



## **CABINET**

**IMMEDIATELY FOLLOWING CABINET SCRUTINY COMMITTEE  
2<sup>ND</sup> JUNE 2021**

**REMOTELY VIA TEAMS**

**ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR THE  
DURATION OF THE MEETING**

### **Part 1**

1. Appointment of Chairperson
2. Welcome and Roll Call
3. Chairpersons Announcement/s
4. Declarations of Interest
5. Cefn Coed Museum Update (*Pages 3 - 18*)
6. Welsh Language Standards Annual Report (*Pages 19 - 44*)
7. 2020/21 Revenue Outturn and Reserves Position Statement  
2020/2021 (*Pages 45 - 76*)
8. 2020/21 Capital Outturn Report (*Pages 77 - 84*)
9. Urgent Items  
Any urgent items (whether public or exempt) at the discretion of the  
Chairperson pursuant to Section 100b (4)(B) of the Local  
Government Act 1972

10. Access to Meetings  
To resolve to exclude the public for the following item/s of business pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No.2290 and the undermentioned exempt Paragraphs of Part 4 of Schedule 12A to the Local Government Act 1972.

**Part 2**

11. Corporate Performance Management System Contract (CPMS)  
(Exempt Paragraph 14) (*Pages 85 - 96*)

**K.Jones**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**Wednesday, 26 May 2021**

**Cabinet Members:**

Councillors. C.Clement-Williams, D.Jones, E.V.Latham,  
A.R.Lockyer, P.A.Rees, P.D.Richards, A.Wingrave, L.Jones and  
M.Harvey



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Cabinet

Wednesday 2<sup>nd</sup> June 2021

**Joint report of Simon Brennan Head of Property & Regeneration and  
Andrew Thomas Director of Education, Leisure & Lifelong Learning**

### **Matter for Information**

**Wards Affected:** All

### **Cefn Coed Museum Update**

#### **Purpose of the Report**

1. To update members on the proposed scheme of works at the Cefn Coed museum site.
2. To provide members with an update on the emerging Health & Safety issues on site.
3. To provide information on the Cefn Coed Working Group that will be set up to help shape future plans for the site.

#### **Executive Summary**

4. The report provides an update for members in respect of the Valleys Regional Park proposal for Cefn Coed and the reasons why it could not be delivered. It further details the current Health and Safety works that would need to be undertaken prior to the facility re-opening. Finally, it sets out the structure to re-visit the original proposed scheme in light of the site investigation work that has been undertaken

#### **Background**

5. The Council leases from Welsh Government 1.6 acres or thereabouts of land and buildings comprising the Grade II Listed Cefn Coed

Colliery Museum as approximately shown hatched black on the attached copy plan (Appendix 1) for a term of 99 years from July 1978 at a nominal annual rent of £10.00 for use as an industrial museum and exhibition centre held under operational control of Education Leisure and Lifelong Learning Directorate.

6. As noted above, the Council's lease expires in 2077. Under the terms of the lease, the Council is responsible for all repair and maintenance issues. Previous legal advice advised that, should it elect to do so, the Council could serve 12 months' notice to vacate the site but may be required to undertake works to the buildings and the leased site prior to handing the site back to Welsh Government as freeholders. This would inevitably be a negotiated position as Welsh Government are seeking to transfer the remainder of the site to the Council rather than take our leasehold interest back.
7. As Members may be aware, Welsh Government is currently in the process of restoring the 'Headgear' on their adjacent land at a cost of circa £1.8m.
8. Discussions on the future of the museum have been ongoing for many years. It opens at Easter and then from May to early September each year and receives between 6 – 10,000 visitors a year (prior to the Pandemic). The current operating deficit is circa £60,000 per annum.
9. In May 2019, the Council made a bid for funding to the Welsh Government, as part of the initiative 'Valleys Regional Park Discovery Gateway Capital Grant'. The chosen project was centred on the existing Cefn Coed Colliery Museum site in the Dulais Valley. The objective being to create an iconic attraction which was tailored to delivering against the aspirations for Gateway Sites.
10. The bid submitted was successful, and a grant offer for £1,800,000 from the Welsh Government, was received in August 2019 towards a total project cost of £2,600,400 to fulfil the above objective. As part of the grant offer, the Council would be required to commit £800,400 in match-funding, which was identified within the Regeneration Capital Programme.

### **The Proposed Works**

11. The project sought to deliver an aspirational attraction by immersing visitors in a modern and innovative interpretive experience, which tells the human story against the backdrop of the dramatic valleys landscape and historic winding gear structures. The initial proposals included a purpose built visitor centre and a café offering locally sourced produce. Alongside this, there would be a retail element displaying local arts and crafts. The following elements were to be provided through the project:
  - Landscaping including entry road, car parking, signage from car park to visitor centre and complex
  - Construction of a new purpose built visitor centre and associated facilities including café and general fit out
  - Reconfigure the existing visitor centre on the site into staff and volunteer welfare facilities
  - Heritage interpretation investment and Discovery zone in visitor centre based on an agreed interpretation plan
  - Semi covered outdoor play area
  - Lighting of chimney and headstocks
12. Construction work was due to commence in autumn 2020 following the completion of a due diligence process, design work and statutory processes.
13. The preliminary due diligence and site investigation work were undertaken and additional consultations made. These included consultations with:
  - NPT Planning
  - NPT Highways
  - Ecology
  - CADW
14. As a result it became necessary to revisit the proposal of a new, stand-alone visitor centre, for the following reasons:
  - i. Concern over the cost of the delivery of a purpose built visitor centre within the existing budget for the project.
  - ii. It became clear that there is a need to invest in the existing historic buildings on the site and an opportunity to utilise these buildings to incorporate the visitor centre and associated facilities.
  - iii. Issues with the vision splay to access the proposed new parking area.
  - iv. After preliminary discussions with CADW, they were not supportive of a new timber structure on the site of this nature.

- v. The risks associated with acquiring the whole of the site from Welsh Government and the additional liabilities that the Council would be responsible for. The site for the new visitor centre lies outside the existing lease area for the Council.

### **Revised proposals**

15. In view of the above, it was proposed that the new visitor centre facility be incorporated into the historic engine house on the site as this would accommodate all the facilities of the new build option but would also result in a fully restored historic building offering a unique and authentic context for the new interpretation facilities.
16. This option would also fulfil the overall aim of the project to create an iconic Discovery Gateway site and a central base to explore the western valleys and other nearby valley attractions and activities. All other elements of the project would remain the same as the original approval for Cefn Coed.

### **Revised Project Delivery Plan**

17. The Project Delivery Plan therefore needed to be revised to take account of the revised scheme.
18. As noted above, the Cefn Coed colliery facility is owned by the Welsh Government but with part of the site currently leased to the council. To deliver the scheme, it became clear that Welsh Government wanted to transfer the ownership of the entire site. Obviously, with a complex site like Cefn Coed, comprehensive due diligence was therefore required, to provide greater detail on the responsibilities and potential liabilities that the Council would then be taking on. Not to do so, would clearly place the Council at risk.
19. A wide range of surveys were therefore commissioned to determine what was possible. The surveys included: -
  - i. Structural Survey
  - ii. Architects Report
  - iii. Condition Survey
  - iv. Mechanical & Electrical Survey
  - v. Asbestos Report (further intrusive survey required before any work can commence)
  - vi. Order of Cost Report

20. The commissioning work was hampered by Covid, with staff working from home, being unable to visit site, and for some, being diverted on to other work, for example, the design and delivery of the field hospital at Llandarcy. The surveys were commissioned and were undertaken as soon as the external consultants were allowed to go to site. The draft final surveys have only recently been received.
21. Around September last year, it became apparent that it would not be possible to get all the survey work undertaken and the project designed, procured and delivered by the end of March 2021. Discussions took place with WG to negotiate an extension on the March 2021 deadline but WG were not able to agree to this proposal. As it was estimated that, at least, an additional 12 to 18 months would be required to deliver the revised scheme, it was agreed with WG that they would pay for the surveys that had been commissioned. This would enable the Council to develop proposals for a deliverable scheme when a similar round of funding next becomes available. A provisional sum of £200k was made available by WG for the survey work. The remaining money could not therefore be drawn down.

### **Emerging Health and Safety Concerns**

22. As noted above a range of survey work was undertaken and is currently being assessed. The initial findings from the survey work are;
  - i. The chimney stack has fresh spalling from height. This is a Health & Safety risk, and will require a crash deck tunnel to protect the public or will need to be fully repaired.
  - ii. The underground tunnel outside the class room fire escape door is dangerously unsafe. This section of tunnel needs to be closed off.
  - iii. The longer brick arch tunnel has rotten mock timber props that need removing before the brick arch can be inspected to deem this section of tunnel safe.
  - iv. The boiler house (large asbestos clad shed) has broken asbestos sheeting and the steel columns along the south elevation are all badly corroded at their base with significant loss of section that need repairing. The consultants do not recommend opening this building to the public.
  - v. The pump house with the broken steel truss is not open to the public as it is unsafe.

- vi. The external slab over the tapering basement immediately in front of the engine house has already been temporarily fenced off but the slab that allows access to the main doors has not. The structural survey report recommends that all this slab is closed off due to its condition. Therefore the front access to the engine house doors is out of bounds. It is difficult to prop the slab up as the basement is a confined space with significant levels of asbestos. An engineering solution will need to be agreed but in the interim it is recommended that it be closed off.
  - vii. The steel columns along the south elevation of the electrical house within the split brickwork are all badly corroded and have been recommended for repair. The consultant has suggested this building is also out of bounds to the public given the substantial loss of section to the columns, which is identified in his report.
23. The above issues present a real danger to users of the site and would need to be addressed prior to the site re-opening. In view of the complexity of the site and the need to deal with the various ecology issues and obtain Listed Building consent, these works will not be completed in time to open during the 2021 summer season. A programme and provisional costs are currently being developed by the external consultants that undertook the survey work and will be made available as soon as they are received. Initial indications are that the necessary works will be in excess of £1m.
24. It should be noted, however, that the costs and timings included in this programme will be based on the information available at this stage. As works progress there is a significant risk that further issues will be identified which may increase both the costs and the length of time to deliver the work.

### **The Future Proposals for the site**

24. The initial analysis of the survey work indicates that the various buildings on site and the external areas will require significant investment to take the facility forwards as a Visitor Attraction. The total cost will depend on the scope of the works but will be in excess of the previous grant application and match funding. Early indications are that this could be in excess of £8m. The survey work, as detailed above, that has now been undertaken will inform the discussions on future proposals.



It is intended that the Cefn Coed group be re-established and refocused to provide input in to the future proposals for the site. The Director of Education, Leisure and Lifelong Learning will chair the group comprising representatives from within the Council and external partner stakeholder organisations to provide a clear way forward for the future of the site.

### **Financial Impacts**

25. As the original scheme is not able to progress the Council cannot draw down the proposed Grant. The match-funding element has been reallocated in accordance with standard procedure and was reported in the Council budget setting process.

### **Integrated Impact Assessment**

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

The proposal will not have any adverse impacts on people with protected characteristics.

### **Valleys Communities Impacts**

27. As the original Valleys Regional Park Scheme was not deliverable, the report sets out the framework for re-visiting the original proposals to establish a clear way forward for the future operation of the site given its' cultural and historic importance.
28. The facility attracts between 6-10,000 visitors per annum and its closure will therefore potentially have a negative effect on the local economy

### **Workforce Impacts**

29. There is one full time member of staff employed at Cefn Coed museum, who will continue to carryout maintenance checks on site and liaise with the Welsh Government contractors working on restoring the headframes.

## **Legal Impacts**

30. No impacts.

## **Risk Management Impacts**

31. None.

## **Consultation**

32. Consultation on the current issues in respect of Cefn Coed has taken place with the local member.

33. There is no requirement for external consultation at this stage. Consultation with external stakeholders will take place to shape future proposals.

## **Recommendations**

34. It is recommended that Members note;

- i. The current position in respect of the Valleys Regional Park grant bid for Cefn Coed.
- ii. That the museum will need to remain closed until the Health and Safety issues have been satisfactorily resolved.
- iii. That a group of internal and external stakeholders be established under the chairmanship of the Director of Education, Leisure and Lifelong Learning to set out a clear way forward for the future of the site.

## **Appendices**

35. Site plan and the IIA.

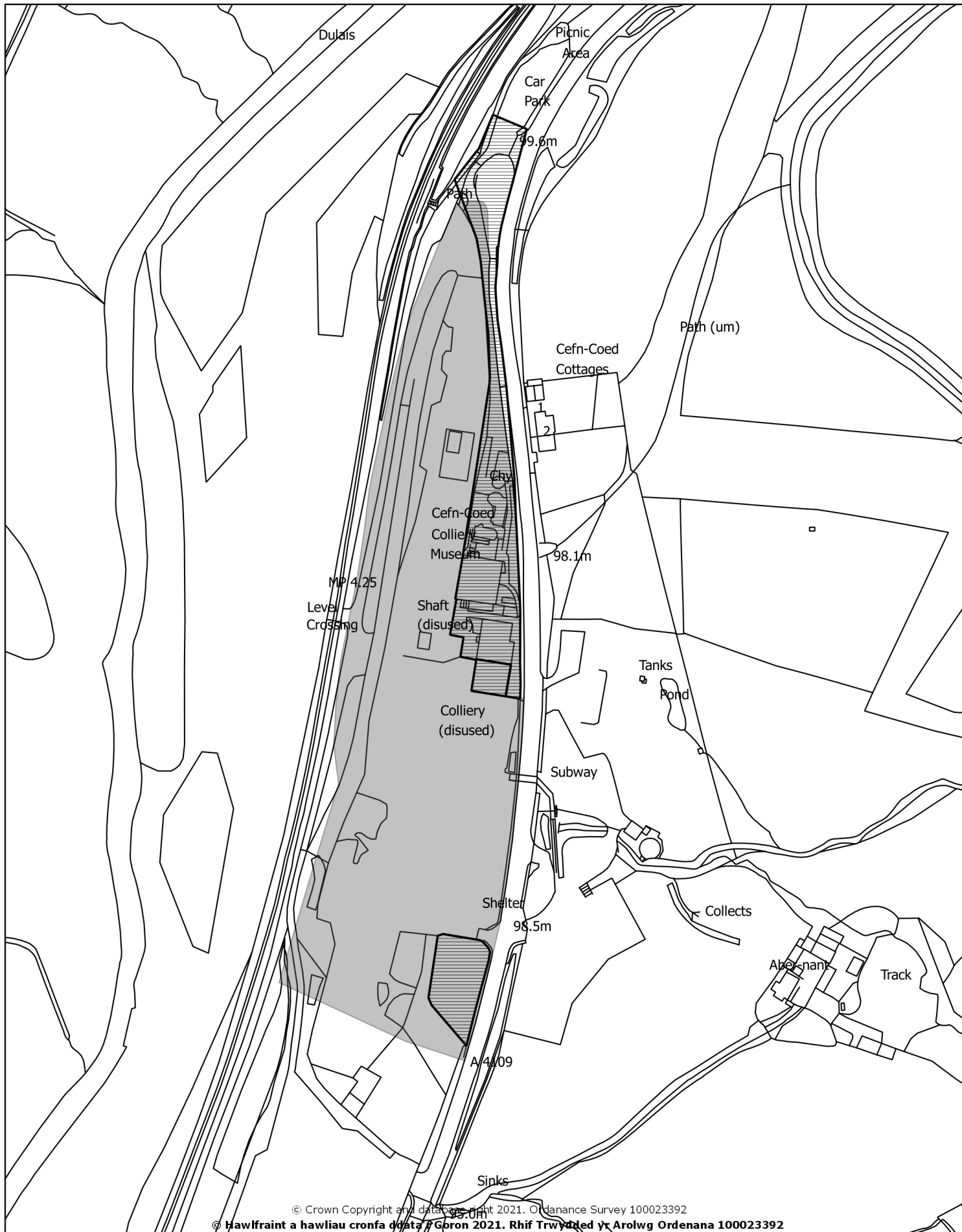
## **List of Background Papers**

36. None.




## **Officer Contact**

37. Simon Brennan – Head of Property and Regeneration, Tel: 01639 686370

Andrew Thomas – Director of Education, Leisure & Lifelong Learning



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<p>Drawing <b>Teitl</b></p> <p>Cefn Coed Colliery Crynant</p> <p>  Welsh Government ownership   NPTCBC Lease         </p>	<p>Property &amp; Regeneration <b>Eiddo ac Adfywio</b></p> <p>Gareth Nutt B.Sc (hons) M.Sc., DMS, FRICS Director of Environment The Quays, Brunel Way Baglan Energy Park Neath SA11 2GG www.npt.gov.uk</p> <p>Gareth Nutt B.Sc (hons) M.Sc., DMS, FRICS Cyfarwyddwr Yr Amgylchedd Y Ceiau, Ffordd Brunel Park Ynni Baglan Castell-nedd SA11 2GG</p> <p><b>Page 1</b></p>	<p>  <b>Neath Port Talbot</b>  <b>Castell-nedd Port Talbot</b>          County Borough Council Cyngor Bwrdeistref Sirol       </p> <p>Scales <b>Dafol</b> A4 @ 1:2500</p> <p>Drawing No. <b>Rhif gan Dynnu</b> 21-0330</p> <p>Rev. <b>Adolygu</b></p>
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**Impact Assessment - First Stage**

**1. Details of the initiative**

<p><b>Initiative description and summary:</b> Cefn Coed Update</p> <p>The report provides an update for members in respect of the Valleys Regional Park proposal for Cefn Coed and the reasons why it could not be delivered. It further details the current Health and Safety works that would need to be undertaken prior to the facility re-opening. Finally, it sets out the structure to re-visit the original proposed scheme in light of the site investigation work that has been undertaken</p>
<p><b>Service Area:</b> Education Leisure and Lifelong Learning/ Regeneration and Economic Development</p>
<p><b>Directorate:</b> Education/ Environment</p>

**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 proposed recommendations will not directly impact any individuals with protected characteristics as;</p> <ul style="list-style-type: none"> <li>The recommendation that the museum remains closed on the basis of the need to ensure health and safety of visitors impacts all potential visitors and users of the site equally.</li> </ul>

						<ul style="list-style-type: none"> <li>The proposal to form a steering group to establish a clear way forward for the attraction will involve future consultation with groups/ individuals affected by proposals which emerge.</li> </ul>
Disability		x				The proposals will have no impact (please see above)
Gender Reassignment		X				The proposals will have no impact (please see above)
Marriage/Civil Partnership		X				The proposals will have no impact (please see above)
Pregnancy/Maternity		X				The proposals will have no impact (please see above)
Race		X				The proposals will have no impact (please see above)
Religion/Belief		X				The proposals will have no impact (please see above)
Sex		X				The proposals will have no impact (please see above)
Sexual orientation		X				The proposals will have no impact (please see above)

**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				The proposals will have no impact
Treating the Welsh language no less favourably than English		x				The proposals will have no impact.

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		L	<p>Bats are present in some of the colliery structures. However the immediate proposals will not directly impact on biodiversity as;</p> <ul style="list-style-type: none"> <li>• The recommendation that the museum remains closed on the basis of the need to ensure health and safety of visitors will not result in any disturbances to the bat population.</li> <li>• Any health and safety actions which are agreed for delivery will be undertaken in consultation with the Biodiversity Team and will take account of the need to protect the bat population.</li> <li>• The proposal to form a steering group to establish a clear way forward for the attraction will involve future consultation on any proposals and how any impact on biodiversity is mitigated.</li> </ul>
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.			X		L	<p>The recommendation is to explore a clear way forward for the attraction at this stage. Future proposals will be consulted upon to establish how they can contribute to these aims.</p>

**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	x		<p>The proposal to form a steering group to establish a way forward for the museum will result in all feasible options being examined to safeguard the attraction.</p> <p>However, at the current time the essential Health and safety actions identified could prevent the opening of the museum to individuals and groups. The proposed steering group would examine all options.</p>
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	x		The proposals would assist us in identifying a way forward for the museum to safeguard it as a resource for our communities and visitors.
<b>Involvement</b> - how people have been involved in developing the initiative	x		The recommendations within the report outline a range of onsite surveys and investigations in addition to cross directorate discussion. Where feasible options are identified by the Steering Group, these would be subject to further consultation with interested parties.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	x		The recommendations within the report outline a range of onsite surveys and investigations in addition to cross directorate discussion. Where feasible options are identified by the Steering Group, these would be subject to further consultation with interested parties.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	X		The recommendation that the museum remains closed whilst health and safety actions are considered will enable the authority to carry out its duty of care to visitors and users of the site. The surveys completed to date as part of the due diligence process have identified urgent actions which need to be addressed if the site is to remain open to visitors.



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

A full impact assessment (second stage) <b>is not</b> required	x
Reasons for this conclusion	
<p>The proposed recommendations will not directly impact any individuals with protected characteristics.</p> <p>The recommendation that the museum remains closed on the basis of the need to ensure health and safety of visitors impacts all potential visitors and users of the site equally.</p> <p>The proposal to form a Steering Group to establish a clear way forward for the attraction will involve future consultation with groups/ individuals affected by proposals which emerge.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

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	<b>Name</b>	<b>Position</b>	<b>Date</b>
Completed by	Karleigh Davies	Tourism Manager	5 <sup>th</sup> May 2021
Signed off by	Simon Brennan	Head of Property & Regeneration	5 <sup>th</sup> May 2021

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Cabinet

2 June 2021

### Report of the Head of Human & Organisational Development – S Rees

#### Matter for Monitoring

**Wards Affected:** All Wards

**Report Title:** Welsh Language Standards Annual Report 2020-2021

#### Purpose of the Report

1. To present the Welsh Language Standards Annual Report for 2020-2021, produced in accordance with the Welsh Language Standards (No.1) Regulations 2015.

#### Executive Summary

2. This annual report, produced in accordance with the Welsh Language Standards (No.1) Regulations 2015, provides an overview of compliance with the standards with which we had a duty to comply during the year.
3. The report also details the number of complaints received during the year which relate to compliance with the service delivery, operational and policy making standards and the Welsh language generally. A total of three complaints were received during the year; two via the Welsh Language Commissioner and one direct to the Council.
4. Specific information as required by the standards in relation to the Welsh language skills of employees and new and vacant posts is also included.

5. The outbreak of the Covid-19 pandemic has had significant impact on our services during 2020-2021 with many of our workforce being redeployed to other service areas to support the work in tackling the outbreak and supporting residents in these unprecedented times. We have had to make considerable changes to the way we have delivered our services, in some cases even suspending services particularly during the first lockdown period.
6. Even though challenging, last year has also provided an opportunity to reassess our Welsh language provision and a number of changes to our internal processes and procedures are being considered/put in place to help ensure we are in a better position to provide Welsh language services for the future.

### **Background:**

7. Following the Welsh Language Commissioner's final determination in relation to the Council's challenge to a number of standards a final compliance notice was received on 25 April 2018.
8. The annual report, attached at Appendix 1, provides an overview of compliance with the standards with which we had a duty to comply during 2020-2021.
9. The Council's Welsh Language Officer Group remains key to the promotion of the Welsh language, the implementation of the standards, identification of good practice and monitoring compliance. However, the Group's ability to meet or be as involved as in previous years has been affected with the impact of the pandemic. Nevertheless the Group has resumed activities and a work programme has been developed for 2021-2022 to make progress.

### **Annual Report**

10. Monitoring compliance with the Welsh language standards during 2020-2021 was challenging given the unprecedented situation as a result of the pandemic. The Welsh Language Commissioner's monitoring report 2019-2020, which was received in August 2020, identified areas which during that period fell short of expectations. However, the majority of the issues had already been rectified and those that

remained a cause for concern have been included in the Welsh Language Officer Group's work programme for 2021-2022.

11. While little monitoring was possible during last year there has been an opportunity to begin to review some of the internal processes which once addressed will help ensure a better more effective Welsh language service can be provided.

12. Areas for review/action:

**Intranet information and support page** – this needs to be more visible with updated documents and promotional material available.

**Welsh language correspondence requests** - the online form has been redesigned to improve clarity so that the database holds accurate information for use by all service areas.

**Promotion** – a review of the promotion of the Welsh language is to be undertaken to help celebrate the language and culture amongst staff and within our communities.

**Integrate Impact Assessment Audit** – a review of the IIA framework is to be undertaken to ensure the framework is embedded into practice.

**Social media** – internal processes continue to be reviewed to help ensure all corporate and service area social media accounts meet the requirement of the standards.

#### **Financial Impacts:**

13. Full compliance with the standards continues to be challenging, particularly with the impact of the outbreak of the pandemic on the Council's human resources.

#### **Integrated Impact Assessment:**

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

#### **Valleys Communities Impacts:**

15. The Annual Report includes progress made in delivering services to support residents in valley communities.

**Workforce Impacts:**

16. Staff with Welsh language skills continue to be encouraged to use Welsh in their work. In order to help increase the future language capability of staff the Council encourages the uptake of available Welsh courses. While continuing to recognise the limits to increasing language capability currently due to restrictions on external recruitment we are taking every opportunity to recruit staff with Welsh language skills where appropriate.

**Legal Impacts:**

17. This report deals with the Council's duty to comply with the final Compliance Notice issued on 25 April 2018.

**Risk Management Impacts:**

18. Failure to comply with the standards could lead to a £5,000 fine per standard. There is also a risk of damage to the Council's reputation.

**Consultation:**

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

**Recommendations:**

20. It is recommended that:  
Members monitor Neath Port Talbot Council's Welsh Language Standards Annual Report 2020-2021, attached at Appendix 1, prior to its publication by the statutory deadline of 30 June.

**Reasons 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.

**Appendix:**

23. Appendix 1 - Welsh Language Standards Annual Report 2020-2021

**List of Background Papers:**

[Welsh Language \(Wales\) Measure 2011](#)

[Welsh Language Standards \(No.1\) Regulations 2015](#)

[Welsh Language Standards Compliance Notice](#)

**Officer Contact:**

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25. Mrs Rhian Headon Corporate Policy Officer Equalities and Welsh Language Tel 01639 763010 or email: [r.headon@npt.gov.uk](mailto:r.headon@npt.gov.uk)

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# Welsh Language Standards

## Annual Report 2020-2021

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Mae'r ddogfen hon hefyd ar gael yn Cymraeg  
This document is also available in Welsh

[www.npt.gov.uk](http://www.npt.gov.uk)

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## **Foreword**

Neath Port Talbot County Borough Council is committed to the principle of the Welsh language standards and strives to comply with the standards as applied to us in what continues to be a difficult financial and resource limiting environment.

The outbreak of the Covid-19 pandemic has had significant impact on our services during 2020-2021 with many of our workforce being redeployed to other service areas as part of the Council's response to the outbreak and to support our residents in these unprecedented times. We have had to make considerable changes to the way we have delivered our services, in some cases even suspending services, particularly during the first lockdown period.

With all that has taken place over the last year we are mindful that the Welsh language cannot be considered in isolation of the wider equality agenda and the impacts of the events that took place during 2020-2021 resonate with us all. Language and cultural awareness are key elements of the wider conversation that are taking place across society and the Welsh language and culture must be included in this. To this end we will work to ensure initiatives are developed, material is available and events are held (when restrictions are lifted) to help foster a better understanding and celebrating of our diverse communities.

We recognise that 2021-2022 will continue to be challenging not only with our response to the ongoing pandemic and in supporting our communities but also in using the lessons learnt over the last year to help shape our future.

**Karen Jones**  
**Chief Executive**

## **Introduction**

This Annual Report highlights our work in implementing the Welsh language standards as applied to the Council as well as identifying areas where more work is required.

2020-2021 was not a 'normal' year with services being affected, staff being redeployed and new ways of working becoming the norm as a consequence of the pandemic outbreak. However, we have been clear throughout this period that Welsh language services were to continue where possible – although there have been some instances where this was not possible most notably with health and safety notifications during the first lockdown period.

Even though challenging last year has also provided an opportunity to reassess our Welsh language provision for both residents and staff and a number of changes to our internal processes and procedures are being considered/put in place to help ensure we are in a better position to provide Welsh language services over the years to come.

## **Background and Current Situation**

This annual report provides an overview of how as a Council we have implemented the Welsh language standards and provides information on specific areas: the number staff who are Welsh speakers and the language requirements of vacant post as required under the Welsh Language Measure (2011) and Welsh Language Standards (No1) Regulations 2015.

The standards which have been applied to the Council under section 44 of the Welsh Language (Wales) Measure 2011 are contained in our [compliance notice](#).

## **Accountability**

The Council has ultimate responsibility for the implementation of the standards, with the Chief Executive having overall responsibility for ensuring arrangements are in place to secure compliance. In addition, we

recognise that each member of staff has a role to play in the successful implementation of the standards.

Our governance arrangements require the Annual Report to be monitored by Cabinet, with Cabinet Scrutiny Committee undertaking an important role in ensuring progress on performance is being sustained.

The Equality and Community Cohesion Group supports the Chief Executive and elected Members and has responsibility for overseeing the implementation of the standards. This group is chaired by the Cabinet Member for Corporate Services and Equality and has a membership drawn from each directorate as well as representatives from local equality organisations.

The Welsh Language Officer Group (WLOG) supports the administration and implementation of the standards and helps with the early resolution of any issues that may occur, supports staff in the delivery of services in accordance with the duties placed on the Council as well as helping promote the language amongst staff.

All information and support materials relating to the implementation of the Welsh language standards are available on the intranet and can be accessed by staff. Awareness of the requirements of the standards is raised via Corporate Management Group, directorate management teams, team meetings as well as through the Council's internal publicity mechanisms, e.g. the online newsletter, 'In the Loop'.

## **Compliance**

### **Welsh Language Commissioner Monitoring Report 2019-2020**

In August 2020 we received the Welsh Language Commissioner's monitoring report for 2019-2020. The Council was part of a random sample of organisations which were assessed in 10 areas of activity: correspondence, telephone calls, forms, press releases, brochures and leaflets, corporate identity, webpages, social media, new and vacant posts and reception areas.

While our press releases, social media posts and examples of our corporate identity along with the vast majority of our webpages were fully available in Welsh there were significant areas where our performance was disappointing:

- Out of three pieces of Welsh correspondence received only two were answered in Welsh
- Only one out of three telephone calls were dealt with in their entirety in Welsh.
- Two out of three examples of brochures/leaflets etc., were fully in Welsh.
- Reception staff were not able to provide a Welsh language service even though a sign on display stated otherwise.
- Only one out of three forms were available fully in Welsh.

The Commissioner considered that in three areas there was a ‘suspicion of failure to comply with the relevant statutory requirements’ and we were asked to respond:

- Telephone calls made in Welsh on our main telephone line - this issue was the subject of a complaint, [CSG 650](#), received on 2 October 2019 and subsequently determined in August 2020 - a new process was introduced and disseminated to each member of the customer services team in October 2019 (reminders were issued again in October and November 2020).
- 1/3 of the forms surveyed were available in Welsh – following receipt of further details appropriate steps were being considered by the Welsh Language Officer Group, working closely with our Web Team and relevant services, and will be included in the work programme for immediate attention.
- Reception staff unable to deal with any of the Welsh enquiries in Welsh – ‘as of the end of March 2020 our civic centres have been closed to the public and it is unlikely that this situation will change in the near future. When our civic centres do reopen to the public, it is likely that reception services will be provided differently, changes that were being considered prior to lockdown.’

The WLOG is currently looking at the compliance issues raised in the report, along with issues identified in our own monitoring activities, to determine how best to resolve them and ensure ongoing compliance.

## **General Compliance**

With the outbreak of the Covid-19 pandemic 2020-2021 has been a year unlike any other, with services affected by changes in working practices, staff redeployment, along with the need to provide response and support for those residents who, along with staff, have found the whole year rather challenging and in many cases a frightening experience.

However throughout the year we have worked to ensure our Welsh language services are available – even if at reduced level in some instances. While the early part of the year was spent predominantly responding to the outbreak the latter part saw some activity:

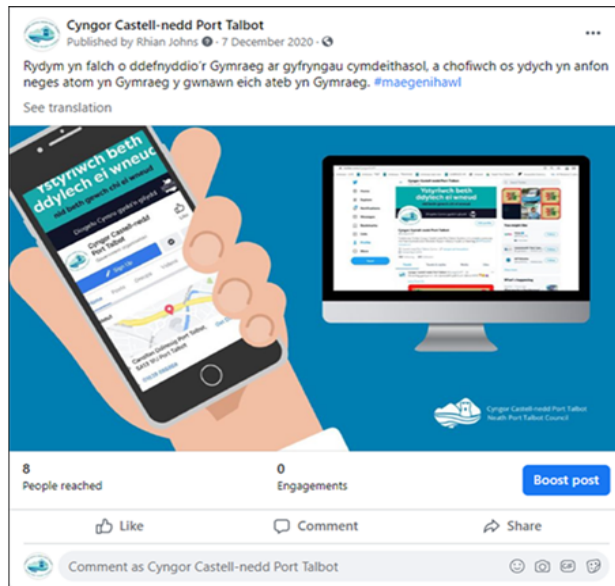
**Recruiting Welsh speakers in to key areas** – our Communication and Digital Services Team recruited two Welsh speakers who are integral to our social media communications, publicity, TPP publicity services, etc.

**Complaints** - we received fewer complaints in relation to the Welsh language during the year (three in total). We revised and updated our [Comments, Compliments and Complaints Policy](#) in line with the recommendations of the Public Sector Ombudsman for Wales. We took this opportunity to further clarify the process in relation to the requirements of the Welsh language standards.

**Welsh Language Promotion Strategy** - the second [progress report](#) was published but for a six month period only (October 2019 - March 2020) in order to realign the reporting period to that of other statutory reports. With the shortened reporting, which was compounded by the early stage of the pandemic, limited progress was able to be reported.

**Welsh Rights Day (7 December 2020)**. Following the small scale celebration of the first Welsh Rights Day in 2019, we intended to celebrate the second Welsh Rights Day more widely. However, the ongoing situation meant that a smaller social media publicity campaign was undertaken

predominantly with a limited social media campaign, in our weekly Sway staff update and on our employee news section on the Intranet.



## Service Delivery standards

2020-2021 has been a challenging year for everyone, with shielding, lockdowns, reduced/reconfigured services, and staff working from home and/or in other roles all combining to make it a year to remember, or even forget.

Providing services generally has been a challenge and providing a Welsh language service has been even more difficult for some of our service



areas during this period. While the vast majority of staff were able to work from home those that were unable to do so, due to their own health conditions, caring responsibilities or because their work had significantly changed or had temporarily been suspended were invited to consider redeployment. Several hundred staff voluntarily agreed to temporary redeployment into other roles; including secondment to the Communications Team, Refuse and Recycling, Customer Services, NPT Safe and Well, Test Trace and Protect (TTP).



Although a decision was made early in the lockdown for all communications in relation to the COVID-19 outbreak to be in English only to provide information as quickly as possible (a decision made on the basis of health and safety as well as on the more practical issue of limited resources in such challenging times) over the summer we were able to reintroduce bilingual communications. With the recruitment of two Welsh speakers to the Communications Team during the autumn we have ensured there is ongoing capacity for all future communications

Towards the latter part of 2020-2021 we began a review of our compliance and promotion of the Welsh language, which will continue over the coming year, to help ensure we can provide a more effective and responsive service going forward and help celebrate the language and culture amongst staff and within our communities.

**Correspondence in Welsh** - there have been some instances where the request to receive correspondence in Welsh has been made in error and consequently the Welsh Language Officer Group has redesigned the request form, which will be live by summer 2021, to improve clarity as to its purpose.

77 people have indicated they wish to receive correspondence from us in Welsh.



**Council Meetings** - during the pandemic and following the enactment of legislation to remove the requirement for Members to be seen and heard in formal meetings of the Council, we quickly resumed key meetings using Microsoft Teams. Unfortunately this platform is not able to support bilingual meetings and consequently all Council meetings will be moved to Zoom, which does have this capability, during 2021-2022.

### **Policy Making standards**

The requirements of the policy making standards are incorporated into the Council's Integrated Impact Assessment (IIA) framework. The impact assessment process is undertaken for all new and revised policies /initiatives and so opportunities to use Welsh as well as not treating Welsh less favourably than English are considered each time.

Comprehensive guidance on the IIA process is available for all staff on the intranet. In addition training has previously been provided for those staff responsible for undertaking IIAs as part of their responsibilities. Further training sessions are being considered for 2021-2022.

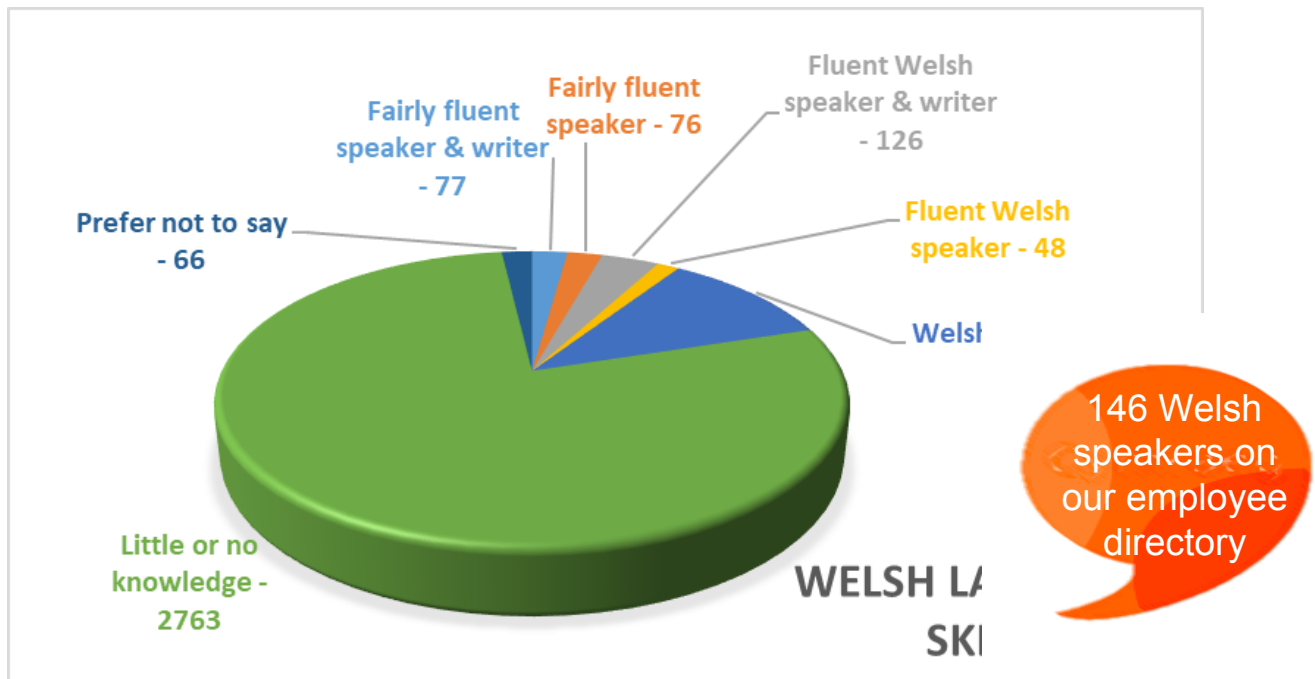
A review of the IIA framework was to be undertaken during 2020-2021 to ensure that it was embedded into practice but due to the pandemic outbreak it will now be undertaken during 2021-2022.

## Operational standards

While policies relating to staff employment have been produced in Welsh and are available on our intranet to date no member of staff has wished to receive information regarding their employment in Welsh.

Documents to help and support staff in providing a Welsh language service to residents and visitors to Neath Port Talbot are available on our intranet. However, over the last year it has been apparent that this information page requires review to take into account lessons learnt from outcomes of complaints, improved guidance on compliance as well as promotional material, with the Welsh Language Officer Group the driving force behind leading the review.

The number of staff who identified as having Welsh language skills during 2020-2021 remained relatively low.



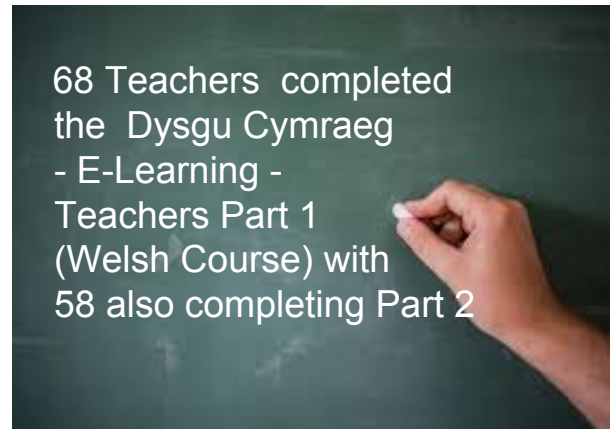
The number who are willing/able to use their language skills as part of their work has increased from 126 in 2019-2020: our employee directory lists those who are willing to use their language skills and is available to all staff via our intranet.

Information, help and support on using and complying with the Welsh language standards is available to all staff via the Performance Hub Welsh

language page on the Intranet. As it has been some time since the page was developed it is timely for a review to be undertaken to ensure the page remains a suitable resource with the inclusion of updated guidelines, information and promotional material.

In order to ensure language skills are assessed consistently across service areas a new language assessment framework is being introduced as part of the implementation of a new HR/Payroll system. The framework will enable staff to assess their language skills, and then update their HR records, in line with widely recognised criteria. Anecdotally staff underestimate their skill level and so it is hoped that this new process will help boost confidence and hopefully encourage staff to use their Welsh language skills in work. The assessment process will also help managers have a better understanding of the language skills within their service areas when considering workforce planning/recruitment.

We continue to work to enhance the number of Welsh speaking staff and many took the opportunity during the year to undertake Welsh language e-learning courses: 258 staff (243 from our Education Leisure and Lifelong Learning Directorate) completed e-learning Welsh language courses during the year.



### Specific Legislative Requirements

### Vacant Posts - Welsh language skill requirements

Category	Number of posts	Percentage of posts
Essential	2	1 %

Desirable	83	28 %
Need to learn Welsh	Nil	nil
No Welsh skills required	206	71%

## Language Skills of staff

Directorate/Service	Welsh Language Skills							Total
	Fairly fluent speaker & writer	Fairly fluent speaker	Fluent speaker & writer	Fluent speaker	Welsh Learner	Little or no knowledge	Prefer not to say	
Chief Officers	0	1	1	0	1	2	0	5
<b>Chief Executive's Office</b>								
Human & Organisational Development	2	3	6	1	11	73	1	97
Legal & Democratic Services	5	2	5	1	17	63	0	93
<b>Education Leisure and Lifelong Learning</b>								
Participation	13	7	20	5	56	436	31	568
Transformation	5	2	13	9	35	174	9	247
<b>Finance and Corporate Services</b>								
Digital Services	4	1	1	0	7	93	2	108
Financial Services	3	4	1	0	10	138	1	157
<b>Environment</b>								
Engineering & Transport	4	3	5	2	11	108	0	133
Planning & Public Protection	3	7	13	1	59	149	3	235
Property & Regeneration	0	5	3	2	12	117	3	142
South Wales Trunk Road Agency	1	5	8	5	16	168	1	204
Streetcare Services	9	11	14	7	33	416	10	533
<b>Social Services Health and Housing</b>								
Adult Services	15	11	12	9	46	448	4	505
Business Services	0	3	2	3	8	85	0	101
Children & Young People Services	13	11	22	3	61	293	1	404
<b>Grand Total</b>	<b>77</b>	<b>76</b>	<b>126</b>	<b>48</b>	<b>383</b>	<b>2763</b>	<b>66</b>	<b>3539</b>

## Complaints

A total of three complaints were received during 2020-2021; two via the Welsh Language Commissioner and one direct to the Council

**CSG727** - Coronavirus letter and Safe and Well leaflet in English only. The investigation of the complaint was nearing its conclusion when a cyber-attack in early December 2020 on the Welsh Language Commissioner's systems necessitated a suspension in all activity. The outcome of the investigation is still awaited.

**CS026** - Posters, recycling/garden refuse bags and signage on recycling vehicles – 'disadvantaging the Welsh language'. Although all text/signage is bilingual in all instances the complainant considers that its position 'disadvantages the Welsh language'. The investigation is ongoing.

### **The complaint received direct to the Council:**

The complaint received direct to the Council was in relation to the Immbulance and service area social media accounts which is being dealt with under the Council's own complaints process.

**Immbulance** – the initial press release for the Immbulance (issued by Swansea Bay University Health Board) featured the vehicle without bilingual decals. However, this was rectified prior to its deployment on 25 February 2021 and the vehicle with fully bilingual decals were featured in subsequent press releases.

**Social media accounts** - the complaint focussed on the lack of/reduced/delayed Welsh content on department social media accounts. We recognise there are issues with departmental social media accounts and have been working with the Welsh Language Commissioner to develop and implement actions to overcome them, for example by recruiting Welsh speakers into the Communication and Digital Services Team to provide additional support; updating the process for new social media accounts to ensure accounts will be run bilingually; amending our internal practices and guides to help officers

with Welsh posts, although the outbreak of the pandemic has affected progress on these matters.

As the complainant remained dissatisfied with the response provided under Stage 1 of the Comments, Compliments and Complaints Policy the complainant has been advised that a Stage 2 formal investigation can be requested; however, no such request has been received to date.

### **Complaints still awaiting decision:**

**CSG 594** - Home to School Transport Policy – the use of Welsh during a public consultation. Finalisation of the checklist for use when planning and attending events has been delayed due to the outbreak of the Coronavirus pandemic and the Council's subsequent response as well as due to the cyber-attack experienced by the Welsh Language Commissioner. However, this work will be prioritised for completion by the end of the calendar year.

**CSG 650** – Telephone call to the general telephone number. The complaint referred to the use of English on a Welsh language telephone call and similar issues when connected to a service area. The investigation determined that the Council had failed to comply with the relevant standard and an enforcement action to remind staff of the requirements of greeting callers appropriately was imposed. Confirmation that the enforcement action had been undertaken was unable to be sent due to the cyber-attack experienced by the Welsh Language Commissioner and so remains outstanding.



## Have your Say

Enquiries or feedback on this report are welcomed via:

Email: [policy@npt.gov.uk](mailto:policy@npt.gov.uk)

Post: Chief Executive, Neath Port Talbot County Borough Council,  
Civic Centre, Port Talbot, SA13 1PJ

Social media:



Follow us and add your comments to the Council's Facebook page: <https://www.facebook.com/NeathPortTalbotCBC>



Follow this report and add your Tweets on our Twitter Page: [@NPTCouncil](https://twitter.com/NPTCouncil)



Follow us on Instagram: <https://www.instagram.com/nptcouncil/>

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

## Measures

<b>Translations</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Total cost of translations (where able to be identified)	£52,598	£49,573	£43,072
Number of requests for translation received by the translation unit	1086	716	662
<p>The data relates to the number and cost of translations undertaken by the Translation Unit. This is not an accurate record as translations are undertaken by other providers whenever necessary, the cost of which is absorbed into publication costs or the general budget for the service. The outbreak of the pandemic and its subsequent impact on services during 2020-2021 is likely to have impacted on the number of translations being requested.</p>			

<b>Telephone Calls</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Number of staff with fluent/fairly fluent language skills identified in the employee directory	148	126	146
Average time to answer telephone calls – English	22 seconds	52 seconds	43 seconds
Average time to answer telephone calls - Welsh	20 seconds	45 seconds	51 seconds
<p>As it was necessary for One Stop Shop staff to work from home as a consequence of the pandemic two Welsh speakers were redeployed into the Contact Centre team thereby increasing the capacity of the team in dealing with Welsh calls. However, the complement of staff reduced over the period as a Welsh speaking member of staff took up another position within the Council.</p>			

<b>Social Media</b>	<b>31.03.19</b>	<b>31.03.20</b>	<b>31.03.21</b>
<b>Twitter</b>			
Followers - English corporate account	12,957	14,381	15,799
Followers - Welsh corporate account	227	306	368
<b>Facebook</b>			
English corporate account	8,321	10,878	15,882
Welsh corporate account	37	71	103

<b>NPT News e-newsletter</b>	<b>31.03.19</b>	<b>31.03.20</b>	<b>31.03.21</b>
No of subscribers to Welsh e-newsletter	7	11	17
No of subscribers to English e-newsletter	403	1221	1922
No of subscribers to bilingual e-newsletter	14	24	33

<b>Website</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Total number of hits on website	2,981,002	3,576,298	3,980,097
Hits on Welsh webpages	29,758	34,045	23,423

<b>Language Skills</b>	<b>2018-2019*</b>	<b>2019-2020*</b>	<b>2020-2021</b>
Fairly fluent speaker & writer	90	83	77
Fairly fluent speaker	65	69	76
Fluent Welsh speaker & writer	119	102	126
Fluent Welsh speaker	53	49	48
Welsh learner	342	347	383

\* Data for 2018-2019 and 2019-2020 was incorrectly reported previously (the number of school staff with Welsh language skills was included in error) and the table has been amended to provide a more accurate reflection of language skills across the Council.

A reduction in numbers over the three reporting periods can be attributed to a number of factors, including staff retiring or taking up positions outside of the Council; early retirement/voluntary redundancy; staff reassessing their language skills and updating their records via the employee portal.

2020-2021 provided an opportunity for many to undertake e-learning Welsh language courses with some training records being updated as a consequence.

<b>Vacant Posts</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Welsh language skills were desirable	189	146	83
Welsh language skills were essential	29	36	2
Welsh language skills were not necessary	487	390	206
Welsh language skills needed to be learnt when appointed to the post	0	1	0

<b>Complaints</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Number of complaints received via the Welsh Language Commissioner	4	7	2
Number of complaints where Welsh Language Commissioner determined no investigation necessary	2	5	-



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **CABINET**

**2 JUNE 2021**

### **REPORT OF THE DIRECTOR OF FINANCE & CORPORATE SERVICES**

#### **Matter for Decision**

#### **Wards Affected – All Wards**

#### **REVENUE OUTTURN AND RESERVES POSITION STATEMENT 2020/21**

##### **1. Purpose of the Report**

- 1.1. The purpose of this report is to inform members and seek their approval of the Council's General Fund Revenue Outturn and Reserves position for the 2020/21 financial year.
- 1.2. Members should note that the information set out in this report has been incorporated into the Council's Statement of Accounts for 2020/21 and will be forwarded to the external Auditor for review. It is expected that the Auditor's work will be completed by the end of July 2021. Any changes required that impact on the accounts and reserves will be reported separately to members in due course.

##### **1.3. Executive Summary**

2020/21 has been an extraordinary year in terms of managing the impacts of Covid19, supporting the health service and residents through providing a Test Trace and Protect and vaccination support, protecting vulnerable people, maintaining critical services, providing additional payments to businesses, families, and individuals and for many staff by working digitally from home. The Council has also received extra ordinary financial support from the Welsh Government much of which was confirmed in the last quarter of the financial year. This has

impacted favourably on schools and the Council's closing financial position.

The Council's Net Budget for 2020/21 was £304.082m. The Actual Net Expenditure, or Outturn position for the Council, shows a net under spend of £720k.

The opening balance on the General Reserve was £19.921m. Following the net underspend and other reserve movements set out in this report, the closing balance at 31<sup>st</sup> March 2021 will increase by £115k to £20.036m.

The opening balance on Specific Reserves was £38.261m and following the reserve movements, set out in this report, final balances at 31<sup>st</sup> March 2021 increase to £58.105m. Delegated Schools Reserves have increased by £7.85m and other Council Specific Reserves by £12m.

Members will also note that the Council received Covid Grant funding of £83.3m in year of which £50.3m has been paid out to support businesses and individuals in the County Borough.

A separate report will be prepared for Members consideration setting out proposals for Covid Recovery investment.

## **2. Service Outturn Position 2020/21**

- 2.1. On the 6<sup>th</sup> March 2020, Council approved the Budget for 2020/21. The Net Budget Requirement was confirmed as £304.082m of which £257.033m was provided for Directorate Managed Services with the remaining £47.049m made available for other budgets including Precepts (the main one being the Fire Authority), Capital Financing, Council Tax Support and a Budget Contingency.
- 2.2. Cabinet received a bi-monthly Budget Monitoring Report setting out the latest projected outturn position against the Budget. The most recent report, for the period ended 31<sup>st</sup> January 2021, was presented to and approved by Cabinet on 8<sup>th</sup> March 2021, which showed a projected underspend of £1.190m.
- 2.3. The Covid-19 pandemic significantly impacted on the work of the Council resulting in the development of new services and new

ways of working. This included the development of the Safe and Well Service to support vulnerable people and those that needed to shield, Track Trace and Protect (TTP) service to support and keep people safe from Covid-19, Joint Enforcement Team to ensure compliance with the new legislation and rules, payments of financial support grants to businesses, payments to families entitled to free school meals, people on low earnings/benefits that were advised to self-isolate, payment to care workers etc. Office based staff worked from home or were seconded to some of the above mentioned roles.

- 2.4. The following table shows that the Council was reimbursed by the Welsh Government Hardship Fund £24.2m for increased costs and loss of income. The Council also administered schemes on behalf of the Welsh Government to pay grants to businesses and individual recipients totalling £50.268m. The total amount of financial support from the Welsh Government and Health Service received by the Council in 2020/21 to fund our activities and support our communities and businesses total £83.5m. Members should note that a substantial number of grant announcements were confirmed during the last few months of 2020/21 i.e. since the beginning of January 2021. The receipt of these Covid19 related and general grants has enabled additional contributions to specific reserves to be set out in this report.

<b><u>Summary of COVID funding received 2020/21</u></b>	<b>£'000</b>
<b>Hardship Fund</b>	
Reimbursement of additional expenditure	14,553
Reimbursement for loss of income	9,648
<b>Total</b>	<b>24,201</b>
<b>Other WG Funding</b>	
Digital Transformation	1,170
Savings Strategies contribution	1,170
Council Tax Support increased costs	604
Council Tax grant	727
Council Tax administration & court costs	153
Circular Economy	153
Administration of Covid Grants	432

<b><u>Summary of COVID funding received 2020/21</u></b>	<b>£'000</b>
<b>Total</b>	<b>4,409</b>
<b>Health Service Reimbursements</b>	
TTP Service costs	1,935
Field Hospital	2,481
<b>Total</b>	<b>4,416</b>
<b>WG Covid Grants paid out</b>	
Grants paid to Businesses	47,660
Carer Payments	2,002
Social Care - Sick Pay Scheme	279
Self Isolation Payments Scheme	247
Flood Grants paid to Skewen Residents	80
<b>Total</b>	<b>50,268</b>
<b>Grand Total</b>	<b>83,294</b>

- 2.5. The initial outturn position, incorporating amendments to the budgeted reserve transfers, shows an under spend of £5.004m against Directorate Services, largely due to the additional funding received from Welsh Government. In addition further underspends on central budgets increases the overall Council underspend to £5.865m - (see also Appendix 1), and summarised below:

	<b>Original Budget £'000</b>	<b>Revised Budget £'000</b>	<b>Outturn Position £'000</b>	<b>Variance £'000</b>
Education, Leisure & Lifelong Learning	116,019	116,358	115,333	(1,025)
Social Services Health & Housing	83,281	83,561	79,925	(3,636)
Environment	39,525	39,984	40,079	95
Corporate Services	18,208	18,406	17,968	(438)
<b>Net Directorate Services</b>	<b>257,033</b>	<b>258,309</b>	<b>253,305</b>	<b>(5,004)</b>
Other	47,049	45,773	44,912	(861)
<b>Net Position</b>	<b>304,082</b>	<b>304,082</b>	<b>298,217</b>	<b>(5,865)</b>



The amendments to the budgeted reserve movements are outlined in Appendix 3.

Explanations of the main budget variances contributing to this position are included in Appendix 2.

### 3. Specific Reserves 2020/21

3.1. As in previous years the outturn position has been prepared based on a range of contributions to/from reserves which have been made in accordance with the following principles.

- The schedule of interim specific reserve balances projected as at 31<sup>st</sup> March 2021 was agreed by Council on 9<sup>th</sup> March 2021 as part of the 2020/21 Revised Budget deliberations.
- Where Neath Port Talbot is the lead authority for managing Joint Services the appropriate movement in reserves have been actioned as such funds are managed by the wider partnership.
- The final reserve balances will be further reviewed following audit and as part of the annual budget process during 2021/22.

3.2. Outlined below is a summary of the additional amounts transferred to/from (-) specific and general reserves to meet identified future cost pressures. Full details of these reserve movements are included at Appendix 4.

<b>Directorate</b>	<b>£'000</b>
Education, Leisure and Lifelong Learning	539
Social Services Health and Housing	1,966
Environment	292
Corporate Services	348
<b>Sub-total to Specific Reserves</b>	<b>3,145</b>
Transfer to DARE Reserve	2,000
Net underspend to General Reserves	720
<b>Total additional reserve transfers</b>	<b>5,865</b>

3.3. The Total Specific Reserves position is summarised as follows:

	<b>£'000</b>
Opening Balance 1 <sup>st</sup> April 2020	Cr 38,261
Net reserve movements (Appendix 3)	Cr 14,700
	<hr/> Cr 52,961
Additional Reserve Transfers (Appendix 4)	Cr 5,144
<b>Closing Balance as at 31<sup>st</sup> March 2021</b>	<hr/> <b>Cr 58,105</b> <hr/>

Full details of Specific Reserve balances are given in Appendix 5.

3.4. The following provides an explanation as to some of the specific Reserves:

- School Reserves (£7.382m) – Delegated School Budget must be carried forward in accordance with current legislative requirements. As at 31 March 2020 the cumulative Delegated School Reserves were overdrawn with a large number of schools with deficits and recovery plans in place. Following reimbursement of £2.237m from the Hardship Fund for increased costs and loss of income, together with cost savings plus additional grants announced mainly in March 2021 totalling £4.993m (re building maintenance, additional learning needs, and support for learners facing disruption), this has significantly improved the 31 March 2021 position by £7.848m. Members should note that some of these funds will be utilised to provide additional learning support to children in the next financial/academic year.

There remains some schools with a deficit reserve balance. All schools in a deficit reserve position are required to develop a recovery plan that balances the budget over three years. The recovery plans are signed off by the Director of Education and Lifelong Learning, the Head Teacher and Chair of Governors and reviewed on an annual basis. Schools are required to provide the Authority with details on how they intend to utilise their reserves.

- ERVR Reserve – The costs of staff leaving during 2020/21 was £629k with £500k funded from the base budget and the balance of £129k being funded from the ERVR Reserve. The closing balance on the ERVR reserve is £4.408m.

- Insurance Reserve – The reserve has reduced by £653k and the closing balance on the reserve is £5.999m.
- Treasury Management Reserve – This reserve has increased by £1.262m to £8.902m to assist with funding City Deal project expenditure.
- Member Community Development Fund – the opening balance on the reserve was £390k and an additional £300k was transferred to the reserve for use in future years. Expenditure of £29k was incurred in year and the closing balance on the reserve is £662k.
- Social Services Reserves have increased by £3m to £4.6m. Since the 9 March Budget Monitoring Report the position for social services has further improved resulting in an increased budget underspend meaning that additional reserve contributions are possible. This includes confirmation of the loss of income funding of £511k re quarter 4 for Hillside, previously disallowed funding of £489k for children placement and Trem y Mor, £500k specific grants re Integrated Care Fund, Winter Pressures and Discharge to Recover and Asses grant. In addition additional income and reduced costs totalling £451k occurred in the Elderly Services Budget.

#### 4. General Reserve 2020/21

4.1. The General Reserve position is as follows:-

	<b>£'000</b>
Opening Balance 1 <sup>st</sup> April 2020	(19,921)
Budgeted Movements	1,266
Additional transfers to /from reserve	(661)
2020/21 Net underspend	(720)
<b>Closing Balance 31st March 2021</b>	<b><u>(20,036)</u></b>

The 2021/22 Budget Report on 9 March 2021 projected the estimated balance at year end would be £19.845m. This balance at £20.036m is £191k higher.

Full details of the movement in the General Reserve are shown in Appendix 6.

The above-mentioned General Reserve and Specific Reserves balances are provisional as they are subject to confirmation following external audit of the Statement of Accounts due to be finalised late July 2021.

## **5. 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). See Appendix 7.

The first stage assessment has indicated that a more in depth assessment is not required.

## **6. Valleys Communities Impacts**

No implications.

## **7. Workforce Impacts**

The report identifies that several staff have chosen to leave the authority under the ERVR scheme.

## **8. Legal Impacts**

There are no specific legal implications arising from this report. There is a statutory accounting requirement for balances and reserves to be processed in line with Accounting Code of Practice. The Authority's Statement of Accounts are subject to external audit by the Audit Wales.

## **9. Risk Management Impact**

The transfers to reserves are proposed to meet anticipated future cost pressures.

## **10. Consultation**

There is no requirement for external consultation on this item

## **11. Recommendations**

It is recommended that members having regard for the integrated impact assessment:

- 11.1 Note the 2020/21 financial outturn position as set out in this report
- 11.2 Approve the additional transfers to and from reserves as detailed in Appendices 3 and 4 resulting in the final Specific Reserves balances as set out in Appendix 5 and General Reserves set out in Appendix 6.
- 11.3 Commission a report setting out available funds and proposals for Covid Recovery investment.

## **12. Reason for Proposed Decision**

To finalise the Council's General Fund Revenue Outturn and Reserves position for the 2020/21 financial year.

## **13. Implementation of Decision**

The decision is proposed for immediate implementation, subject to the consent of the relevant Scrutiny Chair (and is therefore not subject to the call-in procedure).

## **14. Appendices**

- Appendix 1 – Revenue Outturn Summary 2020/21
- Appendix 2 – Variances
- Appendix 3 – Adjustment to budgeted reserves
- Appendix 4 – Additional Reserve Movements
- Appendix 5 – Specific Reserves Schedule
- Appendix 6 – General Reserve Statement
- Appendix 7 – Integrated Impact Assessment (stage 1)

## **15. List of Background Papers**

Outturn Working Papers 2020/21

## **16. Officer Contact**

For further information on this report item, please contact:

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## REVENUE OUTTURN SUMMARY 2020/21

	Original Budget	Revised Budget	Adj Actual Expend	Variance	Reserve Requests	Final Actual Expend
	£'000	£'000	£'000	£'000	£'000	£'000
ELLL - Schools	90,137	90,137	90,137	0		90,137
ELLL - Other	25,882	26,221	25,196	-1,025	539	25,735
Social Services Health & Housing	83,281	83,561	79,925	-3,636	1,966	81,891
Environment	39,525	39,984	40,079	95	292	40,371
Corporate Services	18,208	18,406	17,968	-438	348	18,316
<b>Directly Controlled Expenditure</b>	<b>257,033</b>	<b>258,309</b>	<b>253,305</b>	<b>-5,004</b>	<b>3,145</b>	<b>256,450</b>
Swansea Bay Port	47	47	47	0		47
Fire Authority	7,890	7,890	7,890	0		7,890
Margam Crematorium	1	1	1	0		1
Archives	96	96	96	0		96
Magistrates Court	12	12	11	-1		11
Capital Financing	19,282	19,282	19,282	0		19,282
Housing Benefits	0	0	-239	-239		-239
Council Tax Support	18,748	18,748	18,599	-149		18,599
Management of change	500	500	500	0		500
Contingency	823	529	642	113		642
Pay & Pensions Provision	1,300	318	0	-318		0
Cont to DARE Reserve					2,000	2,000
Cont to General Reserve	-1,650	-1,650	-1,650	0	720	-930
<b>Net Budget Requirement</b>	<b>304,082</b>	<b>304,082</b>	<b>298,484</b>	<b>-5,598</b>	<b>5,865</b>	<b>304,349</b>
RSG	-177,353	-177,353	-181,702	-4,349		-181,702
NNDR	-49,409	-49,409	-45,060	4,349		-45,060
Discretionary Rate Relief	387	387	120	-267		120
Council Tax	-77,707	-77,707	-77,707	0		-77,707
<b>Total Funding</b>	<b>-304,082</b>	<b>-304,082</b>	<b>-304,349</b>	<b>-267</b>	<b>0</b>	<b>-304,349</b>

NB all figures are rounded to nearest £1,000.

## Variances

<b>Service Area</b>	<b>Value</b>	<b>Reason/Action</b>
School meals	Ov 55	The overspend is mainly due to the cost of ESFM payments made w/c 14th December which were not funded by Welsh Government, as the decision to close schools in that week was a local decision.
Music service	Ov 54	The overspend is due to expenditure incurred re the WG music grant awarded in 2019/20 for expenditure over a 2 year period. A contribution from reserves is proposed to fund these costs.
Cleaning	Un 76	Savings on vacant posts and cleaning materials as stock has been limited and difficult to procure during COVID. A transfer to reserve of £20k is proposed to fund the replenishment of stocks in 21/22.
Out of county Special Education Placements	Un 146	Savings on external placements.
Pension and early retirement	Un 91	Reduction in charges from Swansea Council Pension Scheme
Home to school transport	Un 244	Savings due to school closures, routes that were not running were paid 75% of the contract value.
School Contingencies	Un 37	A contribution of £700k has been provided to Alderman Davies Church in Wales Primary School to fund additional employment and investigation costs due to staff suspensions.
Education psychology service	Un 50	Salary costs for the month of March were offset against ALN COVID grant received by the LA for expenditure between 18th February and 31st March
Support for learning	Un 106	Various eligible costs incurred between 18th Feb and 31st March were funded from the ALN COVID grant
Behaviour support	Un 98	Various eligible costs incurred between 18th Feb and 31st March were funded from the ALN COVID grant



### Variances

<b>Service Area</b>	<b>Value</b>	<b>Reason/Action</b>
Children and communities	Un 106	Vacant post and additional grant funding received.
Post 16 transport	Un 70	Savings due to school/college closures, routes that were not running were paid 75% of contract value.
Libraries	Un 57	Vacant posts not filled within the year due to vacancy management while libraries remained closed due to COVID 19
Margam Park	Un 76	Additional filming income of £40k
External leisure contract	Ov 191	The overspend includes £150k for purchase of assets together with costs incurred procuring the new leisure contract including consultant and legal fees
Day Care	Un 66	The underspend is due to savings on staff costs funded by the Integrated Care Fund (ICF) Multi Agency Placement Support service (MAPSS) project, in the integrated family support service
Internal Fostering Service	Un 168	The underspend is largely due to savings on staff costs (£127k) due to maternity leave and a vacant post following ER/VR, savings on car allowances and foster carer travel expenses (£107k), and savings on the leaving care discretionary budget (£105k). However, the savings are partly offset by an increase in the number of special guardianship orders (SGO) paid (£207k).
Adoption Service	Ov 84	The refund received from the regional service was less than expected, due to an increase in the cost of the regional service, and a change in the NPT share of adoption placements.
External Foster Placements	Un 108	The underspend is due to receipt of additional levy rebate (£59k) from providers in respect of external placements procured and administered via RCT council, and receipt of WG advocacy funding

### Variances

<b>Service Area</b>	<b>Value</b>	<b>Reason/Action</b>
Youth Offending Service	Un 71	The underspend is due to additional income received.
Child & Family Management	Un 106	The underspend is due to savings on staff costs
Community Care Social Work	Un 342	The underspend is due to savings on staff costs and additional grant income
Business Support Services	Un 286	The underspend is due to savings on staff costs and additional grant income
Residential Care	Un 630	An additional provision of £414k was included in the budget for 2020/21 to meet anticipated additional demand for placements. The underspend has arisen as occupancy levels at homes reduced significantly during the pandemic and additional grant support provided by WG.
Domiciliary Care	Un 268	The underspend is due to additional client contributions received
Community Resource Team	Un 256	The underspend is due to savings on staff costs being funded by grants
Physical & sensory disabilities - External Placements	Un 54	The increase in demand has been less than anticipated due to the pandemic
Learning Disabilities - External Placements	Un 905	An additional £1m was included in the budget for increase in demand, however the demand has been less than anticipated due to the pandemic.
Community Independence Service	Un 115	The team have been operating a reduced service during the pandemic and the underspend is due to grant income being used to fund a post, and savings on weekend and overtime costs.

### Variances

<b>Service Area</b>	<b>Value</b>	<b>Reason/Action</b>
Transport	Un 191	Savings on transport have arisen due to the closure of many day services due to the pandemic.
Mental Health - External Provision	Un 98	The underspend is due to placements starting later than anticipated
Parking Strategy	Ov 199	The overspend is due to loss of income from car parking which was only partly funded by Welsh Government. Also £34k of the increase is due to an introduction of a new car parking system.
Waste Disposal	Ov 84	The overspend is due to increased waste volume and contractual changes at civic sites resulting in increased costs.
Asset and Energy Management	Un 50	The underspend is due to delays in undertaking activities planned for 20/21. A transfer to reserves is proposed to fund activity in 21/22.
Catering	Ov 52	The coffee shops have been closed all year resulting in a loss of income.
Streetcare Support	Ov 127	The overspend is due to the additional costs of PPE purchased during the year.
Planning Development Control	Un 101	Additional income generated in the last few months of the year for which a reserve transfer has been requested.
Pollution Control	Un 60	The underspend is due to a reduction in expenditure during the year.
Industrial Workshops	Ov 66	The overspend is due to the local decision to provide rent free periods awarded in year not covered by the WG Hardship fund
Council Tax	Ov 131	The overspend is due to a reduction in Liability Order Receipt income due to COVID
Legal Services	Un 84	Additional property services income; staff vacancies

### Variances

<b>Service Area</b>	<b>Value</b>	<b>Reason/Action</b>
Legal Childcare Services	Un 97	Staff vacancies
Elections Admin	Un 78	Staff vacancies
Scrutiny Services	Un 61	Staff vacancies
Democratic Services	Un 54	Vacant councillor post and other cost savings
One Stop Shop/ Customer Services	Ov 75	Additional overtime/staffing to cover sickness; consultancy costs to review CCTV Business case

## Adjustment to Budgeted Reserves Movements

<b>Service Area</b>	<b>Reserve Movement</b>	<b>Reason</b>
ERVR Llan	Out 2,484	Contribution from the ERVR Primary Reserve required to fund the actual cost of early retirement incurred during 20/21.
Margam Discovery Centre	Out 50,000	The Field Study Council were unable to make the planned contribution to the Margam Discovery Centre - Building Maintenance Reserve due to a shortfall in income during the pandemic.
Child & Family Management	In 16,107	Transfer Western Bay Safeguarding Board surplus partner contributions to the WB Safeguarding Board Reserve
Day Opportunities - Employment & Training	In 3,921	Transfer committed funds for purchase of equipment to the Homecare ECM Equipment Reserve for use in 2021/22
Transport Management	In 554,925	The planned transfer from the Vehicle Renewals Reserve was not required in full and needs to be transferred back to the reserve to fund future renewals
Transport Management	In 47,000	The planned transfer from the Vehicle Tracking Reserve is not required
Refuse collection	In 67,000	Transfer underspend due to late announcement of additional grant funding from WG to Environment Equalisation Reserve.
Asset & Energy Management	In 4,762	Transfer income generated from feeding tariffs to the Renewable Energy Reserve
Building Maintenance	In 45,000	Transfer underspend due to delays completing service and testing in 20/21, to the Environment Equalisation Reserve to fund works which will be carried out in 21/22
Non Operational Land	In 25,281	Transfer funding received in relation to Harbour Court to the Environment Equalisation Reserve to fund future costs

## Adjustment to Budgeted Reserves Movements

<b>Service Area</b>	<b>Reserve Movement</b>	<b>Reason</b>
Metal Box	In 44,418	Transfer underspend to the Metal Box Reserve to fund future expenditure
Local Development Plan	In 16,000	Transfer underspend to the Local Development Plan Reserve to fund future year costs
Planning Policy	In 50,000	Transfer underspend to the Local Development Plan Reserve
Workways Regional Team	In 61,869	Transfer underspend to the Workways Regional Reserve
Workways NPT	In 21,531	Transfer underspend of NPT match funding requirement re Workways to the Environment Equalisation Reserve for use in 2021/22
Workways NPT	In 93,227	Transfer underspend to Workways NPT Reserve
European Unit	In 5,000	Transfer underspend to the Environment Equalisation Reserve to fund future costs
Digital Services	In 295,466	Planned contribution from the IT Renewals Reserve not required due to savings achieved by the service
Community Council Grant Scheme	Out 3,250	Additional grants awarded during 20/21 funded from General Reserve
Members Community Fund	In 171,490	Planned contribution from Member Community Fund Reserve not required in full
Management of change	In 89,391	Planned contribution from ERVR Reserve not required in full
Council tax surplus	In 464,088	C Tax collection was better than anticipated - transfer surplus to General Reserve
Contingency	In 200,000	Planned contribution from the General Reserve to fund the bad debt provision is not required

## Adjustment to Budgeted Reserves Movements

<b>Service Area</b>	<b>Reserve Movement</b>	<b>Reason</b>
Contingency	In 1,170,000	Transfer funding received from WG to the Digital Reserve to fund ongoing digital transformation
Contingency	In 170,000	Transfer to Corporate Equalisation reserve to fund MHR project & recruitment costs in 21/22
Contingency	In 570,000	Transfer to Income Generation Reserve to fund future year priorities
Contingency	In 2,500,000	Transfer to Corporate Contingency to fund future year priorities
Insurance fund	Out 652,584	Contribution from the Insurance Reserve to fund additional costs incurred in-year.

## Additional Reserve Movement Requests

<b>Service Area</b>	<b>Reserve Movement</b>	<b>Reason</b>
Music Services	Out 54,000	Utilise funding received from WG and transferred to the Education Equalisation Reserve in 2020 to fund the music service.
Cleaning	In 20,000	Transfer underspend to the Education Equalisation Reserve to fund the replenishment of stocks in 21/22, which were depleted during the pandemic.
School specific contingencies	In 35,000	Transfer underspend to the Education Equalisation Reserve to fund anticipated pressures in 21/22
Additional learning needs	In 48,000	The Digitalisation of ALN Records Project has been delayed due to COVID, transfer funding to the Education Equalisation Reserve to fund expenditure in 21/22
Behaviour support	In 415,000	Underspend arising due to additional grant funding from WG, transfer to Education Equalisation Reserve to fund additional ALN work.
Margam Park	In 75,000	Transfer underspend to Education Equalisation Reserve to fund the reinstatement works at the Orangery after being used as a vaccination centre.
Internal Fostering Service	In 168,000	Establish a Children's Residential Placements Reserve, to fund the cost of delays in stepping down placements or a surge in unexpected placements
External Foster Placements	In 108,000	Transfer the underspend to the Children's Residential Placement Reserve - to fund any unexpected surge in demand



## Additional Reserve Movement Requests

<b>Service Area</b>	<b>Reserve Movement</b>	<b>Reason</b>
Youth Offending Service	In 14,500	Transfer to Youth Offending Service Reserve to fund IT Equipment in 21/22, grant income received which displaced current expenditure
Social services	In 157,000	Top up of Hillside Reserve
Elderly - Residential Care	In 368,000	Transfer to the Social Services Equalisation Reserve to mitigate any surge in demand in 21/22 and potential COVID costs once WG funding ends
Elderly - Domiciliary Care	In 200,000	Transfer to Community Care Transformation Reserve to fund an increase in 21/22 costs
Learning Disabilities - External Placements	In 700,000	Establish a new SSHH IT equipment reserve to replace IT equipment and telephony over next few years
Learning Disabilities - External Placements	In 250,000	Transfer to Community Care Transformation Reserve to equalise placement costs.
Highways Maintenance	In 37,000	Transfer to ENVT Equalisation Reserve to fund temporary post in 21/22
Transport Support	In 20,000	Transfer underspend to the ENVT Equalisation Reserve to fund staff training for electrical car maintenance
Asset and Energy	In 50,000	Transfer underspend to ENVT Equalisation Reserve to fund work that was delayed during 20/21 to be carried out in 21/22.
Planning Development Control	In 100,000	Transfer additional planning income generated at the end of the financial year to the ENVT Equalisation Reserve to update IT and fund a temporary post in 2021/22
Environmental Health Mgmt. & Support, Trading Standards and Pollution control	In 85,000	Transfer additional income generated to create a new Air Quality Monitoring Reserve to fund air quality monitoring equipment and set up costs

## Additional Reserve Movement Requests

<b>Service Area</b>	<b>Reserve Movement</b>	<b>Reason</b>
Accountancy - Technical	In 10,000	Transfer underspend to Corporate Equalisation Reserve to fund new touchtone payment system costs
Legal services	In 75,000	Transfer underspend to the Corporate Equalisation Reserve to fund maternity cover and legal system cost
PR & Media	In 20,000	Transfer underspend to Building Capacity Reserve to fund additional communication costs in 21/22
Elections	In 80,000	Contribution to Elections Reserve towards cost of future years elections
Democratic Services	In 53,000	Contribution to Members Development Fund for IT, training etc. for members after election in May 2022
Substance Misuse	Out 5,928	Contribution from the Joint Substance Misuse Area Planning Board Reserve to fund additional costs incurred during 20/21
Digital Services	In 40,000	Transfer underspend to IT Renewals Reserve to fund additional agency cover in 21/22
HR	In 10,000	Transfer underspend to Corporate Equalization Reserve to fund HR staff training
HR Training	In 10,000	Transfer underspend to Corporate Equalisation Reserve to fund Wellbeing training
Emergency Planning	In 35,000	Transfer to Corporate Equalisation Reserve to fund increased employee costs in 2021/22
Third Sector Grants	In 20,500	Transfer underspend into Voluntary Organisation Reserve
DARE Reserve	In 2,000,000	Create DARE Reserve to fund de-carbonisation projects

## Specific Reserves

Description	Reserve at 1st April 2020	Updated Budgeted movements	Interim Balance at 31st March 2021	Additional Requests	Final Balance at 31st March 2021
<b>EDUCATION, LEISURE &amp; LIFELONG LEARNING</b>					
<b><i>Delegated Schools Cash Reserves</i></b>					
ERVR Primary	Cr7,963	2,038	Cr5,925	0	Cr5,925
Primary Schools Reserves	Cr635,988	Cr3,736,677	Cr4,372,665	0	Cr4,372,665
Secondary Schools Reserves	Cr109,197	Cr1,939,389	Cr2,048,586	0	Cr2,048,586
Special Schools Reserves	305,383	Cr659,748	Cr354,365	0	Cr354,365
Middle School Reserves	1,074,154	Cr1,513,858	Cr439,704	0	Cr439,704
Repair & Maintenance Reserve	Cr161,160	0	Cr161,160	0	Cr161,160
	<b>465,228</b>	<b>Cr7,847,633</b>	<b>Cr7,382,406</b>	<b>0</b>	<b>Cr7,382,406</b>
<b><i>Education, Leisure and Lifelong Learning</i></b>					
Margam Discovery Centre - Building Maintenance Reserve	Cr47,774	0	Cr47,774	0	Cr47,774
Equalisation Account - Education	Cr1,372,620	18,620	Cr1,354,000	Cr539,000	Cr1,893,000
Home to School Transport	Cr111,070	0	Cr111,070	0	Cr111,070
	<b>Cr1,531,464</b>	<b>18,620</b>	<b>Cr1,512,844</b>	<b>Cr539,000</b>	<b>Cr2,051,844</b>
<b>Total Education Leisure &amp; Lifelong Learning</b>	<b>Cr1,066,236</b>	<b>Cr7,829,013</b>	<b>Cr8,895,250</b>	<b>Cr539,000</b>	<b>Cr9,434,250</b>
<b>SOCIAL SERVICES, HEALTH &amp; HOUSING</b>					
Homecare ECM Equipment Reserve	Cr72,835	Cr13,921	Cr86,756	0	Cr86,756
Community Care Transformation Reserve	Cr107,771	102,210	Cr5,561	Cr450,000	Cr455,561
Social Services Equalisation	Cr939,904	Cr692,210	Cr1,632,114	Cr368,000	Cr2,000,114
Hillside General Reserve	Cr273,663	0	Cr273,663	Cr157,000	Cr430,663
Youth Offending Service Reserve	Cr153,397	0	Cr153,397	Cr14,500	Cr167,897
Adoption Service	Cr100,000	Cr400,000	Cr500,000	0	Cr500,000

<b>Specific Reserves</b>					
<b>Description</b>	<b>Reserve at 1st April 2020</b>	<b>Updated Budgeted movements</b>	<b>Interim Balance at 31st March 2021</b>	<b>Additional Requests</b>	<b>Final Balance at 31st March 2021</b>
Children Residential Placements	0	0	0	Cr276,000	Cr276,000
SSHH IT Renewals Fund	0	0	0	Cr700,000	Cr700,000
<b>Total Social Services, Health and Housing</b>	<b>Cr1,647,570</b>	<b>Cr1,003,921</b>	<b>Cr2,651,491</b>	<b>Cr1,965,500</b>	<b>Cr4,616,991</b>
<b>ENVIRONMENT</b>					
Transport Reserve	Cr151,541	0	Cr151,541	0	Cr151,541
Asset Recovery Incentive Scheme	Cr125,894	0	Cr125,894	0	Cr125,894
Local Development Plan	Cr181,072	Cr109,000	Cr290,072	0	Cr290,072
Winter Maintenance Reserve	Cr754,162	10,000	Cr744,162	0	Cr744,162
Baglan Bay Innovation Centre - Dilapidation Reserve	Cr77,517	0	Cr77,517	0	Cr77,517
Renewable Energy Reserve	Cr10,984	Cr4,762	Cr15,746	0	Cr15,746
Environmental Health - Housing Equalisation	Cr137,000	0	Cr137,000	0	Cr137,000
Workways - NPT	Cr159,264	Cr93,227	Cr252,491	0	Cr252,491
Environment Equalisation Reserve	Cr715,100	159,013	Cr556,087	Cr207,000	Cr763,087
Metal Box Reserve	0	Cr356,418	Cr356,418	0	Cr356,418
Air Quality Monitoring Reserve	0	0	0	Cr85,000	Cr85,000
Operating Account - Equalisation	Cr36,043	0	Cr36,043	0	Cr36,043
Vehicle Tracking	Cr92,186	0	Cr92,186	0	Cr92,186
Vehicle Renewals	Cr1,905,852	Cr415,383	Cr2,321,235	0	Cr2,321,235
<b>Total Environment</b>	<b>Cr4,346,615</b>	<b>Cr809,777</b>	<b>Cr5,156,392</b>	<b>Cr292,000</b>	<b>Cr5,448,392</b>
<b>CORPORATE SERVICES</b>					
Elections Equalisation Fund	Cr240,139	Cr15,000	Cr255,139	Cr80,000	Cr335,139
Health & Safety/Occupational Health	Cr40,501	0	Cr40,501	0	Cr40,501

Description	Specific Reserves				
	Reserve at 1st April 2020	Updated Budgeted movements	Interim Balance at 31st March 2021	Additional Requests	Final Balance at 31st March 2021
Development Fund for Modernisation	Cr115,032	0	Cr115,032	Cr53,000	Cr168,032
IT Renewals Fund	Cr843,394	Cr50,000	Cr893,394	Cr40,000	Cr933,394
Corporate Equalisation Reserve	Cr535,236	78,000	Cr457,236	Cr140,000	Cr597,236
Building Capacity	Cr197,295	0	Cr197,295	0	Cr197,295
Voluntary Organisations Reserve	Cr12,800	0	Cr12,800	Cr20,500	Cr33,300
<b>Total Finance and Corporate Services</b>	<b>Cr1,984,397</b>	<b>13,000</b>	<b>Cr1,971,397</b>	<b>Cr333,500</b>	<b>Cr2,304,897</b>
<b>COUNCIL RESERVES</b>					
Insurance Reserve	Cr6,651,205	652,584	Cr5,998,621	0	Cr5,998,621
Swansea Bay City Deal	Cr112,786	0	Cr112,786	0	Cr112,786
Income Generation Reserve	Cr653,790	Cr466,462	Cr1,120,252	0	Cr1,120,252
Members Community Fund Reserve	Cr390,624	Cr271,490	Cr662,114	0	Cr662,114
Community Resilience Fund	Cr2,000,000	0	Cr2,000,000	0	Cr2,000,000
Housing Warranties Reserve	Cr220,000	0	Cr220,000	0	Cr220,000
Pantteg Landslip Reserve	Cr500,000	0	Cr500,000	0	Cr500,000
Waste Reserve	Cr393,152	0	Cr393,152	0	Cr393,152
LAWDC Contingency Reserve	Cr1,012,431	Cr1,012	Cr1,013,444	0	Cr1,013,444
DARE Reserve	0	0	0	CR2,000,000	Cr2,000,000
Digital Transformation Reserve	0	CR1,170,000	CR1,170,000	0	CR1,170,000
Schools IT Equalisation (HWB)	Cr250,000	Cr150,000	Cr400,000	0	Cr400,000
Corporate Contingency	Cr2,269,000	Cr2,452,000	Cr4,721,000	Cr20,000	Cr4,741,000
Treasury Management Equalisation Reserve	Cr7,639,075	Cr1,262,728	Cr8,901,803	0	Cr8,901,803
ERVR Transitional Reserve	Cr4,536,494	128,971	Cr4,407,523	0	Cr4,407,523
Accommodation Strategy	Cr2,273,580	0	Cr2,273,580	0	Cr2,273,580
<b>Total Council Reserves</b>	<b>Cr28,902,137</b>	<b>Cr4,992,138</b>	<b>Cr33,894,275</b>	<b>Cr2,020,000</b>	<b>Cr35,914,275</b>

<b>Specific Reserves</b>					
<b>Description</b>	<b>Reserve at 1st April 2020</b>	<b>Updated Budgeted movements</b>	<b>Interim Balance at 31st March 2021</b>	<b>Additional Requests</b>	<b>Final Balance at 31st March 2021</b>
<b>JOINT COMMITTEE</b>					
Workways - Regional Reserve	Cr92,550	Cr61,869	Cr154,419	0	Cr154,419
Environment Legacy Reserve (SWTRA)	Cr59,728	0	Cr59,728	0	Cr59,728
Substance Misuse Area Planning Board	Cr40,775	0	Cr40,775	5,928	Cr34,847
Regional Safeguarding Board Reserve	Cr92,197	Cr16,107	Cr108,304	0	Cr108,304
Social Services - Intermediate Care Pooled Fund	Cr28,429	0	Cr28,429	0	Cr28,429
<b>Total Joint Committee Reserves</b>	<b>Cr313,679</b>	<b>Cr77,976</b>	<b>Cr391,655</b>	<b>5,928</b>	<b>Cr385,727</b>
<b>TOTAL ALL REVENUE RESERVES</b>	<b>Cr38,260,635</b>	<b>Cr14,699,825</b>	<b>Cr52,960,460</b>	<b>Cr5,144,072</b>	<b>Cr58,104,532</b>

## General Reserve

	Original Estimate 2020/21	Updated Estimate 2020/21	Actual 2020/21	Variance 2020/21
	£'000	£'000	£'000	£'000
<b>Opening balance 1st April</b>	<b>Cr 19,128</b>	<b>Cr 19,921</b>	<b>Cr 19,921</b>	<b>0</b>
Council Tax increased income	Cr 1,300	Cr 1,300	Cr 1,764	<b>Cr 464</b>
Capital - Phase II Accommodation financing costs	170	170	170	<b>0</b>
Doubtful Debt Provision	200	200	0	<b>Cr 200</b>
Contributions to the Economic Development Fund	200	200	200	<b>0</b>
Community Councils Grant Scheme	25	46	49	<b>3</b>
Member Community Development Fund	300	300	300	<b>0</b>
Contribution to Revenue per Original Budget	1,650	1,650	1,650	<b>0</b>
Transfer from 2020/21 underspend			Cr 720	<b>Cr 720</b>
<b>Closing balance 31st March 2021</b>	<b>Cr 17,883</b>	<b>Cr 18,655</b>	<b>Cr 20,036</b>	<b>Cr 1,381</b>

## Integrated Impact Assessment – Stage 1

## 1. Details of the initiative

**Initiative description and summary:** Revenue Outturn and Reserves Position Statement. This annual report is required to comply with the Statutory Accounting Code of Practice to ensure that the Council's actual financial position for 2020/21 is completed with all Reserves and balances transferred into the relevant accounts, which will be subject to external audit.

There are no policy implications that arise from this report which impact on service users, staff or the wider community, with all financial reserves and balances being carried forward into future years to support Council activities.

**Service Area:** Financial Services

**Directorate:** Finance & Corporate Services

## 2. Does the initiative affect:

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

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

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



## Integrated Impact Assessment – Stage 1

Race		N				
Religion/Belief		N				
Sex		N				
Sexual orientation		N				

## 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		N				
Treating the Welsh language no less favourably than English		N				

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## 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		N				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as		N				

## Integrated Impact Assessment – Stage 1

air quality, flood alleviation, etc.						
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## 6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	Y		The Council reserves will be available to support specific initiatives (from specific reserves) or the general activities of the Council in future years, hence supporting the sustainable development principle.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives		N	
<b>Involvement</b> - how people have been involved in developing the initiative		N	
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		N	
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse		N	

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

**Integrated Impact Assessment – Stage 1**

A full impact assessment (second stage) <b>is not</b> required	Y
Reasons for this conclusion	
A full impact assessment is not required as this is an annual report is required to comply with statutory accounting requirements that close off the 2020/21 financial year and provide the appropriate balances and reserves to be made available in future years to underpin Council activities.	

A full impact assessment (second stage) <b>is</b> required	N
Reasons for this conclusion	

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	<b>Name</b>	<b>Position</b>	<b>Date</b>
Completed by	SE Gorman	Chief Accountant	5/5/21
Signed off by	HJ Jenkins	Director of Finance & Corporate Services	10/5/21

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### CABINET

2 June 2021

### REPORT OF HEAD OF FINANCE – HUW JONES

#### SECTION A – MATTER FOR DECISION

#### WARDS AFFECTED – ALL

#### CAPITAL PROGRAMME OUTTURN 2020/21

##### **Purpose of Report**

1. This report sets out the financial outturn position for the Capital Programme for 2020/21.

##### **Budget Outturn**

2. For 2020/21 the approved revised Capital Programme totalled £65.387m, actual expenditure for the year was £58.769m which represents in financial terms 90% delivery of the Programme.

This £58.769m expenditure represents significant investment within the County Borough which has led to community and service improvements. This is especially significant as this work has been completed during the Covid19 pandemic. The Council places great emphasis on the importance of capital investment as a means of regenerating our Communities and providing modern, safe buildings and infrastructure. Capital investment does not only lead to improved facilities and services but creates jobs and economic benefits for the citizens of Neath Port Talbot.

The following points highlight some of the significant achievements during the year:

- Progression of the Council's Band B 21<sup>st</sup> Century Schools programme;

- Cefn Saeson – progression of a new replacement 11-16 School in the Cimla area of the County Borough which is due to open three months ahead of schedule at the end of May 2021.
  - Abbey Primary – work has commenced on a new primary school to replace the current Abbey Primary which is based across three sites in Neath Abbey, Skewen and Longford.
  - Ysgol Gymraeg Ystalyfera Phase 3 – commencing work on a new build block comprising six extra classrooms and 3G rugby pitch provision.
- Investment of £1.052m to complete the flood and coastal risk prevention project at Aberavon Seafront.
  - Progression of various County Borough regeneration projects:
    - Commencement on site of the next phase of the Neath Town Centre redevelopment.
    - Development works of £2.9m on the former Crown building site.
    - Redevelopment works of £3.1m to the former Plaza cinema in Port Talbot.
    - Development works of £2.8m at the Technology Centre
  - Further investment of over £1.5m into Disabled Facility Grants to assist people to live at home and investment of £3.1m in Schools Capital Maintenance and Highways and Engineering Maintenance improvements.

A summary of the outturn position can be found in Appendix 1 of this report with the main variations between budget and actual being:

- 21<sup>st</sup> Century Schools projects  
The total underspend of £730k across a number of projects is due to the variances in the spend profile on the delivery of these projects. The majority relates to work on the Abbey Primary school site, this work is on-going and further expenditure will be incurred in 2021/22.

- Regeneration – Property Enhancement Development Grant  
The total underspend of £597k is due to delays in works on properties as a result of COVID19. Welsh Government have allowed this funding to be carried forward and spent in 2021/22.
- Vehicle Replacement Programme  
The total underspend of £1.127m is due to refuse vehicles being ordered but not delivered in 2020/21 due to delays as a result of COVID19. The earmarked funding will remain in the Vehicle Renewals reserve until required.
- Highways and Engineering Maintenance  
The underspend of £613k is in part due to the Authority receiving additional grant funding in 2020/21 which was used to fund Highways and Engineering Maintenance works. The underspend will be carried forward into 2021/22.
- Capital Maintenance - Schools  
The total underspend of £614k is mainly due to variances in the profile of the delivery of these projects. These works are on-going and further expenditure will be incurred in 2021/22, the budget will be carried forward.

### **2021/22 Capital Programme**

3. Work is ongoing to deliver the 2021/22 Capital Programme totalling £80.170m which was approved by Members as part of the Council's budget setting process in March 2021. This Programme will be continually updated and revised as changes to profiles and funding are identified. Updated information will be reported to Members as part of the 2021/22 budget monitoring cycle.

### **Financial Impact**

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

### **Integrated Impact Assessment**

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

## **Valleys Communities Impact**

6. No implications.

## **Workforce Impacts**

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

## **Legal Impacts**

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

## **Risk Management**

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

## **Consultation**

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

## **Recommendation**

11. It is recommended that the 2020/21 Capital Programme outturn position be approved.

## **Reason for Proposed Decision**

12. To finalise the capital outturn position for 2020/21.

## **Implementation of Decision**

13. The decision is proposed for immediate implementation, subject to the consent of the relevant Scrutiny Chair (and is therefore not subject to the call-in procedure).



## **Appendices**

14. Appendix 1 – Details of 2020/21 Capital Expenditure.

### **List of Background Papers**

Capital Programme working files

### **Officer Contact**

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Mr Ross Livingstone  
Group Accountant Corporate, Capital & VAT  
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**Details of 2020/21 Capital Expenditure**

	<b>Revised Budget £'000</b>	<b>Actual £'000</b>	<b>Variance £'000</b>
Abbey Primary	3,000	2,490	-510
Cefn Saeson	16,500	16,759	259
Ysgol Gymraeg Ystalyfera Bro Dur (North Campus)	3,327	2,848	-479
Capital Maintenance – Education and Leisure	934	916	-18
Welsh Medium School Grant - YGG Pontardawe, YGG Cwmllynfell & YGG Tyle'r Ynn	1,963	2,191	228
Infant Class Sizes Grant - YGG Rhosafan, YGG Castell Nedd, Gnoll Primary	433	622	189
Childcare Offer Grant - Small Grants Pot, Baglan Primary, Blaenbaglan Primary, Cwmavon, YGG Castell Nedd, YGG Blaendulais, Wauncerich Primary & Rhos Primary	742	800	58
HWB IT for Schools	1,049	745	-304
All Wales Play Opportunity	140	138	-2
Leisure Investment	462	400	-62
Furzemill Pond	119	17	-102
Margam Orangery Improvement Works	105	62	-43
Margam Park Activity Investment	121	122	1
Highways and Engineering Maintenance	1,975	1,362	-613
Additional Highway Works (Highways Refurbishment Grant)	916	916	0
Drainage Grants	1,198	1,323	125
Local Transport Fund (multiple locations)	1,028	908	-120
Active Travel Fund (multiple locations)	1,198	1,157	-41
Road Safety	255	215	-40
Flood & Coastal Risk Projects - Aberavon & Brunel Dock	1,067	1,052	-15
Flood Recovery – various projects	930	931	1
Trade Waste Recycling Investment	60	21	-39
Health & Safety	580	668	88
Neighbourhood Improvements	194	174	-20

	<b>Revised Budget £'000</b>	<b>Actual £'000</b>	<b>Variance £'000</b>
Pavilions	141	56	-85
Disability Access	167	111	-56
Street Lighting	724	588	-136
Crymlyn Burrows Transfer Station - Site Improvements & Equipment	298	36	-262
Vehicle Replacement Programme	2,555	1,428	-1,127
Environment Street Scene Works	465	192	-273
Physical Regeneration	137	60	-77
Port Talbot PDR 2 Land Claims	1,072	1,188	116
Regeneration: Harbourside Infrastructure	722	571	-151
Regeneration: Plaza Redevelopment	3,300	3,142	-158
Regeneration: Former Port Talbot Magistrates Court Refurbishment	200	243	43
Regeneration: Aberafan Aquasplash	350	153	-197
Regeneration: Neath Town Centre Redevelopment	2,500	2,138	-362
Regeneration 8 Wind Street	760	502	-258
Regeneration: Former Crown Buildings Development	3,200	2,924	-276
Regeneration: Property Enhancement Development Grant	850	253	-597
Regeneration: The Technology Centre, Baglan Bay	2,992	2,843	-149
Regeneration: Afan Forest	70	58	-12
Regeneration: Other	913	462	-451
School IT & Vehicle Financing	190	202	12
Capital Maintenance – Social Services	121	99	-22
Hillside Secure Unit Improvement Works	100	90	-10
Efficiency & Warm Homes	211	155	-56
Disabled Facilities Grants	1,400	1,668	268
ENABLE - Support for Independent Living	188	189	1
Capital Maintenance – Schools (previous year grants)	1,518	904	-614
Maintenance - Unadopted structures and Council owned Tips	245	199	-46
Information Technology and Agile Working	243	193	-50

	<b>Revised Budget £'000</b>	<b>Actual £'000</b>	<b>Variance £'000</b>
Other	1,105	1,285	180
Contingency	354	0	-354
<b>Total</b>	<b>65,387</b>	<b>58,769</b>	<b>-6,618</b>

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