



Y CABINET

DYDD MERCHER, 2 MEDI 2020

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

**RHAID GOSOD POB FFÔN SYMUDOL AR Y MODD DISTAW AR
GYFER PARHAD Y CYFARFOD**

Rhan 1

1. Penodi Cadeirydd
2. Datganiadau o fuddiannau
3. Y diweddaraf am y Gyllideb a Monitro (*Tudalennau 3 - 28*)
4. Rhestr o Gontractwyr Cymeradwy (*Tudalennau 29 - 40*)
5. Eitemau brys
Unrhyw eitemau brys (boed yn gyhoeddus neu wedi'u heithrio) yn ôl disgrisiwn y Cadeirydd yn unol ag Offeryn Statudol 2001 rhif 2290 (fel y'l diwygiwyd).
6. Mynediad i gyfarfodydd
Yn unol â Rheoliad 4 (3) a (5) Offeryn Statudol 2001 Rhif 2290, gellir gwahardd y cyhoedd ar gyfer yr eitem fusnes ganlynol a oedd yn debygol o gynnwys datgelu gwybodaeth eithriedig fel a ddiffinnir ym Mharagraff 14 Rhan 4 Atodlen 12A o Ddeddf Llywodraeth Leol 1972.

Rhan 2

7. Hen Safle Lido Afan (Yn eithriedig dan baragraff 14)
(*Tudalennau 41 - 52*)
8. Tir yn Iard Burrows (Yn eithriedig dan baragraff 14)
(*Tudalennau 53 - 66*)
9. Safle Blaenbaglan (Yn eithriedig dan baragraff 14)
(*Tudalennau 67 - 72*)

S.Phillips
Prif Weithredwr

Canolfan Ddinesig
Port Talbot

Dydd Iau, 27 Awst 2020

Aelodau'r Y Cabinet:

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



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

CABINET

2 SEPTEMBER 2020

REPORT OF THE DIRECTOR OF FINANCE & CORPORATE SERVICES

Matter for Decision

Wards Affected – All Wards

BUDGET UPDATE AND MONITORING REPORT 2020-21

Purpose of Report

- 1 This report prepared as at the end of July 2020 provides Members with an overview of the financial implications of COVID19 on the Council's Financial Resources and 2020/21 Budget.
- 2 From paragraph 15 onwards the report sets out for some specific service areas the amount/value that they are projected to **overspend or underspend** compared to their net budget (i.e. budgeted expenditure less income). These figures represent the projected position to the end of the financial year based on various factors and assumptions including:
 - the actual cumulative expenditure and income position to the end of July 2020
 - assumptions for cost savings or additional expenditure to the end of the financial year,
 - assumed collectible income or income loss for the rest of the year,
 - additional cost of council tax support for the remainder of the year together with council tax collection projections to 31 March 2021,
 - Additional funding announcements provided by the Welsh Government.

Members will note that in some instances the “overspend” is due to or mainly due to loss of income in that particular service area, whilst for others the cause is due to additional costs. The Welsh Government has announced £78m to be made available to cover loss of income for the first quarter i.e. April to June 2020, of which £2.329m has been received, and we are awaiting WG confirmation relating to a further £1. It is unlikely that all the income loss will be recoverable but the report assumes that we will receive a further £400k to cover income loss for the first quarter of the financial year.

- 3 These projections and assumptions will be regularly updated and reported to Members during the year so that appropriate consideration and action can be taken to mitigate consequences on the Council’s bottom line financial position.

Authority Summary and Background

- 4 The COVID19 pandemic has had a significant impact on Council services, the costs incurred and income generated.
- 5 The projections included in the report are based on costs/income to the end of July, and include assumptions regarding the time scales within which services will resume as lockdown restrictions are lifted.
- 6 It is extremely difficult to accurately project the year end position given the highly volatile nature of the circumstances surrounding the pandemic. The assumptions are subject to ongoing review, in light of any further announcements regarding the easing of lockdown arrangements, associated service costs and Welsh Government funding announcements.
- 7 On an all Wales basis the Welsh Government has made available additional funding of £188.5m via a Local Authorities Hardship Fund in response to the pressures arising from the lockdown for the period to the end of June 2020.
Whilst claims have been made amounting to £4.133m for additional expenditure incurred to the end of July, Welsh Government have agreed to reimburse £3.316m, and we are awaiting a decision in respect £251k social services costs and £409k free school meal

costs. The balance of £156k has not been funded as WG will not fund costs arising from local decisions (discretionary allowances paid to foster carers), since May will only fund 50% of ICT hardware/software costs, and since June will only fund 25% of communications media and marketing costs.

A claim has been submitted for £4.146m loss of income for the period April – June 2020, and to date WG have confirmed that they will fund £2.329m; relating to parks (£618k), leisure centres (£300k), libraries (£17k), theatres (£155k), school meals (£595k), trade waste (£189k) and parking (£420k), plus other (£35k), and this income is included in the directorate figures reported.

However, WG have not yet confirmed if funding will be provided for the remaining £1.8m loss of income which relates to schools (lettings, leisure use and other income - £220k), Hillside (£467k), rental income (£412k), income from capital projects (£304k), liability order receipts (£75k) and various other (£339k).

This report assumes that at this stage £400k of this £1.8m will be reimbursed by WG.

- 8 At present the WG have not confirmed whether any additional funding will be available to offset the reduction in Council Tax collection rates or any increased cost from new Council tax support claimants (CTRS), that have arisen as a consequence of the lockdown. The report currently provides for increased costs arising from CTRS of £529k over budget but this could increase to £1m plus during the remainder of 2020/21.
- 9 The position will be subject to ongoing review but if WG funding is not made available then it will place a further pressure on the budget of circa £5m shortfall in council tax receipts. This is a mid-range estimate where the best case scenario shows a shortfall in council tax receipts of £2.7m, increasing to £8m or more should taxpayer incomes be significantly affected by the COVID19.
- 10 As mentioned above this is currently the mid-range estimate and the council tax shortfall could reduce by some £2m or increase by £4m or more depending upon the length and impact of the pandemic on our resources and income generating capability. The Council will continue to work with the Welsh Government to deliver essential services and look for additional funding or as a minimum a capitalisation direction to help smooth the impact of the pandemic on our Budget and future year service provision.

- 11 Members should note that these financial projections will be monitored and updated regularly during the year as changes in demand, service delivery, income received, council tax support costs and receipts and WG funding announcements are received. The next report in respect of 2020/21 will be submitted for members' scrutiny and review in October 2020.
- 12 The Net Authority budget is currently projected to overspend by £10.131m, after receipt of various COVID19 grant reimbursements from Welsh Government. Unless the financial position and activity improve over the remainder of the year or Welsh Government provides additional funding this projected overspend will have to be funded from Reserves.
- 13 As members are aware when the 2020/21 Budget was set on the 5 March 2020 the projected General Reserve position at 31 March 2021 was £17.9m including an approved reserve use of £1.65m. Utilising the reserve to fund an estimated overspend of £10.131m will have a major impact on the Council's financial position by reducing the projected general reserve balance to £8m. Details of the general reserve position are included in Appendix 3.

Additional Welsh Government Funding

- 14 Members should note that this report was initially prepared before the Welsh Government announcement of 17th August 2020 which detailed an additional £264m of funding for Local Authorities to mitigate against the financial impact of Covid-19.

At present there are no details as to how this funding is to be allocated apart from £25m of it relates to school cleaning. It is anticipated that this Council will receive at least an additional £5m which will decrease the overspend referred to in paragraph 13 above from £10.1m to c£5m.

Directorate Updates

15 The attached Directorate reports indicate the service areas where significant projected variances to the end of March 2021 against the net budget are projected.

16 Education Leisure and Lifelong Learning

- **Teachers Pay Award September 2020 - £190k.** The Minister for Education has started formal consultation to provide a pay award for Teachers ranging from an 8.48% increase for new starters, 3.75% for Teachers on the Main Pay Range and 2.75% for those on Leadership pay, resulting in an average pay award of 3.1% resulting in a budget pressure of £190k. Consultation takes place until the end of September and clarity is being sought if WG will provide additional funding for this extra cost, otherwise this will have a negative impact on school budgets and their reserves. This extra cost has not been built into the projected £10.1m Council overspend for 2020-21 as it is expected that it will be funded by WG.
- **Delegated Schools Budgets loss of income - £354k.** WG have confirmed that they will fund the net loss of school meal income in Secondary and Middle schools for April – June (£262k). However an overspend is projected as it is not clear if WG will fund the loss of income from lettings (£158k) and any subsequent loss of school meal income - net of savings on food costs (£196k). The school meal income shortfall assumes a 33% reduction in the number of meals provided Sept to Dec, and a 10% reduction from Jan to March.
- **Education Learning Resource Service £78k overspend**
The overspend is due to loss of income during the lock down (service closed April to August), and a reduction in the number of schools accessing the service.
- **Primary School Meals Service £338k overspend**
The school meals budget is made up as follows:-

	£'000
Staff costs	2,396
Food	741
Other supplies & services	742
Gross Cost	3,879
Meal income	(1,280)
Other income	(474)
Net Budget	2,125

The overspend is due to a loss of meal income due to the closure of schools as a result of the pandemic. The loss of income is partly offset by savings on food purchases, although staff and other fixed costs continue to be incurred.

WG have confirmed funding for the loss of income for April to June (£333k).

The projected overspend assumes that school meals income will resume in September at a reduced rate of 67%, rising to 90% from January 2021. It also includes a pressure to reflect the anticipated increase (10% - £85k) in entitlement to free school meals, as a consequence of the economic impact of the pandemic.

Payments of £19.50 per child per week are being made until the end of August 2020 to all children entitled to free schools meals which is being funded (net of food savings) from the WG COVID19 LA Hardship Fund. £1.628m has been paid out and £1.409m re-claimed (net of food savings) from WG for the period 6th April to end of July.

WG have indicated that payments should continue for the first 2 weeks in September i.e. until September 11th (£197k), but it has not been yet confirmed if WG will fund these additional payments. If WG don't fund these payments this will increase the projected overspend to £535k.

- **Home to School Transport**

Although the need for transport has reduced following the closure of schools due to COVID19, the Welsh Government has instructed that all operators are paid at least 75% of their contracted value for all service that are not operating, in order to support the bus industry and taxi operators. Full payment was reinstated for journeys undertaken from 29 June to 17 July (end of summer term).

It is not known what the actual demand for transport will be when schools re open in September and so it is assumed that any savings to date on contractor payments will be offset by future additional costs arising due to social distancing and the loss of income from the purchase of spare seats from September onwards.

- **Margam Park £300k overspend**

The projected overspend has reduced since the last report as WG have confirmed funding for the net loss of income (£515k) for the period April to June, together with changes arising from the lifting of lockdown restrictions

The park was initially closed and all events at the park and Orangery were cancelled or postponed due to the COVID19 lockdown. The park re-opened to the public on 4th June, and parking charges were re-introduced from August. The projected overspend assumes that the Orangery will remain closed until the end of the financial year. The projection for Charlottes Pantry income has been reviewed to reflect the increase in activity since the park reopened and Ivy cottage has also re-opened for lettings.

The projected net loss of income is made up as follows:-

Margam park	£115k
Orangery catering -	£79k
Charlottes Pantry	£15k
Park shop	£41k
Ivy cottage	£2k
Commercial - events	£48k
TOTAL	£300k

The overspend includes the cost (£79k) to refurbish the spillway and culvert at Furzemill Reservoir. The total cost of the project is estimated to be £158k, with 50% being funded from the Capital Programme. The original budget assumed that the cost would be funded from additional income generated in the park, but which has not been possible due to lockdown restrictions. The original budget included provision for works (£100k) to be undertaken on the train to be funded from reserves. However some of these works were completed in 2019/20, and therefore

it is proposed that the planned transfer from reserves in 2020/21 is reduced by £23k to £77k.

- **Pontardawe Arts Centre £67k overspend**

WG has confirmed that it will fund the net loss of income for the period April to June (£76k).

The overspend assumes that the centre will remain closed for the financial year, resulting in a loss of income that is only partly offset by savings on costs of food and alcohol.

- **Princess Royal Theatre £79k overspend**

WG has confirmed that it will fund the net loss of income for the period April to June of £79k.

The overspend assumes that the theatre will remain closed for the financial year, resulting in a loss of income which is partly offset by savings on purchases of food and alcohol.

- **External Leisure contract £1.5m overspend**

The council has committed to pay Celtic Leisure £180k for 3 months to fund the top up costs of furloughed staff. It is also anticipated that the Leisure sector will be one of the hardest hit sector by COVID19. Recovery and income levels will take some time to increase due to reduced demand following COVID19 and additional costs incurred to implement social distancing. External classes recommenced during July, and internal facilities are due to re-open mid-August

The Education Leisure and Lifelong Learning budget is currently projected to overspend by £2.794m including the additional impact on Delegated Schools Budgets (after proposed reserve transfers).

17 Social Services Health & Housing

- **Children & Family – Social Work £157k underspend**

The underspend is due to savings on staff costs and a reduction in car allowances.

- **Children & Family – Residential care £372k overspend**

The original budget is based on placements for 9 children. An overspend is projected as there are currently 12 children in placements, with a provision for 1 further new placement this year.

The three new placements since the start of the year are as a direct result of COVID19, and it is estimated that these children will remain in residential care for 6 months, at a cost of £306k.

The budget also includes an income target of £200k for contributions toward the health cost of existing placements, from Swansea University Health Board. However due to changes to placements since the budget was set, there is currently a £80k shortfall against this target. 3 further cases are currently being referred for funding, to address this shortfall.

- **Hillside - £803k overspend**

Hillside has a block contract with the Youth Custody Service (YCS) which guarantees payment for 6 beds, and the remaining 12 welfare beds are available for use by other Local Authorities.

Due to the pandemic there has been a block on new placements, and as a consequence only 7 of the 12 welfare beds were occupied during April and July, resulting in a loss of income to date of £604k.

The projected loss to the end of the year is £918k and is based on a net increase of 1 placement from September, which is partly offset by savings on staff costs.

WG have not yet confirmed if funding will be allocated for the loss of income for the period April – June (£467k).

- **Day Care – External Provision £70k underspend**

The underspend is due to savings on staff costs in the integrated family support service.

- **Internal fostering service £86k underspend**

The underspend is largely due to savings on staff costs (£113k) and car allowances (£27k), which is partly offset by additional placement costs (£49k).

£50k of the staff savings relates to a post deleted as a result of ERVR, and a further £30k due to reduced activity during lockdown.

- **Adoption service £170k underspend**

The joint service has reported a £225k underspend for quarter 1, and it is therefore anticipated that the NPT contribution to make to the Joint service will be £200k less than the budget provision. The saving is partly offset by an anticipated increase in adoption allowances.

- **Youth Offending Service £79k overspend**

The overspend is largely due to the additional cost of 3 remand placements (£203k), of which £110k has been refunded from the

LA Hardship fund for the period April to June. No further funding from WG is anticipated.

- **Community Care – Social Work £127k underspend**
The underspend is due to savings on staff costs and car allowances.
- **Business Support Services £124k underspend**
The underspend is due to savings on staff costs and general office expenses.
- **Community Resource Team £110k underspend**
The underspend is due to savings on staff costs and car allowances.
- **Physical Disability £97k underspend**
The underspend is due to delays in the commencement of new placements.
- **Community Independence service £80k underspend**
The team have been operating a reduced service during lockdown and the underspend is due to grant income being used to fund a post, and savings on weekend and overtime costs

The Social Services Budget is projected to overspend by £214k (after proposed virements).

18 Environment

- **Highways Maintenance Work programme £55k overspend** – the overspend is due to loss of income relating to the Capital Works Programme, as staff were unable to carry out works for 3 months due to the lockdown.
- **Parking £914k overspend** – the suspension of parking charges during the lockdown resulted in a loss of income of £420k for the period April to June which has been funded from WG. Charges have now been reinstated and the projected overspend is based on a 25% reduction in income at beach car parks, a 60% reduction in other car parks, and since parking penalties are being re-introduced on a phased basis, an 80% reduction in income from penalties for August to October, and a 40% reduction from November to March.
- **Refuse collection £187k overspend** – WG have funded the loss of income for the period April to June (£210k), and a virement is proposed to fund the cost of additional staff transferred from Parks

& Open spaces and Neighbourhood services to ensure continuity of service during the lockdown.

The net overspend is due to the anticipated ongoing additional costs of delivering the service during the pandemic, for which WG have not yet confirmed funding.

- **Building Services £306k overspend** – Works were suspended during the lockdown, and it was not possible to generate income from external clients to fund the fixed costs (including staffing).
- **Markets £81k overspend** – the overspend is due to the loss of external rental during lockdown. The market re-opened in July.
- **Streetcare Services £62k overspend** – the projected overspend is due to anticipated additional costs of PPE and hand sanitizer for the period July to September, as it is unclear if these additional costs will continue to be funded by WG.
- **Building Control £74k overspend** – the projected overspend assumes a reduction in income for the first 6 months of the year, due to reduced activity during the lockdown.
- **Industrial Workshops £473k overspend** - the overspend is based on the loss of external rental income for 4 months due to the lockdown, and further reduction in income due to the difficulties recovering income from tenants due to the financial impact on businesses following the lockdown.

Other

Enabling Natural Resources and Wellbeing Grant - £84k grant income is included in the budget which funds fixed salary and vehicle hire costs. We are still waiting confirmation of the grant and should it not be received this will result in a budget pressure.

The Environment budget is projected to over spend by £2.452m, (after proposed virements and reserve transfers).

Waste Disposal, Civic Amenity Site and Wood Recycling

Budgets – during COVID19 there has been an increase in the amount of waste collected from domestic households and disposed. In addition, the Civic Amenity sites were closed for some time during the lockdown and no invoices have been received to date from the service provider as to any additional compensatory costs. New tender prices for CA site operation have been received which are significantly higher than current costs, and clarification is being sought to reduce the costs. However, it is likely that additional costs

will be incurred in 2020-21 and will need base budget provision for future years.

19 Corporate Services

- **Council Tax £65k overspend** - As a result of COVID19 it is anticipated that it will only be possible to generate 75% of liability order receipt income, resulting in a £75k overspend, which is partly offset by savings on staff costs.

The Corporate Services Directorate is projected to over spend by £40k (after proposed reserve transfers).

20 Central Budgets

- **Council Tax Support £529k** – additional claims have been made due to the financial pressures arising from the lockdown restrictions. The overspend is based on claims made to the end of July. It is anticipated that the overspend could further increase to circa £1m due to an increase in the number of people claiming Universal Credit. WG have not yet confirmed if they are prepared to fund this pressure.
- **Contingency** – the balance remaining in the contingency (£497k) is being used to offset the pressures arising from COVID19.
- **Contingency for pay award** – a provision of £1.3m is included in the budget to fund any additional costs of the national pay award for staff. Agreement has now been reached on a pay award of 2.75% to Local Government 'Green Book' Staff, Chief Officers, Chief Executives and Soulbury staff. It is assumed that all of this provision will be needed to fund the additional cost and will be allocated to Schools and Directorates as appropriate.
- **Council Tax recovery £5m shortfall** – a range of measures has been introduced to support residents facing financial difficulties, in paying their council tax, during the lockdown. As a consequence the collection of council tax income for April and July has reduced by approximately £900k and is predicted to generate a shortfall of at least £3m in year.
The £5m shortfall reported is the mid-range estimate with the best option improving this position by some £2m whilst the worst case,

(which would arise if a second surge or significant loss of employment) may further increase to £8m or more by the end of the year.

The Welsh Government have not yet confirmed if funding will be available to offset this shortfall.

The position will be subject to ongoing review but should council tax receipts continue to fall or additional WG funding is not made available then it will impact on the 2020/21 accounts and £5m has been included in the projection for this year.

- **COVID19 Safe & Well** - the service was established to support vulnerable residents who were shielding during the pandemic. Costs of £168k have been incurred from March to the end of June 2020 which are being funded from the WG LA Hardship Fund. However WG have not yet confirmed if they will fund costs of £47k incurred in July – these costs are currently included in the reported overspend. Shielding ended on the 16 August and arrangements have been made to reduce this service and to enable people to use local delivery services.
- **COVID19 Llandarcy Field Hospital** - The Council has undertaken the works required to convert the Llandarcy Sports Academy into a Field hospital on behalf of the Swansea Bay University Health Board. Payments of £1.65m have been made to the end of July, which has been reimbursed by the Health board. The total cost of conversion works being estimated to be £2.2m, including in due course £300k for re-instatement work, all of which will be reimbursed by Swansea University Health Board.
- **COVID19 Test, Trace & Protect service** - the service commenced on 1st June, with staff re-deployed from other council services. WG has announced funding of £45m across Wales, of which £6.1m has been allocated to the Swansea Bay University Health board Region, covering the Health board, NPT and Swansea Councils. Funding is for additional costs only, as redeployed staff will continue to be funded from the council base budget. Additional costs of £95k (staff overtime, additional pay and IT Kit) have been incurred to the end of July, for which funding will be drawn down via SBUHB.
- **COVID19 – Grants to Business** – funding of £30m has been received from WG to support businesses experiencing financial

difficulty due to the lockdown, of which £27.8m has been paid out to the end of July.

- **COVID19 Start up Grants** – Funding of £207k has been allocated by WG.

Financial Summary

- 21 The Net Authority budget is projected to over spend by £10.131m after proposed virements and reserve transfers. This position will be reviewed and updated on a regular basis as the potential for a large variance to this projected overspend is high, as the economy, businesses and services move into recovery mode.

Virements

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

Less than £100,000 – Corporate Directors
 More than £100,000 but less than £500,000 – Cabinet
 More than £500,000 – Council

The following virements are proposed for approval by Cabinet

<u>Value</u>	<u>Dir</u>	<u>Service</u>
-£275,000	SSHH	Elderly Residential Care
£275,000	SSHH	Elderly Domiciliary Care

The following virements have been approved by Corporate Directors

<u>Value</u>	<u>Dir</u>	<u>Service</u>
-£25,000	ENVT	Neighbourhood services
£25,000	ENVT	Dog & Litter Wardens
-£8,494	ENVT	Estates

£17,735	ENVT	Management Support
-£5,130	ENVT	Policy
-£632	ENVT	Environmental Health
-£3,479	ENVT	Food & Health & Safety
£57,120	SSHH	Children - Social Work
£4,450	SSHH	Internal Fostering Service
£7,390	SSHH	Domiciliary Care
£13,840	SSHH	Other Community Care - Direct Payments
-£21,230	SSHH	Other Community Care - WILG
-£46,270	SSHH	Learning disability Residential Care - Trem y Mor Respite
£46,270	SSHH	Learning disabilities Day Opportunities - Complex Needs
-£61,570	SSHH	Learning Disability - other community care
-£8,445	ENVT	Estates
17,686	ENVT	Management support
-5,130	ENVT	Policy
-632	ENVT	Environmental Health
-3,479	ENVT	Food , Health & Safety

Reserve movements

- 23 The following Reserve movements are proposed for approval by Cabinet

Value	Reserve	Explanation
£10,000	Winter Maintenance Emergency Response Reserve	Transfer from reserve to fund the cost of culvert work undertaken at Caenant Skewen.
£4,250	Environment Equalisation Reserve	Utilise funds transferred to reserve in 1920 to fund coastal protection works

-£20,000	Corporate Equalisation Reserve	Transfer base budget saving to reserve, following receipt of additional City deal income.
-£24,477	Building Capacity Reserve	The planned contribution from the reserve is no longer required due to savings identified.
-£163,374	Schools ICT Equalisation (HWB) Reserve	The planned contribution from the reserve is no longer required due to additional income received from WG. The reserve will be required to ensure compliance with WG IT for Schools Strategy.
£9,000	Corporate Equalisation Reserve	Utilise funds transferred to reserve in 19/20 to fund one off costs incurred.
-£23,000	Education Equalisation Reserve	Planned contribution from Reserve for work on the train at Margam park is not required in full.
£13,000	General Reserve	Transfer from reserve to fund additional community grants

24 Additional grants awarded

- **COVID19 Adult Social Care Funding**

The Welsh Government initially provided £40m to support Local Authorities to maintain their commissioned and in-house adult social care services during the pandemic, and has subsequently allocated a further £22.7m for the period July to September. The funding is intended to provide continued support for in-house and commissioned domiciliary care, residential care and supported living. The funding provides for a flat rate uplift for local authority commissioned adult social care and in house provision of £50/week for residential care, £1/hour for domiciliary care, and £37/week for supported living.

The funding is also to support providers to address market stability pressures eg voids, exceptional, unpredictable, emergency expenses. Reimbursement will be claimed from WG monthly in arrears.

- **COVID19 Payments to Carers**

WG have announced that £40m grant has been made available across Wales for the payment of £500 to carers. Work is being undertaken to identify those carers who are eligible to receive the payment both within the Council and for those who worked for external service providers. The Council will be responsible for coordinating the reimbursement of this grant to service providers.

- **COVID19 Schools funding** – WG have announced that £29m is being made available across Wales to fund additional costs incurred in re-opening schools for all pupils in September, but have not yet confirmed the basis upon which funding will be allocated.
- **Education Improvement grant** - £6.125m – the allocation to the council has now been confirmed.
- **Summer Activities for children and young people from economically deprived areas** - £46k
- **LA Education Grant** - £554k has been awarded which is allocated £231k PDG access, £28k Elective Home Education, £125k Wellbeing, £169k Minority ethnic, and gypsy traveller learners.

Plus a further variation in funding has been awarded re:

- Operation of schools – additional cleaning supplies £35k
- Accelerated Learning programme £761k

- **Cultural Resilience Fund for Libraries** - £5k
- **ICF Working Together Project** – £400k has been allocated to NPT from the regional fund.
- **IT Infrastructure in Schools £132k** – to fund ICT staff to assist schools with the installation of new ICT infrastructure.
- **Bus Operators Grant**
The Council has paid 75% of the contract value for school and other contracted local passenger services that were not operating during the lockdown, to ensure that the industry remained viable in the short term, while longer term measures for the sustainability of services are developed.

In order to further support the industry WG continue to pay the Bus Services Support Grant, the My-travel Pass scheme, together with any payments made in connection with the Mandatory Concessionary Fares scheme, in advance at pre COVID19 levels – (£609k received re Qtr 1 and July payment confirmed at £248k). This funding is being paid over to bus operators monthly, in recognition of the severe hardship facing the bus industry and the need to maintain the public service.

Integrated Impact Assessment

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

Valleys Communities Impacts

- 26 All parts of the County Borough have been affected by COVID19. The Council continues to provide support to the most vulnerable as best as we can across the Valleys, Towns and the whole of the County Borough.

Workforce Impacts

- 27 All employees have been affected by COVID19. The Council has worked with Trade Unions to develop new safe systems of working during the pandemic and will continue to work with Staff and Trade Unions as we move through the Recovery stage for service delivery. Some staff have been redeployed to higher priority roles within the Council including Safe and Well, Trace, Test and Protect, front line Social care, School Hubs, etc

Legal Impacts

- 28 The Council has been ensuring that it complies with new regulations and directions issued by the UK and Welsh Governments during the COVID pandemic. Service provision has been stopped, repurposed or developed to comply with the new rules. Further changes are expected as we move through the Recovery stage.

Risk Management Impact

- 29 COVID19 has impacted significantly on the Council, its services and activities since the UK Government Lockdown announcement which commenced on 23 March 2020.
- 30 Some services have continued with some adaptations to operate with social distancing or use of PPE including residential care homes, home care, waste collection and disposal services. Some new services have been developed to safeguard vulnerable people such as those shielded i.e. safe and well, schools operating as Hubs for vulnerable and key worker children, new systems developed to work from home, pay grants to businesses and families of children entitled to Free School Meals. Some services have stopped and staff have been redeployed into such as the Track, Trace and Protect service.
- 31 Governance arrangements have also had to be updated to operate under new arrangements.
- 32 The consequences of actions and activity undertaken are reflected in this report and the Council will continue to regularly review and update its financial predictions for 2020/21 and report them to Members. The Council will also ensure that Welsh Government and our external auditor are sighted on operational and financial implications and we will continue to strive for additional funding to minimise adverse impact on taxpayers and service users in future years

Consultation

- 33 There is no requirement for external consultation on this item

Recommendation

- 34 It is recommended that:
 - Members approve the proposed reserve movements and budget virements
 - Members note the operational and financial issues set out in this report

- That the Council will continue to work with Welsh Government and in line with legislation, regulations and directions to deliver services during these challenging times.
- Note the additional grants received
- The Council continue to seek additional funding from Welsh Government to cover COVID19 consequences of increased expenditure, loss of income, increased cost of Council Tax Support and council tax collection shortfalls that adversely impact on Council funding and activity.

Reason for Proposed Decision

- 35 To update the Council's Budget for 2020/21 and inform Members of the financial risks arising from COVID19.

Implementation of Decision

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

Appendices

- Appendix 1 – Budget Summary
 Appendix 2 – Specific Reserves
 Appendix 3 – General Reserve

List of Background Papers

Budget Update Working Papers

Officer Contact

For further information on this report item, please contact:

Mr Hywel Jenkins – Director of Finance & Corporate Services

Tel no 01639 763251

Email: h.jenkins@npt.gov.uk

Appendix 1

Summary 2020-21	Original	Virements			Revised	Projected	Variance
at 30th July 2020	Budget	Quarter 1	Quarter 2	Quarter 3	Budget	Outturn	
	2020/21				2020/21	2020/21	2020/21
	£				£	£	£
Education, Leisure and Lifelong Learning - Schools	90,137,000	0	0	0	90,137,000	90,491,000	354,000
Education, Leisure and Lifelong Learning - Other	25,882,000	0	0	0	25,882,000	28,321,643	2,439,643
Social Services Health & Housing	83,281,000	0	0	0	83,281,000	83,495,430	214,430
Environment	39,525,000	239,100	0	0	39,764,100	42,215,792	2,451,692
Corporate Services	18,208,000	46,000	0	0	18,254,000	18,295,180	41,180
Directly Controlled Expenditure	257,033,000	285,100	0	0	257,318,100	262,819,045	5,500,945
Swansea Bay Port Authority	47,000				47,000	46,637	-363
Fire Authority	7,890,164				7,890,164	7,890,164	0
Margam Crematorium	1,000				1,000	553	-447
Archives	96,000				96,000	95,600	-400
Magistrates Court	12,000				12,000	11,264	-736
Capital Financing	19,282,000				19,282,000	19,282,000	0
Council Tax Support	18,748,000				18,748,000	19,276,921	528,921
Pay & Pension Provision	1,300,000				1,300,000	1,300,000	0
Contingency	822,453	-285,100			537,353	40,072	-497,281
Management of change	500,000				500,000	500,000	0
Loss of income from WG						-400,000	-400,000
Cont from General Reserve	-1,650,000				-1,650,000	-1,650,000	0
Net Budget Requirement	304,081,617	0	0	0	304,081,617	309,212,256	5,130,639
RSG	-177,352,786				-177,352,786	-177,352,786	0
NNDR	-49,408,800				-49,408,800	-49,408,800	0
Discretionary rate relief	386,684				386,684	386,684	0
Council Tax	-77,706,715				-77,706,715	-72,706,715	5,000,000
Total Funding	-304,081,617		0	0	-304,081,617	-299,081,617	5,000,000
Overspend / (underspend)							10,130,639

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Specific Reserves

Appendix 2

Tudalen24

Description	Reserve at 1st April 2020	Original Net Reserve Movements 2020/21	Changes already approved	Proposed changes in Period	Estimated Reserve Bal at 31 Mar 2021
	£000	£000	£000	£000	£000
EDUCATION, LEISURE & LIFELONG LEARNING					
<i>Delegated Schools Cash Reserves</i>					
ERVR Primary	Cr 8	0	0	0	Cr 8
Primary Schools Reserve	Cr 636	0	0	0	Cr 636
Secondary Schools Reserve	Cr 109	0	0	0	Cr 109
Special Schools Reserve	305	0	0	0	305
Middle Schools reserves	1,074	0	0	0	1,074
Repairs and Maintenance Reserve	Cr 161	0	0	0	Cr 161
	465	0	0	0	465
<i>Education, Leisure and Lifelong Learning</i>					
Margam Discovery Centre - Building Maintenance Reserve	Cr 48	Cr 50	0	0	Cr 98
Equalisation Account-Education	Cr 1,373	200	16	Cr 23	Cr 1,180
Home to School Transport	Cr 111	0	0	0	Cr 111
	Cr 1,532	150	16	Cr 23	Cr 1,389
Total Education Leisure & Lifelong Learning	Cr 1,067	150	16	Cr 23	Cr 924
SOCIAL SERVICES, HEALTH & HOUSING					
Homecare ECM Equipment Reserve	Cr 73	Cr 10	0	0	Cr 83
Community Care Transformation Reserve	Cr 108	102	0	0	Cr 6
Social Services Equalisation	Cr 940	321	0	0	Cr 619
Hillside General Reserve	Cr 274	0	0	0	Cr 274

Specific Reserves

Appendix 2

Description	Reserve at 1st April 2020	Original Net Reserve Movements 2020/21	Changes already approved	Proposed changes in Period	Estimated Reserve Bal at 31 Mar 2021
	£000	£000	£000	£000	£000
Youth Offending Service - Equalization	Cr 153	0	0	0	Cr 153
Adoption service	Cr 100	0	0	0	Cr 100
Total Social Services Health & Housing	Cr 1,648	413	0	0	Cr 1,235
ENVIRONMENT					
Concessionary Fare - Bus Pass Replacement Reserve	Cr 152	60	0	0	Cr 92
Asset Recovery Incentive Scheme	Cr 126	0	0	0	Cr 126
Local Development Plan	Cr 181	106	0	0	Cr 75
Economic Development	0	0	0	0	0
Winter Maintenance Reserve	Cr 754	0	0	10	Cr 744
Baglan Bay Innovation Centre -Dilapidation Reserve	Cr 78	0	0	0	Cr 78
BSSG Grant reserve	0	0	0	0	0
Renewable Energy Reserve	Cr 11	0	0	0	Cr 11
Environmental Health - Housing Equalization	Cr 137	137	0	0	0
Workways NPT Reserve	Cr 159	0	0	0	Cr 159
Environment Equalization Reserve	Cr 715	182	0	4	Cr 529
	Cr 2,313	485	0	14	Cr 1,814
Operating Accounts					
Operating Accounts Equalization	Cr 36	0	0	0	Cr 36
Vehicle Tracking	Cr 92	47	0	0	Cr 45
Operating Accounts -Vehicle Renewals	Cr 1,906	149	0	0	Cr 1,757
	Cr 2,034	196	0	0	Cr 1,838

Tudalen25

Specific Reserves

Appendix 2

Description	Reserve at 1st April 2020	Original Net Reserve Movements 2020/21	Changes already approved	Proposed changes in Period	Estimated Reserve Bal at 31 Mar 2021
	£000	£000	£000	£000	£000
Total Environment	Cr 4,347	681	0	14	Cr 3,652
FINANCE AND CORPORATE SERVICES					
Elections Equalisation Fund	Cr 240	Cr 15	0	0	Cr 255
Health & Safety / Occupational Health	Cr 41	0	0	0	Cr 41
Development Fund for Modernisation	Cr 115	0	0	0	Cr 115
IT Renewals Fund	Cr 843	445	0	Cr 163	Cr 561
Corporate Equalisation Reserve	Cr 535	465	0	Cr 11	Cr 81
Building Capacity	Cr 197	75	0	Cr 24	Cr 147
Voluntary Organisation Reserve	Cr 13	0	0	0	Cr 13
Total Finance and Corporate Services	Cr 1,984	970	0	Cr 198	Cr 1,213
COUNCIL RESERVES					
Insurance Reserve	Cr 6,651	0	0	0	Cr 6,651
Swansea Bay City Deal	Cr 113	0	0	0	Cr 113
Income Generation Reserve	Cr 654	104	0	0	Cr 550
Member Community Fund	Cr 391	Cr 100	0	0	Cr 491
Community Resilience fund	Cr 2,000	0	0	0	Cr 2,000
Housing Warranties	Cr 220	0	0	0	Cr 220
Fire Authority Reserve	0	0	0	0	0
Pantteg Landslip Reserve	Cr 500	0	0	0	Cr 500
Waste Reserve	Cr 393	0	0	0	Cr 393
LAWDC Contingency Reserve	Cr 1,012	0	0	0	Cr 1,012

Specific Reserves

Appendix 2

Description	Reserve at 1st April 2020	Original Net Reserve Movements 2020/21	Changes already approved	Proposed changes in Period	Estimated Reserve Bal at 31 Mar 2021
	£000	£000	£000	£000	£000
Schools IT Equalisation (HWB)	Cr 250	163	0	0	Cr 87
Corporate Contingency	Cr 2,269	48	0	0	Cr 2,221
Treasury Management Equalisation Reserve	Cr 7,639	0	0	0	Cr 7,639
ERVR - Transitional Reserve	Cr 4,536	0	16	0	Cr 4,520
Accommodation Strategy	Cr 2,274	250	0	0	Cr 2,024
Total Council Reserves	Cr 28,902	465	16	0	Cr 28,421
JOINT COMMITTEES					
Workways Regional Reserve	Cr 93	0	0	0	Cr 93
Environment Legacy Reserve (SWTRA)	Cr 60	0	0	0	Cr 60
Substance Misuse Area Planning Board	Cr 41	0	0	0	Cr 41
WB Safeguarding Board Reserve	Cr 92	0	0	0	Cr 92
Intermediate Care Pooled Fund	Cr 28	0	0	0	Cr 28
	Cr 314	0	0	0	Cr 314
TOTAL ALL REVENUE RESERVES	Cr 38,261	2,679	32	Cr 208	Cr 35,757

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General Reserve

Appendix 3

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	Original Estimate 2020/21	Revised Estimate 2020/21	Difference 2020/21
	£'000	£'000	£'000
Opening balance 1st April	Cr 19,128	Cr 19,921	Cr 793
Council Tax increased income	Cr 1,300	Cr 1,300	0
Capital - Phase II Accommodation financing costs	170	170	0
Doubtful Debt Provision	200	200	0
Contributions to the Economic Development Fund	200	200	0
Community Councils Grant Scheme	25	38	13
Member Community Development Fund	300	300	0
Estimated budget shortfall as at 31st July 2020	0	10,131	10,131
Contribution from /to revenue	1,650	1,650	0
Estimated Closing balance 31st March*	Cr 17,883	Cr 8,532	Cr9,351

* Does not include any share of the additional £260m announced by WG on 17th August 2020



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

2 September 2020

Report of the Head of Engineering & Transport David W. Griffiths

Matter for Decision

Wards Affected: All

List of Approved Contractors

Purpose of the Report

To seek Members' approval to amend the List of Approved Contractors.

Executive Summary

To seek approval for Contractors to be included on the List of Approved Contractors.

Background

Members will be aware that on previous occasions reports concerning the List of Approved Contractors have been presented to Cabinet Board.

The process gives local companies an opportunity to provide goods and services to the Council.

The full list of categories is set out in Appendix A for your information.

Financial Impacts

No implications.

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 first stage assessment, attached at Appendix B, has indicated that a more in-depth assessment is not required. A summary is included below:-

The report is seeking approval to include an additional contractors onto the existing List of Approved Contractors.

This does not affect any group of people and or impact the Welsh language, biodiversity or the five ways of working.

Valleys Communities Impacts

No implications.

Workforce Impacts

No implications.

Legal Impacts

No implications.

Risk Management Impacts

No implications.

Consultation

There is no requirement for external consultation on this item.

Recommendations

That the Approved list is amended as follows:

Firms to be **added** to List of Approved Contractors

The following firms have applied to be included on the list and have passed the required assessments:-

<u>Firm</u>	<u>Category</u>
Omega Environmental Services Ltd.	31
Xeiad Ltd.	71, 72, 73, 74, 76, 88, 90, 111 Structure Insp for Assessments & Structure Assessment 111 Confined Space Inspection 111 Unmanned Aerial Vehicle Survey /Inspections

Firm to be **added to additional category** on List of Approved Contractors

The following firm has applied to be included on the list for additional categories and has passed the required assessments:-

<u>Firm</u>	<u>Category</u>
C G L Services Ltd.	13, 15

Reasons for Proposed Decision

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 Decision

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

Appendices

Appendix A – List of Categories for List of Approved Contractors

Appendix B -- First Stage IIA

List of Background Papers

None

Officer Contact

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Amanda Phillips, Programme & Commissioning Manager

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Appendix A

General Services

1. Signs
2. Plant Hire
3. Security
4. Clinical Waste
5. Pest Control
6. Re-Cycling
7. Waste Disposal (e.g. Car, Computers, Steel)
8. Crowd Control
9. Traffic Management
10. Portable Buildings
11. Scaffolding

Building Construction / Maintenance

12. Building Construction £50,000 - £200,000
13. Building Construction £200,000 - £1m
14. Building Construction over £1m
15. Minor Building Works below £50,000
16. Works of Adaptation below £5,000
17. Re-Roofing
 - a) Felt & Asphalt below £10,000 / above £10,000
 - b) Tiles & Slate below £10,000 / above £10,000
 - c) GRP
 - d) High Performance Coverings
 - e) Sheeting & Cladding
18. Supply & Installation of Floor Finishes
 - a) Flexible Sheet, Tiles, Carpets
 - b) Jointless
 - c) Rigid Tiles, Slabs, Mosaics
 - d) Wood
19. Plastering
20. Painting & Decorating
21. Supply & Installation of Windows/Doors (Windows to BS 7412, Doors to PAS 23/1, PAS 24/1 to BS 7950 Kitemark Scheme)
 - a) PVCU (using Aluplast System)
 - b) Timber
 - c) Aluminium
 - d) Steel
 - e) Roller Shutter

- f) Security Doors
- g) Automatic Doors
- 22. Suspended Ceilings
- 23. Welding / Fabrication below £5,000
- 24. Welding / Fabrication above £5,000
- 25. Stonework Repair / Restoration / Cleaning
- 26. Glazing & Safety Filming
- 27. Wall Tie Replacement
- 28. External Wall Insulation
- 29. Damp Proofing / Dry Rot / Woodworm Treatment
- 30. Cavity Wall and / or Loft Insulation
- 31. Asbestos Handling & Removal, Asbestos Surveys & Asbestos Consultancy Services
- 32. Window Blinds
- 33. Shop Fitters – Specialist Joinery
- 34. Refurbishment of Laboratories
- 35. Clearance of Void properties
- 36. Works to Listed Buildings

Mechanical & Electrical Engineering

- 37. Domestic (including Housing) Plumbing & Central Heating below £50,000
- 38. Domestic (including Housing) Plumbing & Central Heating above £50,000
- 39. Commercial Heating & Ventilating below £100,000
- 40. Commercial Heating & Ventilating above £100,000
- 41. Domestic (including Housing) Electrical Installation below £50,000
- 42. Domestic (including Housing) Electrical Installation above £50,000
- 43. Commercial Electrical Installations below £100,000
- 44. Commercial Electrical Installations above £100,000
- 45. Gas Boiler Maintenance
- 46. Maintenance of Building Management Systems for Heating & Ventilation

Mechanical & Electrical Specialist Services

- 47. CCTV
- 48. Intruder Alarms
- 49. Fire Alarms
- 50. Warden Call System
- 51. Lifts
- 52. Swimming Pool Plant Equipment
- 53. Water Systems Cleaning & Chlorination
- 54. Ductwork System Cleaning & Sterilisation
- 55. Domestic & Commercial Kitchen Equipment Maintenance

56. Supply & Installation of Specialist Kitchen Equipment / Fittings
57. Installation, Testing & Maintenance of Local Exhaust Ventilation (LEV)
58. Water Systems – Risk Assessment
59. Supply & Installation of Pipework & Ductwork Installation
60. Supply, Installation and / or Servicing of Automatic Door Systems
61. PA Systems / Sound Systems
62. Stage Lighting
63. Service / Repair of Kilns
64. Supply, Installation & Servicing of Leisure Services Equipment
65. Specialist Steelwork (stainless Steel & Fabricated Works)
66. Lightning Conductors
67. Fire Fighting Equipment including Hose Reels
68. Smoke / Fire Detectors
69. Stage Equipment including Curtains, Gantry, Special Effects etc.
70. Computer / Telephone Cabling

Civil Engineering

71. Civil Engineering £0 – £25,000
72. Civil Engineering £25,000 – £250,000
73. Civil Engineering £250,000 – £1m
74. Civil Engineering over £1m
75. Land Reclamation
76. Sewers & Drainage
77. Hard & Soft Landscaping
78. Ground Investigation
79. Demolition
80. Surfacing, Carriageway & Footways
81. Surface Dressing
82. Road Markings & Reflective Road Studs
83. Carriageway Slurry Surfacing & Footways
84. Fencing
85. Gabion & Blockstone
86. Steel Fabrication below £25,000
87. Steel Fabrication above £25,000
88. Bridge Works, New & Maintenance

Civil Engineering Specialists

89. Concrete Repairs
90. Diving Inspections & Works within Water
91. Bridge Deck Expansion Joints
92. Bridge Deck Water Proofing

93. Soil Nailing
94. Sewer Relining
95. Sewer Surveys
96. Safety Fencing
97. Bridge Parapets (Manufacture & Installation)
98. Access Plant for Inspection
99. Bridge Parapet Painting
100. Painting of Structural Steelwork
101. Arboriculturalist
102. Weed-spraying
103. Weather Forecasting
104. Playground Equipment
105. Specialist Cleaning
106. Synthetic Pitches and Sports Facilities
107. Bus/Cycle Shelters
108. Traffic Signals
109. Street Lighting
110. Street Furniture
111. Specialist Contractor not listed above – please specify type of work

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary:	Approved list of contractors – approval to add additional contractor
Service Area:	Procurement
Directorate:	All

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				
Disability		x				
Gender Reassignment		x				
Marriage/Civil Partnership		x				
Pregnancy/Maternity		x				
Race		x				
Religion/Belief		x				
Sex		x				
Sexual orientation		x				

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				
Treating the Welsh language no less favourably than English		X				

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				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X				

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 addition of Contractors onto the Approved list of Contractors will enable these companies to be procured in accordance with NPT's procurement rules.
Integration - how the initiative impacts upon our wellbeing objectives			Approving additional Contractors onto the Approved list of Contractors will enable NPT to procure works with these companies. This will allow the companies to provide employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. The Approved List of Contractors gives Local companies the opportunity to be contracted by NPT to undertake works.
Involvement - how people have been involved in developing the initiative			The companies have been assessed to determine their suitability to be included on the approved list. External financial checks have been undertaken. Various departments have undertaken checks on the companies for insurance, Technical Ability, Quality, Environmental, Health and Safety.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions			Several departments have been involved in checking that Contractors are suitable to undertake works for the category(ies). The Approved list is available for use by all departments in the Authority wishing to undertake works.
Prevention - how the initiative will prevent problems occurring or getting worse			The Approved List of Contractors allows local contractors the opportunity to undertake works for NPT.

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

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	
<p>The report is seeking approval to include an additional contractor onto the existing Approved List of Contractors. This does not affect any group of people and or impact the Welsh language, biodiversity or the five ways of working.</p>	

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

Tudalen 40

	Name	Position	Signature	Date
Completed by	Amanda Phillips	Programme and Commissioning Manager		25/8/2020
Signed off by	David Griffiths	Head of Service/Director		25/8/2020

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