by the NPT Emergency Duty Team.

Numbers of young people coming into the Youth Justice system have now been relatively consistent for the last three years, compared to the much higher numbers seen previously in line with the national trend. Policy changes and greater diversion and restorative justice opportunities for more minor or first time offending mean that young people coming into the formal Youth Justice system are now more likely to be more entrenched offenders and often have multiple, complex needs requiring

more specialist and intensive support to help them turn their lives around or those young people who have committed one-off serious offences.

The budget is illustrated below for 2019/20. Grants received from the Youth Justice Board (YJB), Police and Crime Commissioner (PCC) and Promoting Positive Engagement (PPE) remain fixed at the same levels as 2018/19. Statutory partners have indicated levels of continuing contribution and funding in kind for 2019/20. The Police Service and the National Probation Service continues to maintain its level of contribution at this time and the contribution from Health contribution is currently under review. Funding is reviewed annually and is likely to remain a challenge for all agencies in the coming years as services continue to be delivered in a difficult financial climate.

Funding

From the April 1st the grant funding originally received from the YJB is now paid directly to Neath Port Talbot.

The Crime and Disorder Act 1998, Section 39(1) placed a duty on each local authority, acting with its statutory partners (police, probation and health) to establish youth offending teams in their local area to deliver youth justice services. Section 38(3) of the Act placed a duty on the local authority and its statutory partners to make payment towards the expenditure incurred in providing youth justice services. The purpose of the new NPT YJEIS is to ensure that youth justice services are available across the local authority.

YJEIS budget
2019/2020
 Costs and Contributions

Agency	Staffing Costs	Payments in kind	Other delegated funds	Total
Police	0	0	0	0
Police and Crime Commissioner	0	0	35,800	35,800
Probation	0	0	0	0
Health	0	0	4,280	4,280
Local Authority	373,500	0	40,140	413,640
Wales Assembly Government	193,486	0	0	193,486
YJB	217,000	0	0	217,000
Other	0	0	0	0
Total	783,986	0	80,220	864,206

The service remains based at a single site in Port Talbot. The pursuit of an alternative premise to house the current workforce and allow for the development of a resource centre is a key priority for the service moving forward. Progressing this is a challenge and is dependent on the availability and in turn, suitability of vacant buildings in the area as well as financial constraints.

5. Partnership Arrangements

Effective partnerships are in place with statutory partners and as a single authority service, NPT YJEIS sits on the community safety board and we report into this board on a quarterly basis. Both at strategic and operational levels and with local anti-social behaviour strategies and initiatives.

Youth Justice is represented on key strategic forums and other relevant forums that contribute to a co-ordinated and effective delivery of services. These include:

- Court Users group and Family Justice Board.
- Multi-Agency Public Protection strategic group
- Integrated Offender Management Strategic Board
- Channel Panel to prevent radical extremism
- Safeguarding Children's Board as a board member
- LSCB sub – groups including practice review groups.
- The Principal Officer for the YJS is the chair of Better futures partnership for HSB and CSE cases

Police, Probation and Health (CAMHS) and WCADA each second staff to the multi-agency NPT YJEIS deliver interventions to young offenders and contribute to the Youth Justice budget together with the local authority Children Services and Police and Crime Commissioner (PCC) to ensure national Youth Justice Indicators and government priorities are met alongside locally identified priorities.

The Service works closely with partners on key issues including Troubled Families agenda; Early Help strategy; Child sexual exploitation, LAC young people involved in offending; homelessness and accommodation needs of young offenders; substance misuse; young people who are NEET; young people with SEND; remand management; overnight detention of young people arrested and refused bail; and reports on key issues to Children's Services Management team; Social Services Health and Housing Cabinet and scrutiny panels; the community safety partnership, and West Glamorgan Safeguarding Children Board.

The resettlement of young people leaving custody continues to be a key priority for the Service for 2019-20 and will be overseen by Youth Justice senior managers, working with partners to ensure employment and training; accommodation needs, substance use and mental health support and effective transitions for this often vulnerable and /or high risk group and of young people.

Young people's substance use services are commissioned from WCADA both for consultation, and direct treatment interventions to Youth Justice and Early Intervention Service.

Youth Justice works closely with the National Probation Service (NPS). Young People are referred into Multi Agency Public Protection Arrangements (MAPPA) for oversight of risk management. This process engages professionals with expertise and

understanding of children and young people as well as criminal justice, and has been able to engage in developing bespoke arrangements for the small number of children and young people who present a significant risk to the public in the County.

The service links with the County's Integrated Offender Management arrangements which is a multi-agency strategic and operational initiative designed to identify and offer enhanced support to offenders presenting high risk of serious re-offending. Although the majority of the offenders identified are adults, liaison is in place to ensure effective Information sharing and identification of high risk young people. Our Youth Justice Police Officer is responsible for identifying cases that meet IOM cohort criteria and for liaising with IOM management to determine adoption. This is achieved using intelligence within NPT YJEIS and South Wales Police.

The Operational manager for the YJEIS represents Children's Services on the multi-agency Channel forum which identifies and provides support to vulnerable young people at risk of radicalisation, as part of the government 'Prevent Strategy' aimed at preventing extremist radicalisation and terrorism.

Young people and gang activity has emerged as a concern in the last 12 months including an increase in young people subject to Court Orders being moved to NPT from London Manchester and Liverpool, to escape gang violence, and awareness of 'County Lines' – cross border serious gang led offending. Responses to this emerging issue are being explored with Police and partners to develop a countywide joined up strategy. Gang activity and concerns are currently monitored through the Youth Justice Risk management arrangements on individual cases, and information is shared between Police and Youth Justice and relevant agencies on wider gang activity.

Further developments for Youth Justice in 2019/20 in partnership with The Police and crime commissioner's Office, South Wales Police and Children's Services will include developing responses to young people in the Criminal Justice System who are responsible for domestic violence, responding to the criminal exploitation of young people, and responding to the national agenda of addressing serious and violent crime including Knife and gun crime.

6. Key Challenges and Risks to Future Delivery

Key challenges and risks to future delivery have been highlighted throughout the Plan and are summarised here:-

First Time Entrants

Low levels of First Time Entrants has been achieved since 2009 reflecting the national picture as young people are engaged outside of the formal Youth Justice system wherever possible, through diversion and restorative justice opportunities.

Numbers have levelled out and reductions will prove more of a challenge as some young people who have been diverted previously may reoffend more seriously or persistently. Continued efforts and resources will be required by Police and Youth Justice to maintain the progress achieved. This includes ensuring effective assessment of risk and need and the provision of diversionary opportunities; monitoring of outcomes to help us understand the reasons for any increases; and the delivery of prevention and early help with local partners to families identified as vulnerable and/or at risk where partnership resources are reducing.

Reduce Reoffending

Reducing young people's reoffending continues to prove a challenge despite greater numbers of young people being diverted away from the criminal justice system for less serious offending. Those young people who do escalate do so invariably with more entrenched offending behaviour, and often have multiple complex needs. These young people require increased contact levels and specialist input from experienced and trained practitioners to prevent further offending and achieve positive outcomes. Sustained specialist input to young people with complex needs and high levels of risk remains a priority in

2019/2020. Further evaluation of quality and effectiveness of interventions and reoffending data is required to improve targeting of resources and have a positive impact on future reoffending rates.

Reduce use of Custody

Significant reductions in custody rates have been achieved in 2018/2019 although percentage improvement remains a challenge year on year, being harder to achieve when overall disposals are falling. In common with the national trend young people who are looked after and BME young people continue to be over-represented in the custodial population. The service is working with wider Children's Services and our partner agencies to ensure access to effective resettlement support and improve outcomes for these young people. In NPT poverty and social inequality is also a factor to consider alongside substance and drug misuse. The increase in county lines and criminal exploitation along the M4 corridor from Newport to Swansea make our young people in Neath Port Talbot especially vulnerable. The remand population remains unpredictable and the duration of remands can vary. A small number of younger children committing serious offences or an offence involving a group of young people can have a major impact on resources

The financial risk to the local authority

Young people who are aged 16 and under are placed in Secure Training centres (STC) or Secure Children's Homes (SCH) which are costlier than Youth Offender Institutes (YOI); this is closely monitored by the Youth Justice Service to ensure the appropriate designated authority is named at Court and that there is close liaison and verification with Children's services placements and finance teams to ensure that risks are mitigated. We are in a more fortunate position in that our Welsh secure unit is based in Neath Port Talbot and therefore, we can ensure strong working relationships with the RI who is also the Head of Children's Services and therefore is fully sighted on all of the issues regarding Hillside. The Principal Officer was also the previous Principal Manager of Hillside Children's secure unit and therefore fully understands the financial implications and the opportunities for outreach work between Hillside and the YJEIS.

Young People in Education and Training

Performance in relation to ensuring young offenders are engaged in Education, Training and Employment has dipped over time and remains a challenge to achieve and sustain for young people in the Youth Justice Service. There is enhanced support from our Youth Justice Education Training & Employment practitioner in the YJEIS team. There is regular monitoring of the cohort of young people who are not engaged in ETE to help us understand the reasons for this and to identify areas and strategies for improvement.

Restorative Justice

There will be a continued focus in 2019/20 on development of Restorative Justice projects to provide victims of crime with a range of relevant options to support the opportunity for their inclusion in the Justice Process while providing young offenders with an effective deterrent experience.

Maintaining Effective Risk Management and Management Oversight of Youth Justice and Implementation of Asset plus:

Improvements in risk management and assessment quality are an integral part of the post inspection action plan and we have made sure that is a primary focus of our work going forward. The QA of asset plus and risk management oversight remain key priorities for 2019/20. In addition, the embedding of Asset plus requires further and on-going refresher training across the service in 2019/20; again this forms part of the post inspection action plan.

Local Risk Management:

Whilst there are three key agencies forming the “responsible authority” for MAPPA (i.e. police, prisons and probation), NPT YJEIS has a duty to cooperate. Over the past 18 months this has been an area where efforts have been concentrated through the pilot of the ECM approach. However, there is still a need to concentrate on this area and the recognition that some of our high risk cases are not subject to statutory orders but within the cohort subject to out of court disposals.

County Lines, violence and knife crime are becoming more prevalent and this needs to be responded to appropriately on a multi-agency basis. Through CSP and IOM approaches there is a growing understanding and willingness to work together as the most common re-offence is that of violence.

As already highlighted we need to address reoffending. The reoffending toolkit has been developed from the findings of the deep dive audit completed in 2016. The approach lends itself to the implementation of trauma informed practice and all staff have been trained in this approach. This will continue to be a focus amongst the YJEIS staff group. The service are holding regular development days; these have been used to address the post inspection action plan to date, but going forward these will be used for communication of key developments and the sharing of practice.

Staff development this year will focus on how we address knife crime prevention, utilise AIM 2 and how it complements the Better Futures service level agreement. There may be lessons to be learnt over the next 12 months from the Wrexham YOS service as our nominated partner in practice.

In response to potential violent offending and the risks of knife crime the service has developed an awareness raising package for schools.

Vulnerability management safeguarding and wellbeing.

As with risk management, safeguarding relies on robust and accurate assessment and listening to what the child or young person is saying. This is a priority area that alongside risk management is a primary focus of the service. The service needs to address the gap in evidencing wellbeing outcomes. This work is currently being completed with health colleagues and although we are at early stages I feel confident that the development of the service will address this.

We have reviewed safeguarding systems in the service, this highlights areas of duplication etc. and informs the service if there are gaps in relation to practice relating to the safeguarding of our children and young people. A quarterly safeguarding audit is in draft but not complete at the time of writing this plan. A safeguarding spread sheet has been developed which tracks and analyses referrals, reason for referrals and outcomes; thus giving a clear picture of the safeguarding needs of our young people in the service.

The Chair of the NPT YJEIS Management Board Service is the Chair of the Western Bay Safeguarding Children Board (WBSCB) giving a robust strategic link to the safeguarding needs of children and young people known to the service. There are lessons to be learnt from child practice reviews and serious incidents within the community where the service has been supervising the child or young person who has become a victim or harmed themselves. A member of the management team is on the child practise review sub group of the safeguarding children board as well as the quality and performance sub group. The relationship between the service and safeguarding teams is good across the region and the "step up, step down" approach to meeting the needs of children and young people has improved over the last year as services are increasingly joining up to provide seamless services avoiding duplication.

Safety and wellbeing cannot be seen in isolation of the services we provide to victims and their need to feel safe. We are very much part of NPT children services and regularly attend all identified safeguarding meetings professional strategy meetings and so on.

Victim Engagement and Restorative Interventions.

Positive victim involvement is always a priority for the service and with the opportunity to redesign the service on a local footprint, comes the opportunity to review the role of the victim worker improving links with reparation and enabling more visible outcomes for victims, our prevention workers, and their direct links to the reparation officer. It is anticipated that this will increase the number of victims accepting direct reparation.

Our restorative approaches training course developed with Agored Cymru continue to be available especially for schools, early intervention services and residential settings.

Workforce development

In addition to areas of training and management oversight already covered, the drive this year is to ensure everyone has a clear role, good supervision and quality appraisals. Following the inspection, supervision arrangements were found to be lacking. This can have an impact on staff well-being and a knock-on effect on direct delivery. Supervision has now been reviewed and the proper process and arrangements area in place. Everyone has supervision in line with the NPT supervision policy and appraisals will form a part of that process going forward. Taking into account the amount of change and uncertainty experienced by staff, the poor inspection report and the general lack of information that the staff group felt they had, we need to concentrate on the health and well-being of our staff, and this is covered in our development days and will

form part of everyone's appraisal. This area will be kept a priority and feeds into the management team. The building of staff morale is essential to maintain staff commitment, reduce sickness and maintain staff continuity.

Participation

Engaging young people in decision making and accepting responsibilities for their actions and future is critical to developing skills as constructive members of their community; Article 12 of the UNCRC establishes the right of young people to participate where decisions are being made that affect their future.

We aim to develop a young person's sub group of the management board. An independent member of the management board has met with 3 young people and will be meeting with more. We have identified a young person who is going to be a YJS champion, and is attending the management board development days with support from his worker. Eventually we will want our young people sub group to represent the whole area of service delivery i.e. pre-court, post court and exit planning.

As with previous years, victim feedback gathered by volunteers over the phone evidenced an overall satisfaction with the service and a growing positive view of restorative approaches; however, the numbers giving feedback in the new NPT service have not been measured as yet. We will be collating these going forward.

Parenting groups have recently been re- established in NPT and the first ones are beginning in September 2019. There was hugely positive feedback about the NVR parenting course when we were a regional service. The previous key messages were around the need for consistency of messages given by the parenting worker, case manager, childcare social workers and schools. One of the aims of the parenting group for NPT YJ&EIS is to reduce the mixed messages that the parents can receive from professionals and improve consistency per se. There are four workers at NPT YJ&EIS trained in providing the NVR course.

Staff retention in NPT YJEIS is not problematic, we are a long standing and established service with experienced and committed practitioners. Therefore the levels of distribution of youth justice expertise across the service and the close collaboration with Children services are a firm base on which to develop the NPT YJEIS service. What now needs to be done is the embedding and permanent recruitment of long standing temporary appointments, so that the staffing structure meets the needs of the service.

We have increased our numbers of social work practitioners, given responsibility to a principal officer to lead the service, and are going to be recruiting a consultant social worker using one of the existing senior practitioner post to develop our social work team further.

Probation, Education, South Wales Police and our intervention workers, including Speech and Language therapist, substance misuse workers, Bail support worker, volunteer coordinator, victim support worker and reparation and transition officers are all key players in the multi -agency service approach and we will keep developing these services to meet the complex needs of our young people.

Administration support and business management is a crucial element of the service and integral to the success of our work alongside performance and information management. This part of the business needs extra support and resource to manage the amount of work that is generated including administratively supporting the management board.

Training, monitoring and support are provided by the senior management team and our local authority training department to ensure required standards are met.

Staff recruitment and retention in NPT YJEIS

Retention of qualified social work staff in NPT YJ&EIS and the impact of this for maintaining effective Youth Justice Practice do not appear to be a risk to delivery at this juncture, although it is important to recognise that resources must be allocated to meet the additional training and necessary management support needs of new and/or inexperienced staff within NPT YJEIS.

Recruitment processes have been undertaken and we have recently employed two new social workers. We will be ensuring that the temporary posts in situ at present will be made permanent and recruit to those posts. The job description and person specification for all posts in the YJ&EIS going forward will be specific about the skill set and expertise required, which should help attract the more qualified and experienced staff.

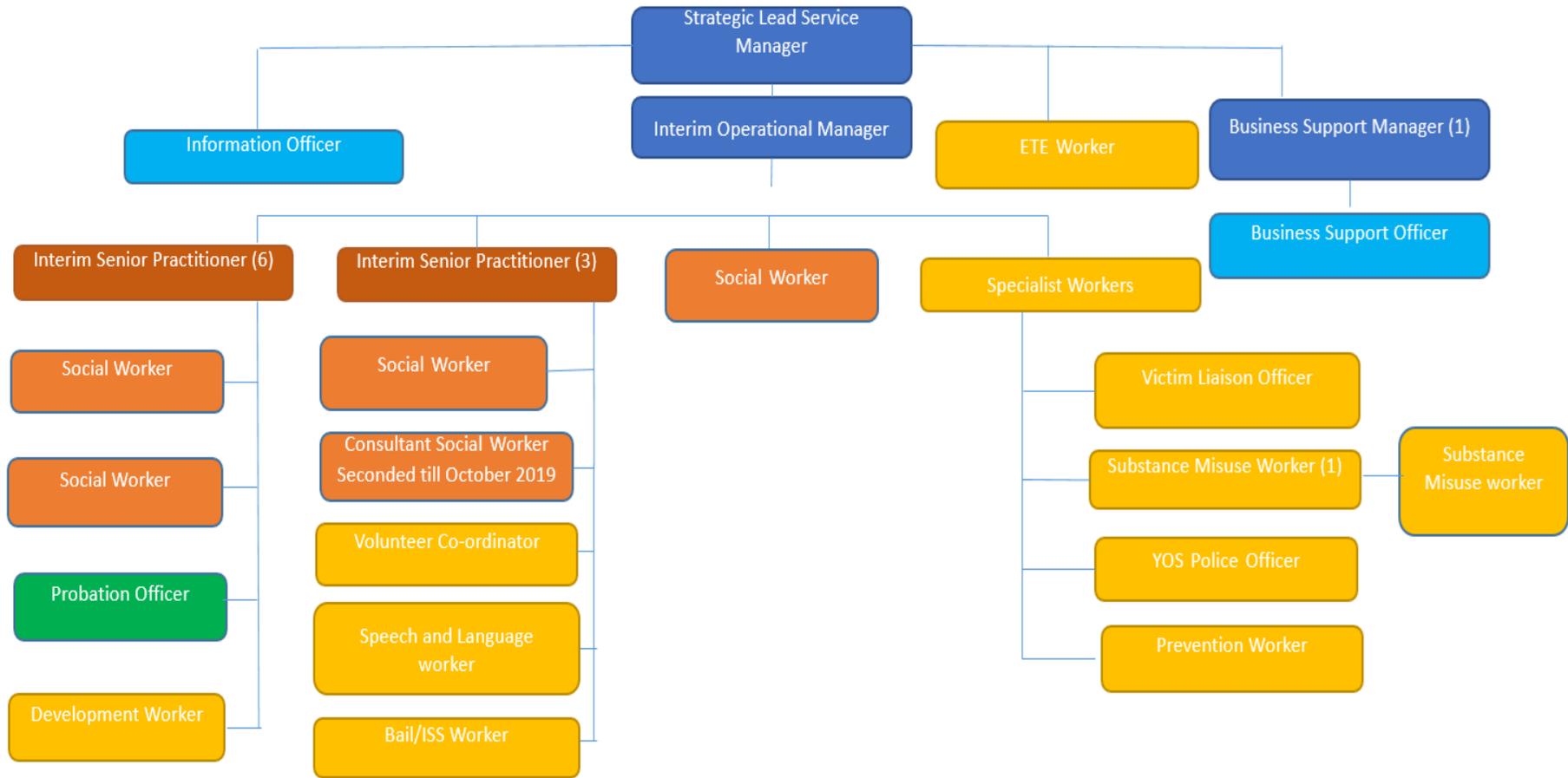
The NPT HR and the senior management team are fully engaged with supporting the teams including delivering induction and training and development days, guidance, gatekeeping, alongside quality assurance and management reports to track progress. The strategic lead is full engaged with the LSCB, CSP and subgroups to ensure that the YJ&EIS are fully represented in all external and partnership arenas.

Planned restructure

A final permanent structure of the NPT YJ&EIS is going to be formalised by the end of 2019 and will require effective leadership and close links with HR to ensure safe and effective practice is maintained. It is anticipated that the changes made to date will continue but with the posts being made permanent. The current interim structure is set out below following disaggregation in April 2019.

Neath Port Talbot Youth Justice and Early Intervention Service

Staff Structure



7. Youth Justice National and Local Priorities 2019/20

The Service continues to ensure core statutory Youth Justice delivery to young people and families, pre-court and court services, and meet national and local priorities. These are outlined below and key actions are detailed in the Youth Justice Service operational plan 2019-20, which is monitored through the Neath Port Talbot Youth Justice Management Board and Children Services, this plan sets out local priorities incorporates actions from the recent Inspection findings. These priorities are set out in the operational and improvement plan which is included in the appendices of this report.

National Youth Justice Priorities:

- To reduce the number of First time entrants to the Youth Justice System who are aged 10-17
- To reduce young people's proven re-offending
- To reduce the number of young people who are sentenced to custody.

Local priorities:

- Reduce disproportionality and ensure that outcomes and the experience of BME young people in the Youth Justice system are proportionate and fair
- Prevent the criminalisation of Looked After children in the Youth Justice system
- Ensure that young offenders are supported to engage in education, training or employment.

- Prevention and safeguarding of young people at risk of gang involvement and child sexual exploitation
- Youth Justice quality assurance of assessment, planning and interventions for young People in the Youth Justice System
- Services to victims and restorative justice opportunities
- Workforce development to ensure effective and quality youth justice service delivery
- Service development to improve responses to young people affected by domestic abuse.

Priority areas:

1. OUT OF COURT DISPOSALS

Aims:

- Out of Court disposals are consistently applied & effective in diverting young people from Court where appropriate
- Recommendations from the Laming Review are implemented

The lead services for this priority are:

Youth Justice and Early Intervention Service

CS/Police

By when: October 2019.

Expected outcomes would be:

- Reduce FTE
- Safeguard Young people in the Youth Justice System
- Reduce LAC in the YJS

2. APPROPRIATE ADULT AND PACE TRANSFER.

Aims:

- Young people at the Police station are safeguarded
- Prevent overnight detention at the Police station for children arrested and refused bail
- Prevent offending and reoffending of LAC

The lead services to meet this priority are:

Youth Justice

Children services.

South Wales Police

By when: March/ April 2020

Expected outcomes would be:

- Reduce reoffending
- Reduce the use of Custody

3. SERVICES TO THE COURTS.

Aims:

- Ensure effective representation and Youth Court Practice
- Confidence of the Courts and Public is maintained and justice is served to victims and communities.

The lead services to meet this priority would be:

YJS EIS – on -going.

South Wales Police.

Expected / desired outcomes would be:

Reduction in custody

Appropriate interventions

Increased use of Bureau

More reparation and community based interventions

Partnership working to support young people and their families.

Better use of court time.

4. PREVENTION AND EARLY HELP**Aims:**

- Families are offered early help to prevent escalation into specialist services.
- Services are joined up to ensure most positive outcomes for young People and their families
- Children in the care system are not disadvantaged in the YJS
- The promotion of equality and diversity in the YJS

The lead services to meet this priority are:

Police/Youth Justice and the courts.

Intensive Support and Surveillance workers

By When? March 2020

The expected/desired outcomes would be:

Reduce offending.

Promote equality and diversity

Positive partnership working.

Reduction of FTE.

Families feel supported.

5. REDUCE PROPORTIONALITY.**Aims:**

- Ensure that outcomes and the experience of minority groups including BME young people in the YJS are proportionate and fair

- Include the active offer of the Welsh Language for all our young people who require it.
- Ensure that young people whose first language is Welsh are able to communicate to their YJS worker in their chosen language

The lead services to meet this priority are:

YJEIS Management team

By when: October 2019

The expected outcomes are

- Reduce reoffending
- Asset plus implementation
- YJ Quality Assurance.
- Promote equality and diversity.

6. EFFECTIVE ASSESSMENT AND RISK MANAGEMENT

Aims:

- Ensure that public protection risk and vulnerability are managed effectively.
- Reduce risk to victims and communities.

- Prevent radicalisation
- All managers involved in overseeing the quality of performance in YJEIS work do so to a consistently high standard within the team.
- There is a shared understanding of good quality assessment planning and intervention for young people in the YJS
- Reduce reoffending
- Ensure young offenders are engaged in ETE.
- Equality & diversity in the YJS
- Reduce the use of custody
- Increase restorative justice opportunities

The lead services to meet this priority are:

YJEIS

Children Services

7. EDUCATION TRAINING AND EMPLOYMENT

Aims:

- Information is shared to ensure effective risk management of serious sexual or violent offences in schools and colleges
- Young people with SEN needs are supported

Young people are engaged in ETE and supported to improve employability

The lead services to meet this priority are:

NPT YJEIS ongoing

Children Services and Education.

By When? This is ongoing and is an integral form of good practice.

The expected / desirable outcomes would be:

- Reduce reoffending
- Reduce the use of custody
- Increase employment and training opportunities
- Reduce permanent exclusions.

- Provide alternative education facilities i.e maths and English tutoring for YJ young people.
- Ensure that the educational needs of our young people are properly assessed.
- Unpaid work & reparation provide learning opportunities for young people.

8. RESTORATIVE JUSTICE

Aims:

- Resettlement
- Able to demonstrate that the victim perspective is apparent and influential wherever relevant and it contributes to Assessment
- Planning Intervention and Supervision of Young people in the Youth Justice system
- Young people make amends to victims and /or make a positive contribution to their community in as direct and relevant way as possible
- Unpaid work & reparation provide learning opportunities for young People

The lead services to meet this priority are:

NPT YJEIS.

By When? December 2019 and then ongoing as an integral part of good practice.

The expected / desirable outcomes are:

- Reduce reoffending
- Reduce the use of custody
- Resettlement
- Equality and diversity
- Hear the victim's voice as well as the young person.
- Ensure that communities are part of the restorative approach and that 'they' Get something back.

9. GROUP PROGRAMMES**Aims:**

- A range of effective programmes is available across NPT to address Young peoples' offending behaviour
- Ensure that there we provide robust programme options available to the Courts to support sentencing options

Lead services to meet this priority:

YJEIS

By When? September 2019

Expected /desirable outcomes.

Reduce offending behaviours.

Reduce the use of custody.

Address the reasons for offending behaviours.

Providing group activities and interventions to address the behaviours and reasons for our young people who are engaged in or on the fringe of offending behaviours.

Confidence building and life skills coaching for our young people.

Enable and support the courts to provide suitable sentencing options

Improved outcomes for young people.

10. ASSETPLUS**Aims:**

- Implementation of national Asset plus assessment framework
- Ensure effective assessment and risk management
- Reduce the use of custody

- Effective remand management
- Resettlement support

Lead service to meet this priority:

YJEIS

By when? September 2019, then ongoing as an integral part of good practice.

Desired/expected outcomes.

Robust risk assessment and risk management.

Safeguarding needs identified

Mandatory Quality assurance.

Comprehensive assessment process.

11. CUSTODY & REMAND MANAGEMENT

Aims:

- maintain low custody rates

- To ensure that unnecessary Remands are avoided
- To Improve outcomes for young people
- Good Information sharing to enable improved outcomes for young people

Lead service to meet tis priority:

Youth Justice and Early intervention service.

South Wales Police.

By when: December 2019.

Expected / desired outcomes.

- Safeguarding young people
- Reduce reoffending
- Reduced the use of custody
- Ensure that substance misuse service delivery arrangements are effective in delivery to YP in the NPT YJEIS.

12. PREVENTION & SAFEGUARDING OF YOUNG PEOPLE AT RISK OF GANG INVOLVEMENT OR SEXUAL EXPLOITATION

- Information is shared between agencies to reduce risk to communities and to safeguard young people
- Young people at risk are identified and supported to prevent risk of gang embedment or gang exploitation
- Young people in the Youth Justice system with substance misuse needs receive an appropriate intervention proportionate to the risk this poses to themselves, their family, & the public.

Lead agencies to meet this objective.

Youth Justice and Early Intervention Service.

South Wales Police

NPT Children services.

Barnardo's Better Futures.

By when? Ongoing, continuous work stream and integral to good practice.

Expected / desired outcomes:

Timely appropriate and thorough information sharing, to address the risks of CSE HSB and criminal exploitation, county lines and knife crime.

Robust safeguarding actions and strategies to address exploitation risks.

Partnership working with children services safeguarding, the community safety partnership and Prevent and Chanel panel, Probation and the police.

13. WORKFORCE DEVELOPMENT

- Ensure workforce development in Services for Young People which prioritises a focus on Youth Justice.
- To ensure that all staff understand Youth Justice Responsibilities to young people and families, the Courts and victims of youth crime
- To ensure the perception of staff of importance of youth justice as a priority is clear
- Ensure that there is an effective distribution of YJ expertise across the service to ensure that teams are equipped to deliver YJ responsibilities to a required standard and in line with national standards.

Lead service to meet this priority

Youth Justice and Early Intervention team.

Senior management team

Head of service.

By when: restructure to be completed by January 2020

Training plan to be completed by December 2020

Expected / desired outcomes:

A fully staffed service who are trained to meet the needs of our young people.

A positive and motivated workforce whose well-being needs are also a primary consideration.

A jointed up service with children's services to assess and manage risk and safeguarding needs of our young people.

14. YOUTH JUSTICE SERVICE CONTRIBUTION

- Ensure staff are aware of the relevance and importance of the youth justice contribution to wider services and of the youth justice 'journey'.
- To provide performance data that supports a wider understanding of trends and themes and of impact of YJ contribution
- Understanding of the contribution and value of YJS partners to the YJ EIS
- Ensure Youth Justice is a signed up member to the wider LSCB, CSP and partnership boards and committees across the piste and that we make a valid contribution to those fora.

Lead service responsible for meeting this priority.

Senior management YJEIS.

Children services HOS.

Chair of the management board/ director of social services

By when- Ongoing and integral to the role and function of the YJEIS.

Expected / desired outcomes:

Increase the profile of the YJEIS.

To be an integral part of the strategic picture and strategic developments across the LA.

To improve partnership working.

To contribute effectively to local and national developments in Youth Justice.

15. DOMESTIC ABUSE

- Service engagement with young people involved in domestic abuse
- To increase confidence in identifying domestic abuse in relation to young people in the YJEIS
- To ensure evidence of identification of domestic abuse in assessment and planning
- To establish quality, recognised domestic abuse interventions to meet the needs of individuals and families
- To ensure understanding and a clear evidence base in relation to the needs of young victims of domestic abuse and to support improved outcomes

Lead service to meet this priority.

Youth Justice and early intervention service.

Children services.

Police

By When: immediate and ongoing as an integral part of managing risk, safeguarding and good practice.

Expected/ desired outcomes.

To ensure our young people are kept safe and where domestic abuse is an issue it is responded to appropriately.

To ensure appropriate interventions for the victims of domestic abuse.

To work with our partner agencies to address issues of domestic abuse whether our young people are victims or perpetrators.

To contribute effectively to MARRAC and MAPPA where domestic abuse forms part of the profile of our young people.

Ali Davies

Principal Officer NPT YJEIS. 4/09/2019

This plan covers a twelve-month period only and is written to meet the needs of many audiences in addition to the official bodies requiring its completion and submission.

Signed: **Date:**
Chair YOS Management Board

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Appendix 1

Post Inspection Operational and improvement plan.



NPT YJEIS Action
and Improvement pl

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Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Neath Port Talbot Youth Justice and Early Intervention Annual Plan 2019-2020
Service Area: Children Services
Directorate: Social Services, Health and Housing

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				<p>The annual plan will cover vulnerable young people within the youth justice system and at a risk of offending; services include prevention, supervising young people in the community and supporting families and victims in partnership with other agencies.</p> <p>The production of the new annual report is a statutory duty of the Local Authority under Part 3, Section 40 of the Crime & Disorder Act 1998.</p>

						The annual plan builds upon previous reports and there are no changes to the nature or scope of services to be provided.
Disability		x				The annual plan builds upon previous reports and there are no changes to the nature or scope of services to be provided.
Gender Reassignment		x				The annual plan builds upon previous reports and there are no changes to the nature or scope of services to be provided.
Marriage/Civil Partnership		x				The annual plan builds upon previous reports and there are no changes to the nature or scope of services to be provided.
Pregnancy/Maternity		x				The annual plan builds upon previous reports and there are no changes to the nature or scope of services to be provided.
Race		x				The annual plan builds upon previous reports and there are no changes to the nature or scope of services to be provided.
Religion/Belief		x				The annual plan builds upon previous reports and there are no changes to the nature or scope of services to be provided.
Sex		x				The annual plan builds upon previous reports and there are no changes to the nature or scope of services to be provided.
Sexual orientation		x				The annual plan builds upon previous reports and there are no changes to the nature or scope of services to be provided.

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		x				There are opportunities for all young people that engage with the Youth Justice and Early Intervention service to use the Welsh Language, in line with Welsh Language Standards.
Treating the Welsh language no less favourably than English		x				There are opportunities for all young people that engage with the Youth Justice and Early Intervention service to use the Welsh Language in line with Welsh Language Standards.

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		x				Not applicable
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		x				Not applicable

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	x		The Annual Plan provides framework for staff to work within to engage with young people covered by the Youth Justice and Early Intervention service, ensuring they are seen as children and young people in the first and involved in offending second. The plan will provide priorities helping children and young people avoid criminal records that can hinder them reaching their potential in future years.
Integration - how the initiative impacts upon our wellbeing objectives	x		The service helps to ensure the Council meets its wellbeing objective of improving the wellbeing of children and young people in the borough by providing them with a safe and consistent response to managing behaviour.
Involvement - how people have been involved in developing the initiative	x		A young person champion is identified and represents young people on the management board and will represent them on the junior local safeguarding board. Feedback is routinely sought from young people victims and parents which is used to influence planned service delivery.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	x		We have collaborated with the Management Board and community safety partnership in developing the plan.
Prevention - how the initiative will prevent problems occurring or getting worse	x		The Plan contains information relating to: a summary of achievements; structure and governance; resources and value for money; partnership arrangements and; risks to future delivery against the youth justice outcome measures.

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

A full impact assessment (second stage) is not required	<input checked="" type="checkbox"/>
Reasons for this conclusion	
There are no changes to the nature or scope of services to be provided, the proposal is a revised policy in line with new legislation.	

A full impact assessment (second stage) is required	<input type="checkbox"/>
Reasons for this conclusion	

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	Name	Position	Signature	Date
Completed by	Alison Davies	Principal Officer, NPT Early Intervention & Youth Justice Service	A.Davies	
Signed off by	Keri Warren	Head of Children Services	K. Warren	

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Council

27 November 2019 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 provide members with a copy of the new Contract Procedure Rules for Neath Port Talbot County Borough Council (“the Council”) agreed by Cabinet on the 30th October 2019 and to seek authorisation to amend the Constitution of Neath Port Talbot Council (“the Constitution”) to include these new Contract Procedure Rules.

Executive Summary:

2. The previous Contract Procedure Rules were drafted in 2004 and as such required 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 required updating at an operational level and this report aims to provide

an overview of the new arrangements that are to be implemented. Cabinet approved the new Contract Procedure Rules on the 30th October 2019 and this report is now brought to Council for members information and to seek authority to amend the Constitution to include these new Contract Procedure Rules.

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 was 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 new Contract Procedure Rules (contained in Appendix 1 to this Report) also aim to address strategic decisions taken by this Council such as the implementation of the Ethical Code of Practice.
5. The key changes in the Contract Procedure Rules are set out below:

5.1 **Thresholds**

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 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.

5.2 **Welsh Language**

Provision is included in the 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.

5.3 **Community Benefits and Environmental/Sustainability Benefits**

The consideration of social, community and wider environmental/sustainability benefits is emphasised within the Contract Procedure Rules with signposting to the relevant Welsh Government guidance and the Council's community benefits officer.

5.4 **Contract Management**

The 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 Contract Procedure Rules allocate responsibility for managing the contract and ensuring that it is carried out in accordance with its terms and conditions.

5.5 **Procedure**

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

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

As facilitated by the Regulations, provision is built into the 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 new 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 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 Contract Procedure Rules.
 - Emphasis on pre-engagement with local suppliers under the market testing provisions of the 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 Contract Procedure Rules so as to encourage the involvement of smaller and local suppliers.
6. The current position is that the 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.

7. 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.
8. To ensure compliance with our governance obligations, the Contract Procedure Rules must be included in our Constitution and therefore approval is sought from Members to replace the previous draft of the Contract Procedure Rules with these new rules.

Financial Impacts:

9. 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:

10. 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:

11. As facilitated by the Public Contract Regulations 2015, provision is built into the 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:

12. As part of the implementation of the Contract Procedure Rules 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. Officers of the Corporate Procurement Unit will also prepare template documents and guidance to assist in compliance.

Legal Impacts:

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

Risk Management Impacts:

14. 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:

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

Recommendations:

16. It is recommended that

- (a) Members note the updated Contract Procedure Rules included at Appendix 1 of this Report as adopted by Cabinet on the 30th October 2019;

- (b) Delegated authority be granted to the Head of Legal Services to substitute the Contract Procedure Rules currently contained in the Constitution of Neath Port Talbot Council with the version included at Appendix 1.

Reasons for Proposed Decision:

17. To ensure that the Council's Contract Procedure Rules are brought up-to-date so as to reflect the legal and policy changes and procedural aspects of the Council's procurement activities are updated at an operational level.

Appendices:

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

List of Background Papers:

19. The Constitution of Neath Port Talbot County Borough Council

Officer Contact:

20. Craig Griffiths, Head of Legal Services
Tel 01639 763767, email c.griffiths2@npt.gov.uk

Joanna Stevens, Principal Solicitor – Commercial and
Procurement
Tel 01639 763002, email j.stevens@npt.gov.uk

**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	means an offer to supply Goods or Services or execute Works at a stated price. Where the context so permits, any reference to Quotation/Quotations is/are to include Tender/Tenders and vice versa.
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 itt 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.

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:

	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):

	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



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

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

27 November 2019

**REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF
DIGITAL OFFICER – K.JONES**

Matters for Decision

Wards Affected: All Wards

Changes to Membership of Committees and Outside Bodies

Purpose of the Report:

Council is asked to approve a change to committee membership, in line with the request of the Leader of the Independent Democratic Group and an outside body as follows:

Replace Councillors D. Lewis with Councillors S.Knoyle on the Regeneration and Sustainable Development Scrutiny Committee.

Replace Councillor A.McGrath with Councillor J.Warman on the Llewelyn Alms Houses.

Executive Summary:

These changes are needed to update the Council's membership arrangements.

Financial Impacts:

No Implications.

Integrated Impact Assessment:

There is no requirement to undertake an Integrated Impact Assessment for this report.

Valleys Communities Impacts:

No Implications.

Workforce Impacts:

No Implications.

Legal Impacts:

No Implications.

See Section 15 of the Local Government and Housing Act 1989 for reference -

<http://www.legislation.gov.uk/ukpga/1989/42/contents>

Risk Management Impacts:

No Implications.

Crime and Disorder Impacts:

No Impact.

Counter Terrorism Impacts:

No Impact.

Violence Against Women, Domestic Abuse and Sexual Violence Impacts:

No Impact.

Consultation:

There is no requirement for external consultation on this item.

Recommendations:

Replace Councillors D. Lewis with Councillors S.Knoyle on the Regeneration and Sustainable Development Scrutiny Committee.

Replace Councillor A.McGrath with Councillor J.Warman on the Llewelyn Alms Houses.

Reason for Proposed Decisions:

To update the Council's membership arrangements.

Implementation of Decisions:

The decisions are proposed for immediate implementation.

List of Background Papers:

The Constitution of Neath Port Talbot -
<https://www.npt.gov.uk/1129>

Officer Contact:

Karen Jones, Assistant Chief Executive and Chief Digital Officer
Contact: k.jones3@npt.gov.uk or telephone 01639 763284.

LEADER'S STATEMENT: SWANSEA BAY CITY DEAL – 27 NOVEMBER

Mr Mayor,

On 24 April, I gave a statement to Council about progress on the City Deal. On that occasion I undertook to make a further statement before the end of this calendar year and this statement discharges that undertaking.

Members will also recall that on 31 July, the Cabinet approved a new business case entitled “Innovation and Low Carbon Growth” which incorporated other projects such as Steel Science.

Officers have been progressing this during the autumn in tandem with a separate regional business case on Homes as Power Stations, where good progress is being made with developments here and elsewhere in the region. The HAPS business case is therefore a vital catalyst for further progress.

In terms of the process prescribed by Ministers, the City Deal Programme Board agreed on 15 November that both business cases should be forwarded to the Economic Strategy Board for consideration and that Board yesterday (26 November) indicated that it would be in a position to formally recommend the “Low Carbon” business case to the next meeting of the Joint Committee in January. It is possible that Homes as Power stations may also be recommended in a similar timeframe – if not the following meeting in February. It was originally intended that the Joint Committee would take the final decision

before Christmas; but with the General Election and other business intervening, there will not be a December meeting of the Joint Committee – not that it matters greatly.

There was also an announcement in the summer of two initial tranches of £18m of City Deal funding from the Welsh and UK Governments. Officers in the region have been finalising with Government the terms and conditions attached to those grants. The Joint Committee signed off those terms and conditions at its meeting yesterday and each of the local authorities is now required to do so. In our case, the Chief Executive will be doing so in consultation with myself - and in line with an earlier delegation granted by Cabinet.

Accordingly, we are providing certainty on funding and minimise borrowing costs to the local authorities. As things stand, potential borrowing costs remain within the affordability envelope previously outlined by the Chief Executive in his earlier reports to Cabinet and Council. If anything, those costs are likely to reduce over time.

Here in Neath Port Talbot, we have sanctioned some preparatory work (e.g. design tenders have been issued for the technology centre) with the objective of making early and overdue progress on delivery. In parallel, other projects across the region have been making progress through the system – for example, the Pembroke Dock Marine Project.

All in all, Mr Mayor, I am optimistic today that we can now move into the delivery phase in short order in early 2020. Assuming that the Joint Committee

approves both our business cases – and I have no reason to suspect it will not happen – they will then be formally submitted to the Welsh and UK Governments for approval.

I do not believe that this should be a lengthy approval process as officers have already engaged in detailed discussions on both business cases in a series of workshops with both governments over the autumn. Moreover, what is proposed is entirely consistent with the Economic Action Plan for Wales and the collaborative regional model of Economic Development.

On a separate note and reflecting several debates in this chamber, we are in the process of finalising a new strand of City Deal activity on transport based upon the ongoing work on rail being led by Professor Mark Barry; but also potentially including other modes of transport. Whilst transport was not one of the original 11 City Deal projects, there is a regional consensus that it is a vital adjunct to the City Deal and achieving the core objectives of job creation and growth.

To conclude, I am particularly keen to make progress on the “Low Carbon” business case as it is underpinned by the Council’s own Decarbonisation strategy upon which we have been consulting this autumn. The component parts covering issues such as Electric Vehicle charging points; Hydrogen and air quality represent a substantive response from this Council to the climate change emergency. There is no time to lose in terms of getting started.

Similarly, the recent announcement from Tata of some 3,000 job losses across Europe illustrates once more that we must do everything possible to anchor

the steel industry in the County Borough and South Wales. David Rees AM has been very active in supporting this campaign and the steel science centre remains an essential component of the “Low Carbon” business case.

As previously, Mr Mayor, I am quite content to provide further briefings for our scrutiny committee or the joint regional version as those Committees see fit.

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

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

EXECUTIVE DECISION RECORD

12 SEPTEMBER 2019

EDUCATION, SKILLS AND CULTURE CABINET BOARD (SPECIAL)

Cabinet Members:

Councillors: R.G.Jones and P.A.Rees (Chairperson)

Officers in Attendance:

S.James, K.Gilbert and J.Woodman-Ralph

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Cllr.P.A.Rees be appointed Chairperson for the meeting.

2. **APPOINTMENT AND REMOVAL OF LA GOVERNOR REPRESENTATIVES**

Members received a verbal update explaining that the Instrument of Government of 'The Federated Primary Schools of the Upper Afan Valley' had been approved previously by Cabinet Board on the 10 July 2019. However, errors in the number of governors had been identified as a consequences it was brought for consideration at today's meeting.

Decisions:

1. The Instrument of Government be adopted as detailed in Appendix 1 to the circulated report.
2. That, in line with the approved policy, the following changes be approved to the Local Authority Governor representatives up to the 11th September 2023:

The Federated Primary Schools of the Upper Afan Valley

Re-appoint Cllr Nicola Davies

Re-appoint Cllr Jane Jones

Re-appoint Cllr Scott Jones

Appoint Mrs. Barbara Trahar

Reason for Decisions:

To enable the Authority to contribute to effective school governance through representation on school governing bodies.

Implementation of Decisions:

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

CHAIRPERSON

EXECUTIVE DECISION RECORD

12 SEPTEMBER 2019

EDUCATION, SKILLS AND CULTURE CABINET BOARD

Cabinet Members:

Councillors: P.A.Rees (Chairperson) and R.G.Jones

Officers in Attendance:

A.Thomas, S.Thomas, P.Walker, H.Lervy, R.Crowhurst, C.Davies and J.Woodman-Ralph

Invitees:

Councillors: S.Reynolds (Scrutiny Chairperson)
R.Mizen (Scrutiny Vice Chairperson)

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Cllr. P.A.Rees be appointed Chairperson for the meeting.

2. **MINUTES OF PREVIOUS MEETING**

That the minutes of the meeting held on 4 July 2019 be approved.

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

That the Forward Work Programme for 2019/20 be noted.

4. **QUARTERLY PERFORMANCE MANAGEMENT DATA 2019-2020 -
QUARTER 1 PERFORMANCE (1ST APRIL 2019- 30TH JUNE 2019)**

Decision:

That the report be noted.

5. **SSIP - PROPOSAL TO ESTABLISH SPECIALIST PROVISION FOR
SECONDARY AGE PUPILS WITH AUTISTIC SPECTRUM DISORDER
(ASD)**

Decision:

That having given due regard to the integrated impact and risk assessments, and in line with Section 48 of the School Standards and Organisation (Wales) Act 2013. Approval be granted to undertake consultation on a proposal to establish specialist provision for secondary age pupils with Autistic Spectrum Disorder (ASD) at Dwr y Felin Comprehensive School.

Reason for Decision:

The decision was necessary to comply with the formal consultation requirements imposed on the Council by the School Organisation Code. Subject to the outcome of consultation, implementation of the proposal will enable the Council to promote high educational standards and the fulfilment of every child's potential. It will also enable the Council to meet its duty to secure efficient education in its area.

Implementation of Decision:

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

6. **PUPIL ATTENDANCE UPDATE**

Decision:

That the report be noted.

7. **REFORM OF SCHOOL GOVERNANCE: REGULATORY FRAMEWORK'; WELSH GOVERNMENT'S RESPONSE.**

Decision:

That the report be noted.

8. **PONTARDAWE BUSINESS PLAN - UPDATE**

Decision:

That the report be noted.

9. **WELSH GOVERNMENT FREE SWIMMING**

Concern was expressed by Members at the implications on the older population of the reduction in funding by Welsh Government to support free swimming for the over 60's.

Decision:

That the report be noted.

CHAIRPERSON

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EXECUTIVE DECISION RECORD

25 OCTOBER 2019

STREETSCENE AND ENGINEERING CABINET BOARD

Cabinet Members:

Councillors: E.V.Latham and A.Wingrave

Officers in Attendance:

D.Griffiths and N.Headon

1. **APPOINTMENT OF CHAIRPERSON**

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

2. **MINUTES OF PREVIOUS MEETING**

Decision:

That the Minutes of the 20 September, 2019, be approved.

3. **LIST OF APPROVED CONTRACTORS**

Decisions:

That the following firms be added to the List of Approved Contractors:

<u>Firm</u>	<u>Category</u>
Arch Utility Service (SW) Ltd	71, 76, 94, 95
Lighting & Illumination Tec. Experience Ltd	111-Festive Lighting

Reason for Decisions:

To keep the List of Approved Contractors up to date and as far as possible, ensure a competitive procurement process.

These recommendations to be adopted for the purpose of supplying a List of Approved Contractors for invitation to tender within the relevant category.

Implementation of Decisions:

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

4. **SAB (SUDS APPROVING BODY) APPROVALS**

Decision:

That the report be noted.

5. **TRAFFIC REGULATION ORDER: ALEXANDER ROAD AND ALEXANDER CRESCENT, BRYNCOCH, NEATH**

Decision:

That the objection is overruled and the Prohibition of Waiting at Any Time Traffic Regulation Order on Alexander Road and Alexander Crescent, Bryncoch (as detailed in Appendix A of the circulated report) be implemented on site as advertised and the objectors informed accordingly.

Reason for Decision:

To prevent indiscriminate parking in the interest of highway safety.

Implementation of Decision:

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

Consultation:

A consultation exercise had been carried out on this item.

6. **TRAFFIC REGULATION ORDER: HEOL Y BRONWEN, LINGFIELD AVENUE, ADDISON ROAD AND MOORLAND ROAD, SANDFIELDS**

Decision:

That the objection is overruled and the Prohibition of Waiting at Any Time Traffic Regulation Order on Heol y Bronwen, Lingfield Avenue, Addison Road and Moorland Road, Sandfields (as detailed in Appendix A of the circulated report) be implemented on site as advertised and the objector informed accordingly.

Reason for Decision:

To prevent indiscriminate parking in the interest of highway safety.

Implementation of Decision:

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

Consultation:

A consultation exercise had been carried out on this item.

7. **TRAFFIC REGULATION ORDER: HEOL Y GORS, CWMGORS AND PONTARDAWE ROAD, RHYD Y FRO**

Decision:

That the objection be overruled and the Traffic Regulation Order at Heol y Gors, Cwmgors and Pontardawe Road, Rhyd-y-Fro (Revocation) and (40mph Speed limits) Traffic Regulation Order 2019 be implemented on site as previously advertised and the objector informed accordingly.

Reason for Decision:

To provide a safer environment for residents, motorists, pedestrians and cyclists by reducing the speed limit on the approach to Cwmgors.

Implementation of Decision:

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

Consultation:

A consultation exercise had been carried out on this item.

8. **TRAFFIC REGULATION ORDER : KINGDON OWEN ROAD, NEATH AT ITS JUNCTION WITH THE RESIDENTIAL ACCESS LANE**

Decision:

That objections are upheld and the Prohibition of Waiting at Any Time Traffic Regulation Order on Kingdon Owen Road, Neath at its junction with the residential access lane, is withdrawn from the Capital Works Programme and the objectors informed accordingly.

Reason for Decision:

The majority of residents that would benefit from the implementation of the prohibition of waiting at any time traffic regulation order have objected.

Implementation of Decision:

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

Consultation:

A consultation exercise had been carried out on this item.

9. **TRAFFIC REGULATION ORDER: OLD ROAD, BRITON FERRY, NEATH**

Decision:

That approval to advertise the Prohibition of Waiting, Loading and Unloading at Any Time Traffic Regulation Order on Old Road, Briton Ferry be granted.

The Traffic Order to be advertised and if no objections are received be implemented on site.

Reason for Decision:

To maintain a safe crossing facility in the interest of highway safety.

Implementation of Decision:

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

Consultation:

A consultation exercise will be undertaken when the scheme is advertised.

10. **TRAFFIC REGULATION ORDER: JUNCTION OF CIMLA CRESCENT WITH CHESTNUT ROAD AND HOLLY ROAD, CIMLA, NEATH**

Decision:

That the objection is overruled and the Prohibition of Waiting at Any Time Traffic Regulation Order at the junction of Cimla Crescent with Chestnut Road and Holly Road, Cimla, Neath be implemented as advertised and the objector informed accordingly.

Reason for Decision:

The objector would suffer little inconvenience as they have ample off-street parking with a long private driveway and a garage set well back.

Implementation of Decision:

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

Consultation:

A consultation exercise had been carried out on this item.

11. **FORWARD WORK PROGRAMME 2019/2020**

The Forward Work Programme was noted.

CHAIRPERSON

EXECUTIVE DECISION RECORD

5 SEPTEMBER 2019

SOCIAL CARE, HEALTH AND WELLBEING CABINET BOARD

Cabinet Members:

Councillors: A.R.Lockyer (Chairperson) and R.G.Jones

Officers in Attendance:

A.Jarrett, A.Thomas, D.Cole, K.Wedmore, D.Tiddy, M.Selby, S.Curran and J.Woodman-Ralph.

Scrutiny Invitees:

Councillors: L.Purcell (Chairperson)
C.Galworthy (Vice Chairperson)

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Cllr.A.R.Lockyer be appointed Chairperson for the meeting.

2. **MINUTES OF PREVIOUS MEETING**

That the minutes of the previous meeting held on the 25 July 2019, be approved.

3. **TREM Y GLYN RESIDENTIAL CARE HOME FEASIBILITY STUDY**

Decision:

That the Council works with the provider to undertake a feasibility study into the potential for Trem y Glyn Residential Care Home to remain open post 2022.

Reason for Decision:

To enable the Council to reassure residents, future residents, families and staff of the position as soon as possible.

Implementation of Decision:

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

4. **CHILDREN AND YOUNG PEOPLE AND ADULT SERVICES - 1ST QUARTER (APRIL 19 - JUNE 19) PERFORMANCE REPORT**

Decision:

That the report be noted.

5. **PROCUREMENT OF ADVOCACY SERVICE FOR ADULTS**

Decisions:

1. That the Head of Adult Services undertakes a procurement exercise to commission an advocacy service for adults;
2. Following the procurement process, the Head of Adult Services be granted delegated authority to enter into a contract with the bidder evaluated as offering the most economically advantageous tender (taking into account the quality and cost of the bids), for the provision of an advocacy service for adults.

Reasons for Decisions:

Undertaking a procurement exercise for the delivery of an advocacy service will ensure that the Council is best placed to meet its statutory requirements under Part 10 of the Social Services and Wellbeing (Wales) Act 2014 Code of Practice (Advocacy).

Furthermore, undertaking a procurement exercise helps the Council in meeting its general obligations that derive from The Functioning of the European Union (TFEU) be implementing a process that transparently awards a contract in a non-discriminatory way. Additionally, a procurement process will ensure that the Council complies with its internal Contract Procedure Rules (CPR's).

Entering into a contract with a provider for a period of two years, with an option to extend for up to a period of a further 24 months, gives more certainty to providers and helps service sustainability.

Implementation of Decision:

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

6. **ADULT SERVICES DEBT MANAGEMENT AND RECOVERY POLICY**

Decision:

That the Adult Services Debt Management and Recovery Policy as detailed in the circulated report as Appendix 1 be approved.

Reason for Decision:

To comply with the requirements of the Social Services and Wellbeing (Wales) Act 2014 and Part 4 & 5 Code of Practice (Charging and Financial Assessment) Annex F, dealing with the recovery of debt and deprivation of assets.

Implementation of Decision:

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

7. **WESTERN BAY CARERS PARTNERSHIP BOARD ANNUAL REPORT 2018-19**

Decision:

Due to the unavailability of officers, the item be deferred to the next meeting of Social Care, Health and Wellbeing Cabinet Board.

8. **HILLSIDE BEHAVIOUR MANAGEMENT POLICY**

Members were supportive of the amendment to the Hillside Behaviour Management Policy, as proposed by the Social Care, Health and Wellbeing Scrutiny Committee held prior to this board.

Decision:

That the Hillside Behaviour Management Policy as detailed in Appendix 1 to the circulated report be approved subject to the following amendment:

Page 157 of the Policy as attached to the circulated report under The Registered Manager (RM) will ensure that, bullet point 7 be amended to state that all records of control, restraint and discipline are fully completed as soon as possible and no later than 24 hours of the incident unless under exceptional circumstances.

Reason for Decision:

To enable the Council to comply with the requirements of The Regulated Services (Service Providers and Responsible Individual (Wales) Regulations 2017 and statutory guidance issued thereunder, specifically in relation to the circumstances that a physical restraint is permitted.

Implementation of Decision:

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

9. **FOSTERING SERVICE QUALITY OF CARE REPORT 2018/19 AND FOSTERING STATEMENT OF PURPOSE**

Decision:

That the report be noted.

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

That the forward work programme for 19/20 be noted.

11. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in

Paragraphs 13 and 14 of Part 4 of Schedule 12 A to the Local Government Act 1972.

12. **PROPOSED LEASE RENEWAL TO THE COUNCIL OF ACCOMMODATION WITHIN THE CIMLA COMMUNITY RESOURCE CENTRE**

After receiving a verbal updated Members were supportive of the start date for the renewable of the lease to be granted retrospectively.

Decision:

That approval be granted in principle to renew the lease with the a retrospective start date of accommodation within the Cimla Community Resource Centre for a term of 5 years on terms and conditions to be agreed by the Head of Property and Regeneration in conjunction with the Director of Social Services.

Reason for Decision:

To enable the Council to enter into a lease with Swansea Bay University Health Board for Cimla Community Resource Centre, Cimla, Neath. SA11 3SU so that the building can continue to be a joint working environment to effectively engage with Health colleagues.

Implementation of Decision:

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

13. **HILLSIDE EDUCATION CONTRACT**

Decisions:

1. That Rule 2 of the Contract Procedure Rules continue to be excluded and that the Council be authorised to extend and amend the Collaboration Agreement in respect of educational services at Hillside with the School upon the terms set out in the circulated report;
2. That the Director of Social Services, Health and Housing, the Council's Head of Participation and the Hillside Centre Manager, continue to be designated to be the Representatives of this Council

for the purposes of the Collaboration Agreement. To carry out on behalf of the Council all the delegated powers of such a representative, and further delegates to the Director of Social Services, Health and Housing, the Council's Head of Participation and the Hillside Centre Manager the power to appoint an alternate or deputy for the purposes of the Collaboration Agreement;

3. That the Director of Social Services, Health and Housing be granted delegated authority in consultation with the Head of Legal Services to negotiate and settle the Deed of Variation and thereafter authorise the Head of Legal Services to enter into the said Agreement and any associated documentation.

Reason for the Decisions:

The variation of the Collaboration Agreement between the Council and the School will further enhance the provision. It will continue to allow for improved management and oversight, to further enhance professional development opportunities for all Hillside Education staff. A Collaboration Agreement will ensure that suitable arrangements are in place for the next seven years.

Implementation of Decisions:

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

14. **THE MANAGER'S REPORT ON HILLSIDE SECURE CHILDREN'S HOME (EXEMPT UNDER PARAGRAPH 13) (DEFERRED FROM THE MEETING OF THE 25TH JULY 2019)**

Decision:

That the report be noted.

15. **THE REGULATED SERVICE (SERVICE PROVIDERS AND RESPONSIBLE INDIVIDUALS) (WALES) REGULATIONS 2017 (EXEMPT UNDER PARAGRAPH 13) (DEFERRED FROM THE MEETING OF THE 25 JULY 2019)**

Decision:

That the report be noted.

16. **CONTRACTUAL ARRANGEMENTS FOR A TELECARE
INSTALLATION, MAINTENANCE AND REMOVAL SERVICE**

Decision:

That the Head of Adult Services be granted delegated authority to enter into a contract with Care and Repair Western Bay Limited for the provision of a telecare installation, maintenance and removal service until 31 March 2020, with an option to extend the contract until 31 March 2021.

Reason for Decision:

There is insufficient competition by way of alternative experienced providers to deliver the required Service and the current arrangement provides the Council with best value for money.

Implementation of Decision:

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

CHAIRPERSON

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