



## **CABINET**

**IMMEDIATELY FOLLOWING  
CABINET SCRUTINY COMMITTEE  
WEDNESDAY, 17<sup>th</sup> November 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. Declarations of Interest
4. Chairpersons Announcement/s
5. Forward Work Programme 2021/22 (*Pages 3 - 6*)
6. Calculation of Council Tax Base for 2022/23 (*Pages 7 - 12*)
7. 2021/2022 Risk Register Monitoring (*Pages 13 - 50*)
8. Quarter 1 (1st April 2021 - 30th June 2021) Cabinet Key Performance Indicators (KPIs) (*Pages 51 - 84*)
9. Welsh Language Promotion Strategy Annual Report 2020/2021 (*Pages 85 - 120*)
10. Local Biodiversity Duty Plan 2021 (*Pages 121 - 184*)

11. 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*

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

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

Wednesday, 10<sup>th</sup> November 2021

**Cabinet Members:**

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

# **FORWARD WORK PROGRAMME**

## **2021 – 2022**

## Cabinet (Following Cabinet Scrutiny starting at 2pm)

Meeting Date	Agenda Item	Type	Contact Officer
15 <sup>th</sup> December	Annual Governance Statement – Improvement Action Plan – 6 Monthly Update	Monitoring	Caryn Furlow
	Third Sector Grants Scheme	Decision	Huw Jones
	Quarter 2 Performance Data	Monitoring	Shaun Davies
	Public Services Ombudsman for Wales Annual Report	Information	Craig Griffiths
	Corporate Complaints Annual Report 2020/2021	Information	Caryn Furlow-Harris
	Cyber Security Strategy	Decision	Chris Owen
	Revenue Budget Monitoring and Update	Decision	Huw Jones
	Capital Programme Monitoring and Update	Decision	Huw Jones
	Treasury Management Monitoring Report	Monitoring	Huw Jones
	Treasury Management Mid Year Review Report	Monitoring	Huw Jones
	Corporate Recovery Plan and 2022/2023 Revenue Budget	Decision	Huw Jones/ Caryn Furlow
	CJC Establishment	Decision	Craig Griffiths
	Capital Programme Governance Report	Decision	Huw Jones

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Type</b>	<b>Contact Officer</b>
<b>12<sup>th</sup> January 2022</b>	Decision Making During Pre-Election Period	Decision	Craig Griffiths
	Skewen Update Report	Decision	Andrew Jarrett

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<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Type</b>	<b>Contact Officer</b>
26 <sup>th</sup> January 2022 (Special)	Leisure Services Report	Decision	Andrew Thomas/ Paul Walker

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## Neath Port Talbot County Borough Council

### Cabinet

17<sup>th</sup> November 2021

### Report of the Chief Finance Officer – Huw Jones

#### **MATTER FOR DECISION:**

#### **CALCULATION OF COUNCIL TAX BASE FOR 2022/23**

**Wards Affected: All**

#### **Purpose of report**

1. To formally set the Council Tax Base for the 2022/23 financial year.

#### **Background**

2. The Council Tax Base is an amount required by the Local Government Finance Act 1992 to be used in the calculation of Council Tax by billing authorities and major precepting authorities and in the calculation of the amount of a precept payable by each billing authority to a major precepting authority. The Base is a measure of the tax-raising capacity of an authority. It is expressed in terms of the number of Band D equivalent dwellings in an authority's area, taking into account exemptions, discounts, disablement relief, and the authority's estimate of its collection rate for Council Tax.
3. The rules for the calculation of the Council Tax Base are contained in The Local Authorities (Calculation of Tax Base) (Wales) (Amendment) Regulations 2016 which amend The Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995. The amendments in the 2016 Regulations have been made as a consequence of amendments to the Local Government Finance Act 1992 by section 139 of the Housing (Wales) Act 2014. Those amendments enable billing authorities to apply a higher

amount of Council Tax (“a premium”) in respect of long-term empty dwellings and dwellings that are occupied periodically. It must be noted that this authority has not considered this option to date.

The calculation of the Council Tax Base is required to be made before 31<sup>st</sup> December. The Tax Base must also be notified to all Precepting Authorities (e.g. Police Authority) by that date. Although this is still the statutory timetable, this year the Assembly requested a provisional calculation be supplied by the 8<sup>th</sup> November 2021 in order to meet the deadline for the calculation of the distribution of Revenue Support Grant for 2022/23.

### **Calculation**

4. The gross Council Tax Base calculated for 2022/23 is 49,634.54 and using a collection rate of 97.5% produces a net Council Tax base of 48,393.68. This means that for next year and for every £1 levied in council tax terms will generate £48,393 to meet the Council’s Budget Requirement. The detailed calculation is contained in Appendix 1.
5. Members should note that this year the assumed collection rate has been increased from 97% to 97.5% due to the council tax collection rate exceeding our targeted collection rate in recent years. This means the council tax base has increased from the 2021/22 base of 48,163.46 (calculated at 97% collection rate) by some 230 Band D equivalent dwellings.
6. It is also necessary to calculate the Council Tax Base in respect of areas which are served by Town and Community Councils, and these are summarized in the following table:

Town and Community Council	Council Tax Base
Blaengwrach	375.46
Blaenhonddan	4,407.30
Briton Ferry	1,885.44
Clyne and Melincourt	262.09
Coedffranc	3,649.67
Crynant	682.56
Dyffryn Clydach	1,325.83
Glynneath	1,378.55

Town and Community Council	Council Tax Base
Neath	6,580.96
Onllwyn	381.61
Pelenna	399.06
Resolven	735.43
Seven Sisters	633.67
Tonna	967.74
Cilybebyll	2,000.13
Cwmllynfell	386.88
Gwauncaegurwen	1,346.70
Pontardawe	2,532.95
Ystalyfera	1,607.20

### **Financial Impact**

7. The Council must approve the Council Tax Base by 31<sup>st</sup> December of the preceding financial year. The gross tax base is used by the Welsh Government to distribute Revenue Support Grant to individual Authorities. Together with the Council Tax level it determines the quantum of Council Tax proceeds available to fund the Council's Budget and Services. This will be dealt with as part of the Budget Requirement and Council Tax setting reports that will be considered by Council in March 2022.

### **Integrated Impact Assessment**

- 9 There is no requirement for an Integrated Impact Assessment in respect of this item

### **Valleys Communities Impacts**

10. No implications.

### **Workforce Impacts**

11. No implications.

### **Legal impact**

12. There is a statutory requirement to agree and set the Council Tax Base for the forthcoming financial year prior to 31<sup>st</sup> December.

## **Risk management Impact**

13. There are no risk management issues arising from this report.

## **Consultation**

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

## **Recommendations**

15. It is recommended that members approve the 2022/23 net Council Tax Base
- of 48,393.68 for the whole of the County Borough; and
  - for each Town and Community Council area the amount shown in paragraph 6 of this report.

## **Reason for Proposed Decisions**

16. To determine the Council Tax Base for 2022/23.

## **Implementation of Decisions**

17. The decisions are urgent ones for immediate implementation, subject to the consent of the relevant Scrutiny Chair (and is therefore not subject to the call-in procedure). This will also enable the Council to forward the tax base to the Welsh Government within the required timescales.

## **Appendices**

18. Appendix 1 - Calculation of Council Tax Base

## **List of Background Papers**

19. Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 (SI 1995/2561)  
Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1999 (SI 1999/2935)  
Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 2004 (SI 2004/3094) (W268))

Local Authorities (Calculation of Council Tax Base) (Wales)  
Regulations 2016 (SI 2016/969) (W238))  
Local Government Finance Act 1992  
NAW Letter - Council Tax Dwellings Return (CT1) for 2022/23  
Council Tax Dwellings (CT1) Return 2022/23

**Officer Contact**

**20.** Mr. Huw Jones – Chief Finance Officer  
email: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

Mrs. Ann Hinder - Principal Council Tax Officer  
email: [a.hinder@npt.gov.uk](mailto:a.hinder@npt.gov.uk)

## Council Tax Base Calculation 2022/23

	Band A	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Band I	Total
	Disabled										
Chargeable dwellings											
Chargeable dwellings		12,968	26,514	11,350	7,106	4,437	1,356	515	106	23	64,375
Dwellings subject to Disability		56	312	146	94	83	24	17	19	7	758
Adjusted Chargeable Dwellings											
	56	13,224	26,348	11,298	7,095	4,378	1,349	517	94	16	64,375
Dwellings with no discount	45	5,230	15,510	7,488	5,050	3,549	1,141	411	70	12	38,506
Dwellings with 25% Discount (exclude 2nd homes/empty)	10	7,985	10,807	3,794	2,026	802	196	85	14	2	25,721
Dwellings with a 50% Discount (exclude 2nd homes/empty)	1	9	31	16	19	27	12	21	10	2	148
Dwellings with other than 25% or 50% Discount	0	0	0	0	0	0	0	0	0	0	0
Dwellings with empty prop or 2nd home discount	0	0	0	0	0	0	0	0	0	0	0
Dwellings with empty prop or 2nd home premium	0	0	0	0	0	0	0	0	0	0	0
Total Adjusted Chargeable Dwellings (sum B1 to B3c=A3)	56	13,224	26,348	11,298	7,095	4,378	1,349	517	94	16	64,375
Discount and premium adjustments	0	0	0	0	0	0	0	0	0	0	0
Total variable discounts	0	0	0	0	0	0	0	0	0	0	0
Calc of chargeable dwellings with discounts and premiums											
Total discounted dwellings	53.00	11,223.25	23,630.75	10,341.50	6,579.00	4,164.00	1,294.00	485.25	85.50	14.50	57,871
Ratio to band	"5/9	"6/9	"7/9	"8/9	"9/9	"11/9	"13/9	"15/9	"18/9	"21/9	0.000
Band D equivalents (=C2xC3)+D8	29.44	7,482.17	18,379.47	9,192.44	6,579.00	5,089.33	1,869.11	808.75	171.00	33.83	49,634.54
Band D equivalents excluding premiums	29.44	7,482.17	18,379.47	9,192.44	6,579.00	5,089.33	1,869.11	808.75	171.00	33.83	49,634.54
Collection Rate											97.50%
Council Tax Base @ 97.5% Band D Equivalents											actual council tax base
											<b>48,393.68</b>



## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **CABINET**

#### **REPORT OF THE CHIEF FINANCE OFFICER – HUW JONES**

**17<sup>th</sup> NOVEMBER 2021**

#### **Matter for Monitoring**

#### **Wards Affected - All**

#### **2021/22 Risk Register Monitoring**

#### **Purpose of the report**

1. To provide Cabinet with an update on the Council's Strategic Risks.

#### **Executive Summary**

2. The Council's Risk Management Policy was approved by Cabinet on 27<sup>th</sup> June 2018. This policy requires that, on a 6 monthly basis, Cabinet:

- Reviews and monitors the Strategic Risk Register

This report ensures compliance with that Policy.

#### **Strategic Risks**

3. The Strategic Risk Register is included at Appendix 1 of this report. Members should note the inclusion of a new Strategic Risk, SR22 which relates to Recovery Activities.

#### **Integrated Impact Assessment**

4. There is no requirement for an Integrated Impact Assessment as the report is for monitoring purposes only.

## **Valleys Communities Impacts**

5. No Impact.

## **Workforce Impacts**

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

## **Legal Impacts**

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

## **Risk Management Impact**

8. This report ensures compliance with the approved Risk Management Policy.

## **Consultation**

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

## **Recommendations**

10. It is recommended that Cabinet monitor the risks set out in Appendix 1 to this report.

## **Reason for Proposed Decision**

11. To ensure compliance with the approved Risk Management Policy.

## **Appendices**

12. Appendix 1 - Strategic Risk Register

## **Background Papers**

13. Risk Management Policy – Cabinet 27<sup>th</sup> June 2018

## **Officer Contact**

14. For further information on this report item, please contact:

Huw Jones – Chief Finance Officer  
E-mail: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

## Strategic Risk Details

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR01	Asset Management - Failure of Major Infrastructure	Nicola Pearce	Financial	30 <sup>th</sup> June 2021	Threat	Treat	 High 22 Aug, 2018	 Medium 22 Aug, 2018	

### Existing Controls

- 1.Highways Asset Management Plan
- 2.Fleet Asset Management Plan
- 3.Property Asset Management Plan
- 4.Capital Programme
- 5.Capital Programme Monitoring Group
- 6.Treasury Management Policy
- 7.Revenue budget funding
- 8.Large number of smaller assets transferred to community groups - bowling greens, sports pitches, community centres etc
- 9.Management of Landslips and Quarry Spoil.
- 10.Flood and Water Management Plan
- 11.Unadopted structures inventory and condition database
- 12.Weight Restriction on Existing Bridge.

Treatments	Responsible Person	Progress %	End Date	Comments
*Highway Asset Management - Bridges & Structure's *Deal with alternative route for Cymmer Bridge.	Dave Griffiths	0	31 Mar, 2024	*Construction work to be phased over two financial years 2023/24 & 2024/25. Joint working with Swansea Bay University Health Board over the relocation of the health centre is required and a joint public consultation to be undertaken for the health facility and the highway improvement scheme..
*Management of Landslips and Quarries on Council owned land and property portfolio. *Identify High Risk Sites. *Inspection Regime Implemented on quarry tips. *Capital Funding to be identified to address works required.	Dave Griffiths	0	31 Mar, 2022	Management of Landslips, tips and Quarries on Council owned land and property portfolio. Inspection Regime Implemented on NPT owned quarry tips. High Risk Sites identified WG grant secured 2020/21 to start remedial works on high risk tips. Funding application submitted to WG in June 21 for additional funding for works to high risk tips 2021/22. Likely to secure a positive response..
• Undertake rolling programme of surveys and inspections to understand condition and identify areas that require further investigation. • Prioritise programmes of work and, where possible, remove/replace/reconstruct/ refurbish the highest risk assets.	Simon Brennan	0	31 Mar, 2022	Deal with alternative route for Cymmer Bridge- Action moved to Highways Asset Management Bridges and Structures for mitigation plan. The previous rolling programme of surveys are currently being done on an ad-hoc basis (as required) as a consequence of the resources available and the current pandemic. There are currently 13 buildings in the D category.
•Fleet Asset Management Plan in place. •Renewals Programme and Investment Plans in place. Annual reports to Streetscene & Engineering for Scrutiny and approval of procurement programme. •All vehicles and plant purchased off National and Regional Framework, or Council's approved list of suppliers. •External BSI audits on	Dave Griffiths	0	31 Mar, 2022	*All Transport functions are now consolidated under a single Integrated Transport Manager supported by a Fleet Manager and a Passenger Transport Manager. •The Fleet Manager is the registered 'O' Licence holder for the Authority. If the 'holder' be incapacitated three other members of staff have been trained and are qualified CPC holders. Fitters are

Workshops. •Internal and Health & Safety Audits. •Vehicle and Plant disposals via Auctions. EV Fleet transition programme to be developed to achieve WG Zero				
Asset management of non-highway civil engineering infrastructure (such as countryside bridges and dams) - Produce single inventory of assets vested with Streetcare, Property and Regeneration, and Planning & Public protection, obtain preliminary condition data, undertake an initial prioritisation exercise, and produce a programme to address high priority issues	Mike Roberts	0	31 Mar, 2022	A process of producing an inventory, completing an initial prioritisation, and undertaking an initial programme of work is completed. However, with continued deterioration of structures and additional information progressively coming to light a further cycle is now required.
Highway Asset Management - undertake a rolling programme of surveys and inspections to understand adopted highway infrastructure condition (aside from Bridges) that require further investigation and action. Prioritise issues and produce programmes of work annually	Mike Roberts	0	31 Mar, 2022	The process of staggered surveys and inspections of main asset groups is ongoing as part of delivering the Highways Asset Management Plan, Highway Maintenance Plan, and annual Highways & Engineering works programme.
Relevant Heads of Service to attend the Capital Programme Steering Group.	Simon Brennan	0	31 Mar, 2022	

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR02	Panteg - Significant slip of the land impacting on the community in an area of historic landslips	Ceri Morris	Compliance	30 <sup>th</sup> June 2021	Threat	Accept	 High 22 Aug, 2018	 High 22 Aug, 2018	

### Existing Controls

1. Enforcement action taken on directly affected properties
2. Further survey work to establish further risks
3. Community relations strategy
4. Dialogue with Welsh Government regarding funding for the associated costs

Treatments	Responsible Person	Progress %	End Date	Comments
*Counsel opinion to be sought on extent of on-going liability due to large area of land in private ownership and having regard to the Councils duties as outlined in the legislation relating to housing and drainage.	Dave Griffiths	100	23 Feb, 2018	Council opinion received and properties in the Very High and High Risk areas inspected in accordance with the Housing Act. Hazard Awareness notices issued highlighting the High Risk nature of the Landslip Area on land and property
<ul style="list-style-type: none"> <li>• Hazard &amp; Risk Maps of the area currently being finalised.</li> <li>• Public meeting held Jan 18 with further meetings thereafter as required.</li> </ul>	Dave Griffiths	100	31 Mar, 2020	<p>A public meeting was held to update all residents, tenants and property owners on the latest Draft Hazard and Risk Map for the area.</p> <p>Lidar surveys supported with traditional surveying of the highway infrastructure is on-going.</p> <p>Quarry inspections have been undertaken and reports published and shared with property owners.</p> <p>Two highway retaining structures</p>

<ul style="list-style-type: none"> <li>• Monitoring &amp; slope analysis on-going to inform final report.</li> <li>• Sharing of information with public via Councils Internet site.</li> </ul>				
<ul style="list-style-type: none"> <li>• Land tribunal hearing held to consider householders concerns on council action</li> </ul>	Ceri Morris	100	31 Mar, 2019	The council successfully defended our position in the RPT
Discussions are ongoing with the insurance companies representing all but one of the owners through a third party consultancy. Discussions are underway with tenants to conclude compensations payments	Ceri Morris	50	31 Mar, 2022	This work is ongoing in advance of the potential demolition of the terrace. In addition to the above one family continues to occupy a property. The council is in the process of prosecuting for non-compliance with the EPO in an attempt to secure vacancy of the whole terrace for health and safety reasons. Environmental Health Officers are also liaising
Multi-agency response plan to incident in place (Dragon System).	Shaun Burgess	100	27 Oct, 2017	The plan is subject to an annual joint multi-agency review. A tablet op exercise was undertaken in Nov 2017.
Site Specific Landslide Management and Monitoring Strategy to be developed	Nicola Pearce	0	31 Mar, 2022	The strategy is dependent on the findings of the Final ESP report scheduled to be received at the beginning of March 2019

Phased implementation of demolition of affected houses on Cyfyng Rd	Ceri Morris	50%	Dec 2022	Due to the delays associated with the inability to remove all residents from a property in Cyfyng Rd and the failure to secure cooperation from all the insurance companies, the implementation of phase one has been delayed. Once this is implemented it will build up momentum for phase two.
A small landslide was experienced to the rear of Cyfyng Rd. This was endangering the safety of the residents in that property				Residents were relocated to temporary accommodation and the insurance company has subsequently agreed terms with the residents who have permanently relocated away from the property.

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR03	Governance - Break down in internal controls and/or governance arrangements as a result of significant and continuing service change, complex service models and the loss of experienced staff	Karen Jones	Resource	30 <sup>th</sup> June 2021	Threat	Accept	 Medium 28 Apr, 2021	 Medium 22 Aug, 2018	
<p><b><u>Existing Controls</u></b></p> <ol style="list-style-type: none"> <li>1. Annual Governance Statement regularly reviewed internally by the Corporate Governance Group and annually approved externally by Audit Wales. It describes current controls and improvement actions with process of regular review</li> <li>2. Corporate Governance Group exercising continuous oversight of governance arrangements, including critical incident review</li> <li>3. Open and robust relationship with external auditors and inspectors</li> <li>4. Protected investment in Internal Audit Services with risk-based audit programmes</li> <li>5. The work of internal and external audit monitored quarterly by Audit Committee</li> <li>6. Regular reporting of progress in delivering agreed improvement actions set out in AGS to elected Members.</li> <li>7. Common template for reporting on decision items to Cabinet and Cabinet Boards, to ensure decisions are supported by relevant information</li> <li>8. Training for all managers in corporate governance delivered by Monitoring Officer</li> <li>9. Range of governance modules integrated into Member Induction arrangements</li> </ol>									

Treatments	Responsible Person	Progress %	End Date	Comments
Improvement actions identified for 2021/2022 into 2022/2023 following the development of the Annual Governance Statement 2020/2021	Caryn Furlow-Harris	40	31 Mar, 2022	6 monthly progress report on improvement actions scheduled for Cabinet 15 <sup>th</sup> December 2021.
Undertake a review of the Council's collaborative and regional working arrangements via the scrutiny process	Karen Jones	0	31 Mar, 2020	

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating
SR04	<p>Workforce - Failure to adequately undertake workforce planning could lead to the Council not having the right numbers of the right people, in the right place, at the right time, doing the right things.</p> <p>There are currently a significant number of pressure points across the Council where there is an insufficient supply of workforce to meet Service Demands.</p>	Sheenagh Rees	Resource	30 <sup>th</sup> June	Threat	Treat	 Medium 28 Apr, 2021	 Medium 1 Nov 2021

#### **Existing Controls**

1. Workforce information post established within Human Resources Department
2. Workforce information improvement work enabled by the development of the employee portal
3. Sickness Task and Finish Group has developed a detailed insight into the reasons for absence and the profile of the people who are experiencing ill-health
4. Workforce planning developed within Children and Young People Services
5. Workforce surveys in place for some service areas – Social Services, Corporate Strategy and Democratic Services
6. Clear and effective strategy in place to support employees who wish to depart the organisation under ER/VR
7. Specific reserve established to fund ER/VR programme
8. Insight into levels of digital literacy in the non-schools workforce conducted and some plans in place to address the findings of the research
9. The engagement of apprentices

Treatments	Responsible Person	Progress %	End Date	Comments
A cross directorate Head of Service Workforce Planning Group, meets on a regular basis to support corporate planning of the council's most valuable resource. The Group includes Trade Union representation and acts as a key stakeholder and sounding board for the development of workforce plans, strategies and policies.	Sheenagh Rees	50	31 Mar, 2022	
A Strategic Workforce Plan for the Council	Sheenagh Rees	75	31 Mar, 2022	Wales Audit Office are currently supporting the Council

was agreed by Members at Personnel Committee on 25th June 2018 setting out 5 clear themes for the Council's workforce with agreed actions to support each theme. The Plan is for the period 2018 - 2022.				of a review of Workforce Planning arrangements within the Council, which is excellent timing as we begin to consider the development of a Strategic Workforce Plan for 2022 onwards.
A succession planning toolkit has been designed to assist Heads of Service in planning future workforce requirements	Sheenagh Rees	100	31 Mar, 2023	The Succession Planning Toolkit was implemented in Autumn 2019, but as a result of the pandemic adoption and implementation of the toolkit by Heads of Service has been patchy. The implementation of iTrent HR / Payroll database in 2021 will support succession planning processes.
The iTrent HR / Payroll System will be implemented in 2021, replacing the legacy Selima Vision system. This will greatly improve the data that the council holds in relation to employees and support better workforce planning.	Sheenagh Rees	75	31 Mar, 2022	
Additional capacity being created within the HR team in order to support recruitment in these areas and to try to find more innovative ways of addressing staff shortages.	Sheenagh Rees	50	31 <sup>st</sup> Dec 2021	

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR05	Safeguarding - Failure to manage the safeguarding regime safely	Andrew Jarrett	Compliance	30 <sup>th</sup> June 2021	Threat	Treat	 Medium 22 Aug, 2018	 Medium 22 Aug, 2018	

**Existing Controls**

1. Corporate safeguarding group ensures there is clear allocation of roles and responsibilities internally within the Council and to share learning
2. Experienced Head of Children Services recruited and Head of Adult Services also appointed.
3. Significant corporate support and investment in place to address weaknesses in Children and Young People Services and to sustain/build upon the work which removed the Council from the CSSiW Serious Concerns Protocol
4. Focused improvement work taking place in adult services as a result of the new framework introduced by the SSWB Act
5. Regional Safeguarding Boards for West Glamorgan led by suitably qualified personnel
6. Ongoing investment in training to continuously improve safeguarding practice
7. Schools robustly held to account by ELLL for safeguarding practice
8. Investment in support for high risk victims of domestic abuse via the VAWDASV Leadership Group
9. Investment in Channel Panel support to discharge safeguarding responsibilities for people vulnerable to being drawn into terrorism/extremism
10. Seminar convened by Community Safety Partnership to highlight risks related to modern slavery, terrorism/extremism, serious and organised crime and hate crime
11. Partnership groups established to provide oversight of issues related to the people resettled under the Syrian Vulnerable Persons Scheme

Treatments	Responsible Person	Progress %	End Date	Comments
<ul style="list-style-type: none"> <li>• Bring together safeguarding arrangements for adult and children’s social services under a single line manager</li> <li>• Consider whether there is scope to integrate other safeguarding practices across the Council into a shared corporate service</li> <li>• Developing practice to better identify priority risks when supporting vulnerable people.</li> <li>• Developing a Social Services Single Point of</li> </ul>	Keri Warren	60	31 Mar, 2022	

Contact to promote more robust and consistent decision making at the "front-door".				
<ul style="list-style-type: none"> <li>• Develop a 'Progression Team' to support vulnerable young people into adulthood.</li> <li>• Fully embed a Social Services 'Quality Assurance Framework', to regularly monitor safeguarding arrangements within the Directorate.</li> <li>• To Strengthen and develop accommodation for care leavers.</li> </ul>	Keri Warren	50	31 Mar, 2022	

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating
SR06	Financial Resilience - The Council's financial position deteriorates to a point where it is no longer able to meet its statutory duties or the expectations of its communities.  Uncertainty remains over the impact of Covid on the Council's budget position.	Huw Jones	Financial	30 <sup>th</sup> June 2021	Threat	Treat	 Medium 22 Aug, 2018	 Medium 22 Aug, 2018

#### Existing Controls

1. Well established financial and corporate planning cycle
2. Experienced Financial Services Team
3. Accurate forecasting of service pressures
4. Good relationships with Welsh Government and others to secure good intelligence to inform estimating and forecasting
5. Open and transparent consultation and engagement with stakeholders on proposals to bridge budget gaps
6. Links between revenue and capital budget planning
7. Good track record in securing alternative funding, partnering, introducing new service models, seeking out innovation
8. Established process in place to ensure all additional Covid related expenditure is captured and reclaimed from Welsh Government Hardship Fund.
9. Loss of income claims submitted to Welsh Government for service areas experiencing a reduction in income due to Covid.

Treatments	Responsible Person	Progress %	End Date	Comments
<ul style="list-style-type: none"> <li>• Intensify citizen engagement with the budget challenges, securing citizen commitment to behaviours that will reduce or remove demand on Council services</li> <li>• Introduce a more robust enforcement policy to sanction behaviours that unreasonably impact on Council resources</li> <li>• Review the potential for capacity/release or reduction in cost from internal, shared service or through external collaboration</li> </ul>	Huw Jones	80	31 Mar, 2022	Budget set for 2021/22 with no cuts to services. On-line consultation undertaken due to Covid-19 restrictions. 1,071 responses were received.

<ul style="list-style-type: none"> <li>• Introduce corporate approach to increasing income and ensure staff and elected Member are equipped with the skills and knowledge to implement the approach</li> <li>• Accelerate the pace of digital innovation across the Council</li> <li>• Improve the quality of evidence adduced to exemplify the financial resilience challenges of the Council and ensure this is understood by those involved in the decisions on local government budgets</li> </ul>	Huw Jones	30	31 Mar, 2022	
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Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR07	Budget Control - Failure to manage activity, expenditure and income within budgets Uncertainty remains over the impact of Covid on the Council's budget position.	Huw Jones	Financial	30 <sup>th</sup> June 2021	Threat	Treat	 Medium 22 Aug, 2018	 Low 28 Apr, 2021	

#### **Existing Controls**

1. Experienced financial team with designated financial officers supporting budget holders
2. Monthly budget reports, with forecasting to year end
3. High level monitoring of budget variances by Corporate Directors Group and elected Members to identify emerging problems early and to require corrective action
4. Budget accountability firmly embedded across the Council at all levels
5. Communications strategy engages staff and trade unions in the consequences of not achieving budget balance with opportunities for staff and trade unions to contribute to the formulation of budgets and savings/income generation proposal
6. Established process in place to ensure all additional Covid related expenditure is captured and reclaimed from Welsh Government Hardship Fund.
7. Loss of income claims submitted to Welsh Government for service areas experiencing a reduction in income due to Covid.

Treatments	Responsible Person	Progress %	End Date	Comments
<ul style="list-style-type: none"> <li>The prospect of an overspend by the Council will be highlighted early in the year through the budget monitoring process. Actions will then be agreed and put in place by senior officers and Members to limit/prevent an overspend by the year end</li> </ul>	Huw Jones	25	31 Mar, 2022	Cabinet Report of 28 <sup>th</sup> July details an underspend for the year of £178k.

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR08	Health and Safety - Failure to manage Health & Safety of the workforce and community	Karen Jones	Resource	30 <sup>th</sup> June 2021	Threat	Treat	 Medium 22 Aug, 2018	 Low 22 Aug, 2018	
<b>Existing Controls</b>									
<ol style="list-style-type: none"> <li>1. Clear health and safety framework</li> <li>2. Dedicated Health and Safety Team for the provision of advice and guidance</li> <li>3. Access to Health and Safety Training</li> <li>4. External quality audit to check compliance</li> <li>5. Prioritised action plan, based on corporate assessment of risk, threat and harm</li> <li>6. On line reporting system</li> </ol>									
Treatments		Responsible Person	Progress %	End Date	Comments				
<ul style="list-style-type: none"> <li>• Actions taken by service managers to engage the workforce in health &amp; safety matters</li> <li>• Service managers ensuring that health &amp; safety risk assessments are thorough and up to date</li> <li>• Service managers ensuring the provision of appropriate and up to date training</li> <li>• Service managers ensuring the provision of appropriate and up to date Personal Protective Equipment (PPE)</li> </ul>		Shaun Burgess	75	31 Mar, 2022					
Specific Covid 19 health and safety risk assessments have been development to support those attending workplaces and those working at home. This includes a risk assessment framework agreed with trade		Sheenagh Rees	75	31 Mar, 2021					

unions, an online DSE assessment tool for homeworkers, and access to a range of resources designed to protect the health and well-being of our employees.				
The development and implementation of Responsible Officer training, to ensure that those officers who are responsible for health and safety arrangements in council buildings.	Lynne Doyle	100	31 Mar, 2022	
The Health & Safety Team have implemented a proactive model of internal cross auditing which features four elements necessary for success: assessment of conformance to written procedures, assessment of the effectiveness of the process being audited, detection of external elements affecting the process being audited, and documentation of exceptional performance.	Shaun Burgess	50	31 Mar, 2022	

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR09	Community Cohesion - Community tensions increase and there is a fracturing of community cohesion.	Chris Millis	Reputational	30 <sup>th</sup> June 2021	Threat	Accept	 Medium 28 Apr, 2021	 Low 28 Apr, 2021	

#### Existing Controls

1. Comprehensive Strategic Equality Plan in place which prioritises action to combat hate crime, domestic abuse and to strengthen engagement with a wide range of different sections of the community
2. Strong links to many groups who share protected characteristics
3. Training for officers and elected members in equality duties
4. Systematic use of equality impact assessments (which includes community cohesion)
5. Clear structure for discharging PREVENT duties with action plan in place, based on peer review and legal duties
6. Dedicated officers and elected Members who oversee equality and PREVENT duties
7. Regional Community Cohesion Co-ordinator brings advice on emerging trends that could affect local community relations; community cohesion post currently vacant; recruitment process under-way
8. Full participation in regional CONTEST Board
9. Partnership plans mobilised to support job reductions in Tata Steel which included community relations aspects
10. Specific orientation support for families settled under the former Syrian Vulnerable Persons Scheme ended 1<sup>st</sup> Nov 2021
11. BME Development Worker funded to develop stronger links with local BME communities
12. LA has agreed to settle five families under the Afghan resettlement scheme for locally engaged staff, partnership and support arrangements mobilised
13. There have been increased demands in many service areas, directly attributed to the Covid-19 pandemic, lockdown & subsequent changing restrictions.
14. Some issues in our town centres & communities have increased & become more visible, including anti-social behaviour and the community tensions that arise as a result of that behaviour
15. Weekly tension monitoring meetings with partners and circulation of weekly Community Tensions Assessment to various internal departments

Treatments	Responsible Person	Progress %	End Date	Comments
Carry out programme of equality audits to check approaches are embedded across the Council	Rhian Headon	15	31 Mar, 2021	This work has been identified as an improvement action following the development of the 2020/2021 Annual Governance Statement. Scope of work being established.
Community profile findings to inform the review of the SEP in 19/20	Rhian Headon	100	31 Mar, 2020	
Conclude community profiling exercise and then reassess equality plans in light of the findings	Rhian Headon	100	31 Mar, 2019	
Develop strong counter-narrative to challenge extremist views and to mitigate the impact of events outside the county borough	Elinor Wellington	100	31 May 2021	<p>The local South Wales Police Community Tension indicator bulletins were reviewed and updated in 2019 and continue widely circulated to partners on a weekly basis. The number of partners in receipt of this information via the Community Safety Team has significantly increased in recent months.</p> <p>The Community Cohesion Coordinator of Community Safety attends a weekly tension monitoring meeting with South Wales Police and other partners.</p> <p>The Western Bay CONTEST Board is held bimonthly and is chaired by the NPT Assistant Director of Education. The Board continues to; monitor the events outside of the County Borough; ensures the local authority are compliant with all relevant Counter Terrorism legislation and guidance, has oversight of the local Channel Panel and associated case studies.</p> <p>The Prevent Policy Officer works within the Community Safety and coordinates the local Channel Panel, supporting the Chair (PO for Safeguarding) in the smooth running of these meetings, ensuring those vulnerable to being drawn into terrorism are assessed and discussed with appropriate risk management action plans in place.</p>
DNAG now disbanded as a group - need to	Rhian Headon	50	31 Mar, 2022	Contact with other individual organisations is being explored to enable effective engagement with disability groups.

consider alternative approach in engaging disabled people				
Improve tension monitoring and share more widely with relevant groups	Elinor Wellington	100	31 May 2021	Equality & Community Cohesion Group now established. Tension indicators routinely shared
Increase interaction with key community groups, including Faith groups to improve community intelligence	Rhian Headon	100	31 Mar, 2019	Faith groups now represented on the Equality and Community Cohesion Group
Increased monitoring and engagement to gauge the impact of BREXIT on community cohesion	Karen Jones	60	31 Mar, 2021	Information re right wing activity circulated. Additional resource from Welsh Government to be invested in community engagement

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR10	Business Continuity - Serious disruption to Council services and functions	Karen Jones	Resource	1st November 2021	Threat	Treat	 Medium 22 Aug, 2018	 Medium 22 Aug, 2018	
<b>Existing Controls</b>									
1. A dedicated Emergency Planning Team has been established, providing Business Continuity Planning advice and support to service managers									
2. A revised approach to Business Continuity Planning has been developed and rolled out across Council Services									
Treatments		Responsible Person	Progress %	End Date	Comments				
<ul style="list-style-type: none"> <li>All services across the Council to ensure that they have in place an up to date Business Continuity Plan, which has been communicated to all employees within the service as appropriate, and that the plan is tested and reviewed at regular intervals</li> <li>Test corporate disaster recovery and business continuity plans against service plans and a range of scenarios</li> </ul>		Sheenagh Rees	10	31 Mar, 2022	Up to date BCOs are in place for FCS and the Assistant Chief Executive's Office, all of these plans are due to be tested in 19 / 20. Heads of Service have been asked to ensure that their up to date BCPs are provided to the EPT by 31st March 2019.				
The Covid-19 pandemic has resulted in exceptional levels of demand for some services and the ongoing transmission of the disease, coupled with a more competitive labour market is creating workforce shortages. A Service Resilience Framework has been created to mitigate this risk		Karen Jones	30	1 <sup>st</sup> May 2022	A draft report has been prepared seeking Member support to earmark budget in the 2021/22 financial year within the existing cash limit to protect staff health, safety and wellbeing, to continue to support the NHS and to increase service resilience				

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR13	Risk that regional collaboration dilutes the quality of services to local people and weaken governance	Karen Jones	Reputational	30 <sup>th</sup> June 2021	Threat	Treat	 Medium 22 Aug, 2018	 Medium 22 Aug, 2018	
<b>Existing Controls</b>									
<ol style="list-style-type: none"> <li>1. Each regional collaborative arrangement is explicitly agreed by elected Members</li> <li>2. Scrutiny of each regional collaborative arrangement is vested in the relevant scrutiny committee</li> <li>3. The nature and form of each significant collaborative arrangement is included in the Corporate Plan</li> </ol>									
Treatments		Responsible Person	Progress %	End Date	Comments				
All collaborative arrangements to be reviewed through scrutiny process		Karen Jones	0	31 Mar, 2020					
Area plan for the western bay collaboration on health and social care to be considered at Council		Andrew Jarrett	100	31 Mar, 2018					
City Deal - external legal support to ensure completion of Joint Committee Agreement and each council will sign off relevant project business cases that impacts on any financial commitment		Karen Jones	100	30 Sep, 2018	Joint Working Agreement for City Deal concluded				
Joint scrutiny committee for City Deal in place		Karen Jones	100	30 Nov, 2018					
Legislative proposals for further mandatory regional collaboration to be subject of full assessment and report to Council		Karen Jones	75	Jan 2022	Local Government Bill published December 2019. Report to Council considered on its impact Good progress made in establishing the Corporate Bay Joint Committee for Swansea Bay. Report to authorise the constitution of the CJC due to be considered at				

				Cabinet and Council Dec 2021/Jan 2022.
Review Council's ongoing participation in ERW arrangements	Andrew Thomas	70	March 2022	. Basis for engaging with school improvement services in the region to be reviewed and updated report presented to Members for consideration.

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR14	Loss of personal/sensitive information resulting in possibly major financial penalty and loss of public confidence.	Chris Owen	Financial	30 <sup>th</sup> June 2021	Threat	Treat	 Medium 22 Aug, 2018	 Medium 28 Apr, 2021	
<b>Existing Controls</b>									
1.Targeted training; provision of encryption technology; provision of secure emails 2.Increased preventative measures in relation to Cyber threats									
Treatments		Responsible Person	Progress %	End Date	Comments				
Continued targeted training; provision of encryption technology; access to secure email transmission and receipt. Continual review and testing of Perimeter base and Information security.		Chris Owen	30	31 Mar, 2023	Completed but security updated regularly to ensure data kept as secure as possible.				
GDPR Compliance Group meets as required to consider individual reported cases		Craig Griffiths	75	31 Mar, 2023	GDPR team established providing training, support and review of School and Council data/processes to minimise risk of non-compliance.  GDOR Compliance Group meets to consider matters regularly				

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR15	The Council is unable to comply with the compliance notice for Welsh Language Standards	Sheenagh Rees	Compliance	30 <sup>th</sup> June 2021	Weakness	Treat	 Medium 22 Aug, 2018	 Low 28 Apr, 2021	

### Existing Controls

1. Comprehensive assessment of ability to comply was undertaken
2. 55 standards were challenged by the Council and a number of changes were agreed with the Commissioner to resolve concerns
3. Menter Iaith engaged to help develop the Welsh language Promotion Strategy. The Strategy is based on existing or new initiatives where resources have been identified.
4. Complaints are being monitored - lessons learned and remedial actions are identified and implemented. Additionally, the Council will seek further modification of the compliance notice if, in the course of implementation further barriers to compliance are identified.
5. Operationally the Welsh Language Officer Group is working to secure implementation of the standards
6. Additional corporate budget has been allocated
7. Scrutiny and monitoring arrangements at Cabinet and non executive levels is in place

Treatments	Responsible Person	Progress %	End Date	Comments
Consulting on Welsh language Promotion Strategy to ensure relevance and deliverability	Caryn Furlow-Harris	100	01 Jul, 2018	
Officers to work with WLGA & Welsh Language Commissioner to establish a more effective forum for sharing practice & finding opportunities to advance the language.	Caryn Furlow-Harris	30	31 Mar, 2022	Contact has been made with WLGA to raise the ability to share knowledge regionally/nationally.
Potential to find a solution to automate translation being explored in consultation with Welsh Language Commissioner	Caryn Furlow-Harris	50	31 Mar,2022	MS Translate was rolled out to the social media account administrators before lockdown and reinstalled on laptops due to changes in ways of working. Limited progress to date on machine learning software. Contact made with a number of organisations (including Welsh Government, Swansea University and the Welsh Language Commissioner)

Testing the process for appealing the Commissioner's ruling on an individual complaint (e.g. car parking machines)	Caryn Furlow-Harris	100	31 Oct, 2018	
Welsh Language Officer Group to monitor delivery of the action plan to implement the Welsh Language Promotional Strategy.	Rhian Headon	100	31 Mar, 2020	

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR17	Substance Misuse - threat and harm of substance misuse across the county borough and more people placed at significant harm / death	Chris Millis	Reputational	30 <sup>th</sup> June 2021	Threat	Treat	 Medium 31 Aug, 2018	 Medium 28 Apr, 2021	

### Existing Controls

#### 1. Working with partners to mitigate the risk

Treatments	Responsible Person	Progress %	End Date	Comments
Briefings of Members and key Officers completed	Karen Jones	100	30 Nov, 2018	
Critical incident Group (CIG) report to joint Public Services Board, including key actions. CIG has been stood down. Accountability for actions delegated to appropriate Boards. PSB to retain oversight of progress	Karen Jones	100	31 Mar 2022	APB has clear accountability and reports progress to PSB. APB has agreed a direction of travel in respect of a whole system transformation of services, and a consultant is being appointed to commence the work. Service developments continue to take place, including harm reduction work, strengthened service monitoring arrangements, and review of fatal/non-fatal overdoses group established - action plan produced . CIG established but now stood down as above, this is complete.
Critical Incident Group established to deal with issues highlighted in the special event held on 10.09.18	Karen Jones	100	30 Sep, 2018	Group established - action plan produced
Governance of Area Planning Board revised. Proposals to be taken to Critical Incident Group and then to Area Planning	Claire Jones	100	31 Mar 2022	The APB governance framework was agreed at the APB but it has not received formal ratification and adoption by partners (i.e. through their own governance structures);

Board for approval			this is to be pursued. The membership and representation of the group can change so this document is fluid in this regard. Clear links made to the Community Safety partnership.

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR18	Failure to adhere to maintaining high standards of Cyber resilience and security (as set out in the Concordat)	Chris Owen	Financial	30 <sup>th</sup> June 2021	Threat	Treat	 Medium 30 Jan, 2019	 Medium 28 Apr, 2021	

### Existing Controls

1. Updates to hardware and software are carried out as part of general service operation.
2. Drive and removable media encryption where appropriate is standard procedure.
3. Least privilege access permissions is a mature process within the Authority.
4. Information Security training is carried out (face to face and online) and available to all staff
5. Regular tests of the quality of internal and external controls are carried out by external accredited organisations.
6. Risks to be reviewed/considered regularly at Senior Management level.
7. Any significant cyber incident will be reported to the NCSC

Treatments	Responsible Person	Progress %	End Date	Comments
Achieve Cyber Essentials accreditation as defined in the Concordat	Chris Owen	100	31 Mar, 2019	Cyber Essentials has been attained. Ongoing activities to maintain accreditation
Aim to achieve Cyber Essentials+ IASME accreditation	Chris Owen	80	31 Mar, 2022	Currently working towards Public Sector Network (PSN) re-accreditation which is a higher standard than CE+. PSN only has a limited lifespan so will revert back to CE+ as the minimum.
Ensure that cyber incident processes are in place and staff are aware of the content	Chris Owen	90	31 Mar, 2022	New Cyber processes are in place. Calls are tagged as Cyber on the service desk, CIRT and Strategy and Cyber Playbooks have been completed. Further communication and desktop exercises are being scheduled.
Register with CiSP (the NCSC's Cyber Security Information Sharing Partnership) to share cyber threat intelligence	Chris Owen	100	31 Mar, 2019	

Review need for access to externally facing scanning tool to test vulnerability of corporate application deployments	Chris Owen	60	31 Mar, 2022	We are utilising the NSCS toolkit Active Cyber Defence (ACD) toolkit that provides Mail Check and Web Check services FOC. We perform internal vulnerability scans using the on-premise Nessus system. Ongoing
Review Password criteria to ensure that staff passwords are adequate	Chris Owen	100	31 Mar, 2020	Review has been completed, our AD standard is currently Min Len 8, complex=3 (of 4)

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR20	COVID-19 Coronavirus Pandemic. The outbreak of the Covid-19 pandemic in 2020 possesses a significant risk to the Council. All Risk Management in relation to the pandemic has been carried out through the Local Resilience Forum (LRF) and appropriate command structures.	Karen Jones	Resource	30 <sup>th</sup> June 2021	Threat	Accept	 High 07 Sep, 2020	 Medium 28 Apr, 2021	
<p><b>Existing Controls</b></p> <p>1.All associated risks managed through LRF and Emergency Planning / Incident Management Team arrangements.</p>									

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating	
SR21	BREXIT – Following withdrawal from Europe, delivery of services/capital projects is negatively affected in terms of the availability of materials and their increased costs.	Nicola Pearce	Financial	30 <sup>th</sup> June 2021	Threat	Treat	 Medium 28 Jun, 2021	 Medium 28 Jun, 2021	
<p><b>Existing Controls</b></p> <p>1. Start logging all material prices and associated delivery times to establish extent of increases and associated delays and reconcile against identified budgets. If budget gap materialises, highlight to CDG and escalate the pressure to WG.</p>									

Risk Code	Risk	Responsible Officer	Risk Category	Last Reviewed	Issue Type	Risk Treatment	Inherent Rating	Revised Rating
SR22	Risk that recovery activities are ineffective leading to long term scarring of local communities	Karen Jones	Resource	30 <sup>th</sup> June 2021	Threat	Treat	 High 24 May 2021	 Medium 24 May, 2021

#### Existing Controls

1. Corporate Directors Group meets to action short term recovery actions in line with the easing of Government restrictions
2. Attendance of chief officers at national forums to engage in wider debate about the options for recovery
3. Project plan established to ensure a comprehensive approach is taken to recovery, based on an adaptive approach
4. Resources identified to support the delivery of the work to create the recovery plan

Risk Action	Responsible Person	Progress %	End Date	Comments
Agree the broad strategy for recovery – Recover, Reset, Renew	Karen Jones	100	Sept 2021	Research and engagement completed and overall framework agreed professionally and politically. Framework tested with external peer reviewers
Ensure comprehensive engagement of all internal and external stakeholders	Karen Jones	75	Mar 2022	Plan devised. Collateral developed. Informal engagement completed (end of Sept). Next phase of formal engagement will start 5 <sup>th</sup> January 2022 for 4 weeks. Let's Talk campaign has been delivered.
Establish what the Council needs to prioritise, what the Council needs to do through partnership working, what the Council needs to influence	Karen Jones	60	Mar 2022	Strategic Assessment completed. Reset Renew Workshops on 4 draft well-being objectives completed. External Peer Review completed. Work ongoing to develop high level priority areas of focus under each draft wellbeing objective. Draft Recovery Plan to be subject to formal consultation Dec 2021-Feb 2022
Establish a framework for service recovery planning	Karen Jones	75	December 2021	Service Recovery Plan template and guidance developed and piloted. Implementation date being reviewed as part of the development of the Corporate

				Recovery Plan timetable.
Realign capital and revenue resources to reflect agreed priorities	Huw Jones	5	November 2021 March 2022 June 2022	2021/22 budget to be reviewed to support immediate priorities 2022/23 budget to align with the Recover, Reset Renew programme MTFP to be developed for 2023/3-2026/7 period
Ensure an agile response to short term recovery actions that are needed	Karen Jones	80	Dec 2021	Service Resilience Plan drafted to support continuity of services and immediate recovery actions.





Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **CABINET**

**17 November 2021**

**Report of  
Head of Human and Organisational Development  
S.Rees**

#### **Matter for Monitoring**

**Wards Affected:** All Wards

#### **Report Title:**

1. Quarter 1 (1<sup>st</sup> April 2021 – 30<sup>th</sup> June 2021) Cabinet Key Performance Indicators (KPIs).

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

2. For Cabinet to receive quarter 1 performance information for KPIs and compliments and complaints data within Cabinet's purview. In addition within its strategic performance overview role, to receive quarter 1 performance for the 2021/22 suite of Corporate Plan KPIs.

#### **Executive Summary:**

3. Summary performance information is drawn out for Members below relating to information within Appendix 1, 2 & 3 with more detailed information available within each Appendix.

## **Appendix 1 – Cabinet - Key Performance Indicators Quarter 1 - 2021/2022**

4. There are 31 KPIs due to be reported to Cabinet for services within its purview during 2021/22, of which five are reported annually. Of the 26 KPIs that have been reported in the period in Appendix 1, three report no data. One of the three should have performance information reported in quarter 2 or 3. Two KPIs may not report data during 2021/22 due to COVID (i.e. two measures relating to customer services face to face visits).
5. There are 13 measures reporting quarter 1 data against a quarter 1 target, of those 11 (85%) are on track with just two 'off track'.
6. The 11 measures on track in summary relate to:
  - Number of Council employees on apprenticeship schemes;
  - Time taken to process benefit claims;
  - Accuracy of benefit claims;
  - Average sickness days lost by employees;
  - NNDR recovery rates;
  - Invoices paid within 30 days;
  - Council Tax recovery rates;
  - New services available online;
  - Land Charges completed within timescales;
  - Two digital services KPIs relating to accessibility and satisfaction.
7. The two measures off track against their quarter 1 2021/22 target are average time to answer telephone calls in Welsh and in English.
8. Of the 10 KPIs that do not have a quarter 1 target, four are reported quarterly from 2021/22 and have no comparable data and one relates to number of compulsory redundancies (two in the period). The other five are communications KPIs, most of which have been affected by the pandemic and are being reviewed during 2021/22.

9. The majority (12 of 15) of the Corporate Plan KPIs within the purview of Cabinet (CP referenced in Appendix 1) are also included in the Appendix 2 (2021/22 full suite of quarter 1 Corporate Plan Key Performance Indicators), further detail on these is also drawn out in section 16 below.

## **Appendix 2 – Corporate Plan Key Performance Indicators Quarter 1 - 2021/2022**

10. There are 58 KPIs contained in the Corporate Plan, of which 15 are reported annually. Of the 43 KPIs that have been reported in the period in Appendix 2, 11 report no data. Seven of the 11 should have performance information reported in quarter 2 or 3. Four KPIs may not report data during 2021/22 due to COVID.
11. Of the 27 KPIs that have comparable targets, 63% (17) are achieving target, 7% (two) just off track but within 5% and 30% (eight) are 5% or more off track.
12. The following information provides a high level summary and highlights those performance indicators that are off track in Appendix 2:
13. Well-being Objective 1 – To improve the well-being of children and young people
- Of the 10 corporate plan indicators for the period, four report data and all four have comparable targets.
  - Of the six not reporting data in this period, five education measures will be reporting data in quarter 2 and one measure CP/115 (VAWDAYS KPI) has not reported data due to difficulties in gathering the data for this quarter.
  - Of the four that had targets, three have achieved the quarter 1 target and one is within 5% of target. No indicators are off track (5% or more below target).

- The three indicators on target relate to child assessments completed on time, % young people in contact with the youth service and council apprenticeships.

14. Well-being Objective 2 – To improve the well-being of all adults who live in the county borough

- Of the 11 corporate plan indicators for the period, all report data and 10 have a comparable target.
- Of the 10 that had targets, five have achieved the quarter 1 target, one is within 5% of target and four indicators are off track (5% or more below target).
- The five indicators on target relate to homelessness, food hygiene standards, Workways +, Communities for Work – Priority 3 (age 16-24) and average time to process benefits claims.
- The four indicators off track are: CP/021 – Number of new business start-up enquiries assisted, CP/032 – Average calendar days taken to deliver a Disabled Facilities Grant, CP/034 - % of incidents of domestic abuse where people are repeat victims – IDVA (Council) – highest risk victims and CP/116 – Communities for Work – priority 1 (age 25+): number of people helped to gain training, volunteering, work experience or sustainable employment.

15. Well-being Objective 3 – To develop the local economy and environment so that the well-being of people can be improved

- Of the 10 corporate plan indicators for the period, eight report data, of which six have a comparable target.
- The two indicators not reporting data for this period are visits to theatres as theatres remained closed in the quarter and will report

data when available and the libraries KPI which will report data in quarter 3.

- Of the six KPIs that had targets, four have achieved the quarter 1 target and two indicators are off track (5% or more below target).
- The four indicators on target relate to jobs safeguarded, recycling, PM10 breaches and Km of land protected/managed for biodiversity.
- The two indicators off track are: CP/113 – Percentage of all planning applications determined in time and CP/120 – Extent of land under Council ownership or control that is protected and/or under appropriate management for biodiversity: Part A: Area (hectares).

16. Governance and Resources – To ensure the business of the Council is managed to maximise the long term benefit of citizens of Neath Port Talbot

- Of the 12 corporate plan indicators for the period, nine report data, of which seven have a comparable target.
- There are three indicators not reporting data for this period. There is no data for two face to face customer services indicators and data for CP/088 - Number of statutory recommendations made by the Council's external auditors on strategic and operational planning arrangements is not available yet.
- Of the seven KPIs that had targets, five have achieved the quarter 1 target and two indicators are off track (5% or more below target).
- The five indicators on target relate to sickness absence, NNDR collection rate, council tax collection rate, invoice payments within 30 days and new services online.
- The two indicators off track are: CP/101– Customer Services - Average time (seconds) to answer telephone calls in Welsh and CP/102 – Customer Services - Average time (seconds) to answer telephone calls in English

### **Appendix 3 – Cabinet Compliments and Complaints Quarter 1 - 2021/22**

17. Stage 1 complaints - Out of three complaints received in quarter 1 2021/22, one was upheld. The upheld complaint was council tax related. This compares to six received in quarter 1 for 2020/21 of which, one was upheld.
18. Stage 2 and Ombudsman complaints - No quarter 1 2021/22 stage 2 complaints received for 2021/22 and no ombudsman complaints received in this period for the last 5 years.
19. The 31 compliments received in this quarter 1 period are from a number of services including the one stop shop, contact centre, council tax, licensing and other corporate/support services. Most of the compliments are for help and support provided to customers.

#### **Background:**

20. Due to the pandemic a number of the KPIs have missing data for quarter 1 2020/21, for quarter 1 2021/22 and some have no targets set for 2021/22.
21. Appendix 1 – includes quarter 1 2021/22 performance for both the Corporate Plan KPIs (CP reference) and Service KPIs (PI reference) that are within Cabinet's purview. The majority of KPIs within the purview of cabinet sit within the Governance and Resources cross cutting theme.
22. Appendix 2 - includes quarter 1 2021/22 performance for the Council's quarter 1 suite of Corporate Plan KPIs.
23. Relevant Corporate Plan KPIs and other service KPIs are also reported to each of Cabinet Boards for services within their purview and to the two sub scrutiny committees i.e. reported to:
  - Education, Skills and Culture Cabinet Board;
  - Social Care Health and Wellbeing Cabinet Board;
  - Street Scene and Engineering Cabinet Board;

- Regeneration and Sustainable Development Cabinet Board;
  - Community Safety Sub Scrutiny Committee;
  - Leisure Sub Scrutiny Committee.
24. Appendix 3 provides 2021/22 quarter 1 information for Compliments and Complaints data, collected in line with the [Council's Comments, Compliments & Complaints Policy](#) for services within the purview of Cabinet. All other compliments and complaints information continue to be reported to the relevant Cabinet Boards.
25. Where available, Appendix 1, 2 & 3 provides performance data for quarter 1 performance for 2019/20, 2020/21, 2021/22 and a quarter 1 target for 2021/22.
26. KPIs that are collected on an annual basis are not included in Appendix 1 & 2. Those KPIs will be included in the full year performance report after the end of quarter 4 period.

**Financial Impacts:**

27. The performance described in the report is being delivered against a challenging financial backdrop.

**Integrated Impact Assessment:**

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

**Valleys Communities Impacts:**

29. No implications.

### **Workforce Impacts:**

30. The progress described in this report was achieved whilst the workforce continued to respond to the pandemic. This has involved a step change in workforce flexibility.

### **Legal Impacts:**

31. This Report is prepared under:

- The Well-being of Future Generations (Wales) Act 2015.
- The Local Government & Elections (Wales) Act 2021
- The Neath Port Talbot County Borough Council Constitution requires each Cabinet Committee to monitor quarterly budgets and performance in securing continuous improvement of all the functions within its purview.

### **Risk Management Impacts:**

32. Failure to provide a suitable monitoring report within the timescales could lead to non-compliance with our Constitution. Also, failure to have robust performance monitoring arrangements in place could result in poor performance going undetected.

### **Consultation:**

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

### **Recommendations:**

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

### **Reasons for Proposed Decision:**

35. Matter for monitoring. No decision required.

### **Implementation of Decision:**

36. Matter for monitoring. No decision required.

### **Appendices:**

37. Appendix 1 – Quarter 1 - Cabinet Key Performance Indicators 2021/2022, period: 1<sup>st</sup> April 2021 – 30th June 2021.

38. Appendix 1 – Quarter 1 - Cabinet Key Performance Indicators 2021/2022, period: 1<sup>st</sup> April 2021 – 30th June 2021.

39. Appendix 3 – Quarter 1 - Compliments and Complaints information 2021/2022, period: 1<sup>st</sup> April 2021 – 30th June 2021.

### **List of Background Papers:**

40. [Corporate Plan 2021-2023](#)

### **Officer Contact:**

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# Performance Indicators

Neath Port Talbot Council

## Appendix 1 - Cabinet - Key Performance Indicators - Quarter 1 ( 1st April - 30th June ) - 2021/22

RAG (Red, Amber, Green) key:

- **Green:** achieved target for the period – Quarter 1 2021/22
- **Amber:** Within 5% of target for the period – Quarter 1 2021/22
- **Red:** 5% or more below target for the period – Quarter 1 2021/22
- **NA** – no comparable data or no target set for the Quarter 1 2021/22 period

**How will we know we are making a difference (01/04/2021 to 30/06/2021)?**

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
<b>1 Well-being Objective 1 - To improve the well-being of children and young people</b>					
CP/109 -PAM/044 - Number of apprenticeships on formal recognised apprenticeships schemes per 1,000 employees	1.33		10.93	8.00	 Green
<p>There are 54 apprenticeships on formal recognised apprenticeships schemes:</p> <p>The 54 is broken down as follows:</p> <ul style="list-style-type: none"> <li>• 26 Modern Apprentices (4 new modern apprentices)</li> <li>• 28 Employed staff upskilling using apprentice funding. (10 new employed staff):</li> </ul> <p>Breakdown of 10 staff as follows:</p> <ul style="list-style-type: none"> <li>➤ Level 5 Management x 2</li> <li>➤ Level 3 Management x 2</li> <li>➤ Level 2 Advocacy x 1</li> <li>➤ Level 3 Digital Learning Design x 5.</li> </ul> <p>The Council employee headcount (excluding teachers): 4940</p> <p>No data was collected for quarter 1 2020/21 due to COVID.</p>					
<b>2 Well-being Objective 2 - To improve the Well-being of all adults who live in the county borough</b>					
CP/025 - Number of compulsory redundancies made by the Council	0	0	2		 NA
<p>There were 2 compulsory redundancies this quarter, these were from within the schools workforce.</p> <p>It continues to be a priority for the Council to reduce the number of compulsory redundancies as much as possible and to promote continuity of employment.</p> <p>No target set for this measure.</p>					
CP/119 - Benefits - Average days taken for new claims and changes of circumstances – application to assessment	3.36	6.15	3.03	6.00	 Green
Continues to be high performance and well below target times.					

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
PI/413 - Percentage of correctly granted benefit against total granted	99.98		99.98	99.95	 Green
We continue to maintain a high accuracy rate when processing benefit claims.					
No data reported for quarter 1 2020/21 due to COVID-19.					
<b>4 Governance and Resources (cross cutting) - To ensure the business of the Council is managed to maximise the long term benefit for the citizens of Neath Port Talbot</b>					
CP/086 - PAM/001 - Number of working days lost to sickness absence per employee - Sickness FTE days lost	1.88	1.85	2.62	2.80	 Green
The figures show an increase when compared with the same period last year. A breakdown of sickness data across all services in the Council will be provided to the <a href="#">Council's Personnel Committee on 20<sup>th</sup> September 2021</a> , with analysis. This information will help members and senior management teams understand the causes of absence, and identify any trends in the data that may aide management of sickness across the council.					
CP/088 - Number of statutory recommendations made by the Council's external auditors on strategic and operational planning arrangements	0	0		0	 NA
The Audit Wales Annual Audit Summary Report for 2021 is not available yet.					
CP/097 - CS/001 - Customer Services - Average customer waiting times (face to face)	6.90			10.00	 NA
No data available for 2020/21 and quarter 1 2021/22 due to COVID-19. Customer Services has not been seeing face to face callers since start of the pandemic. Since September 2020 only callers with appointments have been allowed entry to the Civic buildings to attend meetings with designated officers. These callers have not been monitored by Customer Service as they deal directly with their responsible officer/Service.					
CP/098 - CS/004 - Customer Services - Percentage of customers leaving before being seen	0.38			0.50	 NA
No data available for 2020/21 and quarter 1 2021/22 due to COVID-19. Customer Services has not been seeing face to face callers since start of the pandemic. Since September 2020 only callers with appointments have been allowed entry to the Civic buildings to attend meetings with designated officers. These callers have not been monitored by Customer Service as they deal directly with their responsible officer/Service.					

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/101 - CS/002a - Customer Services - Average time (seconds) to answer telephone calls in Welsh	54	38	66	40	 Red
Increased call levels along with a limited number of Welsh speakers within the section has impacted our ability to deal with Welsh enquires within the target set. We have found switchboard enquiries are taking considerably longer to deal with compared to pre-pandemic as services have changed their operating models to adapt. This has impacted on time taken to deal with generally quick enquiries.					
CP/102 - CS/002b - Customer Services - Average time (seconds) to answer telephone calls in English	87	27	49	40	 Red
We have seen an increase of 4508 calls (14.7%) compared to quarter 1 2020/21. Customer service staff continue to successfully operate through a home working model for telephone and email contact with callers. The new challenges faced in dealing in a pre-pandemic environment include finding services have changed their operating models to adapt and changes to telephone systems, affecting switchboard ability to get through to required staff as we would once have been able to do.					
Customer contact methods have changed. We are seeing a considerable rise in digital contacts such as email and online forms coming into customer services including the significant increase in online Blue Badge enquiries which until last year, we were mainly dealing with on a face to face basis. These require an increased demand on processing resulting in less available resource to deal with telephone enquiries. This has impacted on time taken to deal with generally quick enquiries.					
CP/105 - CFH/008 - Percentage of non-domestic rates due for the financial year which were received by the local authority	34.81	26.72	35.38	34.00	 Green
Quarter 1 2021/22 data is £13.427m of £37.955m compared to quarter 1 2020/21 data of £9.919m of £37.128.					
Currently on track to deliver planned collection rate for the year.					
CP/106 - PAY/001 - Percentage of invoices paid within 30 days	96.23	91.10	95.48	95.00	 Green
The total number of invoices paid up to the end of the 1st quarter (1st April 2021 and 30th June 2021) was 21,185. The total paid within 30 days was 20,228. We have continued to pay our suppliers despite the outbreak of the pandemic whilst working from home and have exceeded our target of 95%.					
CP/107 - CFH/007 - Percentage of council tax due for the financial year which was received by the authority	29.25	27.76	29.45	29.00	 Green
Currently on track to deliver planned collection rate for the year.					

PS9964

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/122 - Number of new services available on line			1	1	 Green
<p>One online form has been completed as scheduled and we are on track to deliver 12 online forms (corporate plan target) for the year.</p> <p>Reported quarterly from 2021/22.</p>					
CP/123 - Number of hits to the Corporate Website - a) Welsh pages			5239		 NA
<p>Predicting website hits in the current climate can be extremely challenging. We're working hard to improve the navigation of the corporate website to reduce the number of page views and allow customers to access the information they need in as few clicks as possible. This will have the net impact of reducing this metric. Going forward we will be exploring 'customer satisfaction' rather than simple hit counts.</p> <p>Reported quarterly from 2021/22.</p>					
CP/124 - Number of hits to the Corporate Website - a) English pages			989063		 NA
<p>Predicting website hits in the current climate can be extremely challenging. We're working hard to improve the navigation of the corporate website to reduce the number of page views and allow customers to access the information they need in as few clicks as possible. This will have the net impact of reducing this metric. Going forward we will be exploring 'customer satisfaction' rather than simple hit counts.</p> <p>Reported quarterly from 2021/22.</p>					
PI/163 - Communications - On-line newsroom: Number of hits to newsroom page	8392	6279	4939		 NA
<p>The first five weeks of quarter 1 2021/22 fell within the pre-election period and therefore saw a reduction in the number of press releases issued during this time (press releases being the main source of content for the page). This reason, coupled with social media activity signposting readers directly to relevant press releases, meant that the newsroom page saw a significant decrease in traffic compared to the previous year's quarter 1.</p> <p>The 'hits' are the number of visits to the 'Newsroom' page on the Council's corporate website (number does include repeat visits by the same person). The page: <a href="http://www.npt.gov.uk/Newsroom">www.npt.gov.uk/Newsroom</a> features a mix of multimedia content including the latest press releases, blog posts, videos, featured web pages and social media links.</p> <p><b>Please note: All communications performance measures (including PI/164, 166, 172 &amp; 217 below) will be reviewed during 2021/22 to ensure they are appropriate to the new ways of working adopted by the communications team since March 2020.</b></p>					

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
PI/164 – Communications - On-line newsroom: Number of hits to press releases	35654	64733	22608		 NA
<p>As with PI/163, the pre-election period meant a reduction in the number of press releases issued during the first five weeks of quarter 1 2021/22.</p> <p>This is a marked contrast to quarter 1 of the previous year which coincided with the first few weeks of pandemic response in the UK, when the press release database was used to feed the information on our <a href="http://www.npt.gov.uk/coronavirus">www.npt.gov.uk/coronavirus</a> page and to issue regular urgent updates to the public. Consequently at this time we achieved record highs for traffic to these pages.</p> <p>Additionally changes to our social media strategy mean an increasing emphasis on posting information directly onto each platform rather than directing traffic towards our press releases.</p>					
PI/166 - Communications - Ezine: Number of subscribers (broken down into English, Welsh and Bilingual)	644	1626	2045		 NA
<p>Quarter 1 2021/22 data broken down: Welsh: 16, English: 1994, Bilingual: 35.</p> <p>The number of subscribers to 'NPT News' the council's Ezine has continued to grow steadily despite continuing COVID-19 and recovery communications over sign-up campaigns.</p> <p>No target set for this measure.</p>					
PI/172 - Communications - Employee communications: Number of hits on intranet/staff portal 'Employee News' stories	10517	6723	4923		 NA
<p>Work has been undertaken to review and develop internal communications channels to ensure these best meet the requirements of home working and non-office based staff. This has included a pilot of two enterprise social networks – Yammer and Facebook Workplace.</p> <p>Additionally, staff email newsletters such as the weekly 'Sways' are now sent to non-office-based staff via text message and personal email. This has placed less emphasis on promoting the intranet's 'Employee News' function as the main source of information, as the intranet is only available to employees who have access to council devices.</p> <p>No target set for this measure.</p>					
PI/217- Communications - Number of hits to our consultation webpage	2616	135	207		 NA
<p>There were less hits on the consultation web page compared to previous quarters, driven by a combination of fewer consultations taking place, limited promotional activities during the pre-election period and an increased emphasis on directing respondents to the online consultation forms rather than via the consultation web page.</p> <p>No target set for this measure.</p>					

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
PI/320 - Number of Births, Deaths, Marriages & Civil Partnerships			772		 NA
<p>Figures are now being reported quarterly from 2021/2022, as opposed to the last financial year, figures were reported annually, therefore comparison figures for this Quarter are not available. Breakdown of the 772 is detailed below:</p> <p>Deaths : 244            Births : 122            Still Births: 0            Marriages/ Civil Partnerships: 62            Citizenship Ceremonies: 7            Notices of marriage : 337            No target set for this measure.</p>					
PI/321 - Legal Services -Number of cremations undertaken			338		 NA
<p>Figures are now being reported quarterly from 2021/2022, as opposed to the last financial year, figures were reported annually, therefore comparison figures for this Quarter are not available.            No target set for this measure.</p>					
PI/417 - Legal Services - 7.7(L) - Percentage of standard searches carried out within 10 working days	99.45	99.38	98.93	96.00	 Green
<p>Total percentage of Official searches completed within 10 working days for the period April to June 2021 was 98.9%, compared to 99.4 % for the same period last year. The first Covid-19 lockdown had an impact on the number of applications received for the first quarter last year. Applications for the whole year 2020/21 were down about 180 or so on the previous year.</p> <p>Quarter 1 2021/22 has seen a significant increase in standard searches applications, higher than pre-pandemic levels for this period (364 in quarter 1 2019/20, 161 in quarter 1 2020/21 and 468 in quarter 1 2021/22).</p> <p>Service turnaround times within 10 days continues to be close to 100%.</p>					
PI/540 - Digital Services - NPT corporate Website User Satisfaction score			87.15	70.00	 Green
<p>We have implemented gov.uk styles, components and patterns to improve the customer experience on NPT.gov.uk. We continue to monitor user feedback to ensure continuous improvement.</p> <p>Data reported from quarter 1 2021/22.</p>					

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
PI/541 - Digital Services - WCAG (Web Content Accessibility Guidelines) accessibility compliance score against 'AA' standard			88.00	75.00	 Green
<p>WCAG explains how to make web content more accessible to people with disabilities. WCAG is an international standard. There are three levels of conformance A, AA and AAA. Many organizations strive to meet Level AA. Level AAA includes all Level A, AA, and AAA requirements.</p> <p>In NPT we use a range of tools to regularly monitor the accessibility of our website to ensure it can be used by as many people as possible and baseline against the industry recognised AA standard.</p> <p>Data reported from quarter 1 2021/22.</p>					



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# Performance Indicators

Neath Port Talbot Council

Appendix 2 - Corporate Plan Key Performance Indicators - Quarter 1 (1st April - 30th June)- 2021/22

RAG (Red, Amber Green) key:

- **Green:** achieved target for the period – Quarter 1 2021/22
- **Amber:** Within 5% of target for the period – Quarter 1 2021/22
- **Red:** 5% or more below target for the period – Quarter 1 2021/22
- **NA** – no comparable data or no target set for the Quarter 1 2021/22 period

## How will we know we are making a difference (01/04/2021 to 30/06/2021)?

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
<b>1 Well-being Objective 1 - To improve the well-being of children and young people</b>					
CP/002 - Number of full day childcare places provided	2996	2276	2287	2400	 Amber
The number of places has decreased since the end of 2020/21 (2335), although the number of settings has increased by one. Registered numbers fluctuate through the year as settings change or vary their registered numbers. The sector is still reacting and responding to the impacts of COVID which continues to affect how they operate.					
CP/005 - PAM/007 - Percentage of pupil attendance in primary schools					 NA
Data reported in quarter 2 2021/22 - No target set in the 2021/23 Corporate Plan due to COVID-19.					
CP/006 - PAM/008 - Percentage of pupil attendance in secondary schools					 NA
Data reported in quarter 2 2021/22 - No target set in the 2021/23 Corporate Plan due to COVID-19.					
CP/007 - PAM/033 - Percentage of pupils assessed in Welsh at the end of Foundation phase	16.63			15.80	 NA
Data for the 2020/21 academic year reported in quarter 2 2021/22					
Foundation Phase assessments were not undertaken for 2020/21 (2019/20 academic year) due to COVID-19.					
Data for 2019/20 (16.63%) relates to 2018/19 academic year.					
CP/008 - PAM/034 - Percentage of year 11 pupils studying Welsh first language				11.70	 NA
Data for the 2020/21 academic year reported in quarter 2 2021/22					
CP/011 - PAM/028 - Measure 24 - Percentage of child assessments completed on time	98.18	98.08	97.76	94.00	 Green
655 out of 670 in quarter 1 2021/22 compared to 663 out of 676 in quarter 1 2020/21. Despite the pressures placed on the service during the pandemic, it is pleasing to note that we still remain above the All Wales Average of 88.9%. This remains a priority for Children's Services and Principal Officers are continuing to work with Team Managers to ensure these assessments are completed in timescale.					

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PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/014 - Percentage of 11 - 19 year olds in contact with the Youth Service (measured cumulatively over the financial year - quarterly)	12.54	2.39	10.57	7.00	 Green
<p>The number of 11-19 year olds who have had contact with the Youth Service is starting to return to normal levels but is still down on pre pandemic levels. During quarter 1 2021/22, 1587 young people have engaged with the youth service whilst in quarter 1 of 2019/20 (pre pandemic) this figure was 1855. During quarter 1 2020/21 we had contact with 352 young people.</p> <p>Figures should rise over the second quarter 2021/22 when the schools and youth clubs start back.</p>					
CP/108- PAM/032 - Capped 9 score				345	 NA
Data for the 2020/21 academic year reported in quarter 2 2021/22.					
CP/109 -PAM/044 - Number of apprenticeships on formal recognised apprenticeships schemes per 1,000 employees	1.33		10.93	8.00	 Green
<p>Page 7/1</p> <p>There are 54 apprenticeships on formal recognised apprenticeships schemes:</p> <p>The 54 is broken down as follows:</p> <ul style="list-style-type: none"> <li>• 26 Modern Apprentices (4 new modern apprentices)</li> <li>• 28 Employed staff upskilling using apprentice funding. (10 new employed staff):</li> </ul> <p>Breakdown of 10 staff as follows:</p> <ul style="list-style-type: none"> <li>➤ Level 5 Management x 2</li> <li>➤ Level 3 Management x 2</li> <li>➤ Level 2 Advocacy x 1</li> <li>➤ Level 3 Digital Learning Design x 5.</li> </ul> <p>The Council employee headcount (excluding teachers): 4940</p> <p>No data was collected for quarter 1 2020/21 due to COVID.</p>					
CP/115 - % of children that have received the Healthy Relationship lesson to address violence against women, domestic abuse and sexual violence (VAWDAVS)					 NA
<p>New indicator for 2021/22.</p> <p>No data reported for quarter 1 2021/22. At present we are experiencing difficulties with the data and that meaningful targets are difficult to set. This KPI is no-longer meaningful in its current form.</p>					

The Violence Against Women Domestic Abuse and Sexual Violence Leadership Group continues to oversee the NPT Healthy Relationships for Stronger Communities Strategy which was revised during 2020. The delivery of Healthy Relationship lessons in all schools remains a key priority area. The Relationship and Sexuality Education Group has the responsibility for the development and implementation of this lesson, and this group are directly accountable to the Leadership Group. Good progress has been made with 1352 pupils receiving the lesson since the start of the programme in Jan 2020 to end June 2021. Due to COVID and funding issues the programme has been temporary suspended.

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
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**2 Well-being Objective 2 - To improve the Well-being of all adults who live in the county borough**

CP/021 - Number of new business start-up enquiries assisted	88		15	62	 Red
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During the first quarter 2021/22, officers were administering Welsh Government Emergency grant payments to businesses affected by trading restrictions. During this period no activity was undertaken to promote the new business start-up service.

No data was collected for quarter 1 2020/21 due to COVID.

CP/025 - Number of compulsory redundancies made by the Council	0	0	2		 NA
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There were 2 compulsory redundancies this quarter, these were from within the schools workforce.

It continues to be a priority for the Council to reduce the number of compulsory redundancies as much as possible and to promote continuity of employment.

No target set for this measure.

CP/031 - PAM/012 - Percentage of households successfully prevented from becoming homeless	57.49		61.04	60.00	 Green
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(47 of 77 for quarter 1 2021/22) Prevention continues to be the focus particularly due to the substantial increase in demand seen by the service since March 2020 due to COVID-19 led changes in legislation. Additional funding for 2021/22 has also enabled the service to expand the prevention team capacity to continue to work with applicants at an earlier stage to try to reduce applications at point of prevention duty being owed. (No data reported for the same period last year due to the COVID-19 Pandemic).

CP/032 - PAM/015 - Average calendar days taken to deliver a Disabled Facilities Grant	165.71		329.00	270.00	 Red
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(32 DFG's/10,528 days for quarter 1 2021/22) The delivery of Disabled Facilities Grants continues to be disrupted by the COVID- 19 pandemic. The figures reflect the long periods of inactivity that resulted from the lockdowns. This coupled with a shortage of contractors and disruptions in the supply chains for materials continue to have a bearing on the delivery of the adaptations. (No data reported for the same period last year due to the COVID-19 Pandemic).

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/034 - Percentage of incidents of domestic abuse where people are repeat victims - Independent Domestic Violence Advisor (IDVA) Service - highest risk victims	42.57		35.20	32.00	 Red
<p>44 of 125 for quarter 1 2021/22.            During the COVID-19 pandemic there was a significant increase in disclosures of domestic abuse across all services, and this was widely anticipated. Many of our repeat victims were not in contact during this time, however repeat victims accessing the service have now increased. The IDVA service continue to work from home which has not impacted on service delivery, but has in fact allowed for better engagement with victims.            No data collected for quarter 1 2020/21 due to COVID-19.</p>					
CP/042 - PAM/023 - Percentage of food establishments that meet food hygiene standards	93.41		96.30	95.00	 Green
<p>This "Broadly compliant" figure remains high.            No data collected for quarter 1 2020/21 due to COVID-19.</p>					
CP/110 - Workways + - Number of people helped back to work , training or volunteering	26	19	25	18	 Green
<p>Workways+ delivery team has supported 25 individuals during the first quarter of 2021/22. 15 of these outcomes are for those going into employment over 16 hours.            Engagement is increasing but there are still a high number of individuals who feel cautious about progressing into training/volunteering due to COVID. A number of employability support sessions are being delivered online to encourage engagement.</p>					
CP/116 - Communities for Work – priority 1 (age 25+): number of people helped to gain training, volunteering, work experience or sustainable employment			17	21	 Red
<p>New indicator for 21/22            Staff continue to work from home, although starting to see those who are vulnerable at Tir Morfa Centre. Priority 1 participants throughout Wales are slow to engage or having the most complex barriers to move into employment.</p>					
CP/117 - Communities for Work – Priority 3 (age 16-24): number of people helped to gain training, volunteering, work experience, full time education or sustainable employment			31	11	 Green
<p>New indicator for 2021/22.            Priority 3 (age 16-24) have been the most proactive group engaging with the programme and seeing good results. Working with the Tier lists (see below) with our Youth Service has had a positive start to the new financial year.</p>					

There are 5 categories in the Tier list which are:

- Tier 1 - Unknown status on leaving Careers Wales services
- Tier 2 - Unemployed 16 and 17 year olds, known to Careers Wales, who are not available for EET (Employment, Education or Training)
- Tier 3 - Unemployed 16 and 17 year olds known to Careers Wales
- Tier 4 - Young People at risk of dropping out of EET
- Tier 5 - Young People in Further Education, Employment or Training (EET)

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/118 - Communities for Work Plus – Programme for age 16+: number of people helped to gain training, volunteering, work experience, sustainable employment or those who are in “in work poverty			73	75	 Amber
New indicator for 2021/22. Staff continue to work from home, although starting to see those who are most vulnerable face to face at Tir Morfa Centre. CfW+ (Communities for Work Plus) remains an active programme, and Welsh Government are happy with the conversion rate from engagements into employment.					
CP/119 - Benefits - Average days taken for new claims and changes of circumstances – application to assessment	3.36	6.15	3.03	6.00	 Green
Continues to be high performance and well below target times.					
<b>3 Well-being Objective 3 - To develop the local economy and environment so that the well-being of people can be improved</b>					
CP/063 - The number of jobs created/safeguarded as a result of financial support by the local authority	32		70	70	 Green
Despite the COVID restrictions, many businesses continued to trade and invest in the future of their operations. This resulted in the team receiving some high quality applications for funding to support employment and business growth. No data collected for quarter 1 2020/21 due to COVID-19.					
CP/067- PAM/030 - Percentage of waste, reused, recycled or composted	63.51	65.84	68.14	64.00	 Green
Quarter 1 2021/22: 11,799 of 17,317 tonnes.					
Our overall recycling performance increased to 68.14% in quarter 1 2021/22, which is an increase of 2.3% on quarter 1 2020/21. During quarter 1 2021/22 our Recycling Centres were open for the duration of the period when compared to the same period last year when the sites were closed throughout April and most of May; resulting in a significant increase in the recycling at the HWRCs (Household Waste Recycling Centres) this year. Booking arrangements and black bag splitting remain in place at our HWRCs. The Re-use Shop in the Briton					

Ferry HWRC also reopened during quarter 1.

Kerbside recycling tonnage collected was slightly down on the same period last year which may reflect more people being restricted or working from home during quarter 1 last year compared to quarter 1 this year, however, further information would be needed to establish if this trend will continue.

During quarter 1 2021/22, we continued to send our black bag waste collected at the kerbside to higher recycling outlets. The amount of IBA (Incinerator Bottom Ash) and recycling that can be claimed is dependent on the outlets available.

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/068 - PAM/043 - Kilograms of residual waste generated per person	44.02	49.22	53.04		 NA

Quarter 1 2021/22: 7,601,220 kilograms/143,315 population.

The increase in the figures may relate to behaviour change associated with COVID-19 with more home consumption and waste disposal in place of consumption in commercial premises, additional information is needed in the longer term to establish if this trend will continue.

No target set for this measure.

CP/072 - Number of visits to our theatres	65045				 NA
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All theatres have been closed due to COVID- 19.

No target set in the 2021/23 Corporate Plan due to COVID- 19.

CP/073 - PAM/040 - Percentage of quality Indicators achieved by the Library Service					 NA
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Data reported in quarter 3 2021/22 - No target set in the 2021/23 Corporate Plan due to COVID-19.

CP/074 - PAM/017 - Number of visits to leisure centres per 1,000 population	1896.30		543.59		 NA
---	---------	--	--------	--	---

There has been a fall in visitor numbers to leisure centres per 1,000 population compared to quarter 1 2019/20 figure due to COVID-19.

No data available for quarter 1 2020/21 and no target set in the 2021/23 Corporate Plan due to COVID-19.

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/078 - Number of PM10 breaches in the Air Quality Management Area (Port Talbot / Taibach)	3	4	8	9	 Green
Breaches are measured from Port Talbot Fire Station, which is the official monitoring station for reporting on the air quality objective.					
CP/113- PAM/018 - Percentage of all planning applications determined in time	96.35	97.16	90.00	95.00	 Red
216 of 240 for quarter 1 2021/22 compared to 137 of 141 for quarter 1 2020/21. There has been a significant increase in application (and related) workload in 2021 which, alongside ongoing COVID related constraints, has meant that performance in quarter 1 has slipped against targets. Nevertheless, Officers have been reminded of the need to engage with applicants to agree 'extensions of time' where the 8 week target cannot be met due such constraints.					
CP/120 - Extent of land under Council ownership or control that is protected and/or under appropriate management for biodiversity: Part A: Area (hectares)		179.39	149.68	179.40	 Red
New performance indicator for 2021/22. The quarter 1 figures for 2021/22 are based on the current list of nature conservation sites, which includes Local Nature Reserves and areas that have previously been managed as part of the conservation verge/area scheme. Sites that were previously managed under the Working with Nature Project have now been removed due the project coming to an end and delays to confirmation of further Welsh Government funding. It is anticipated that this decrease is temporary as funding has subsequently been secured and the NPT Bee-friendly scheme has been adopted.					
CP/121 - Extent of land under Council ownership or control that is protected and/or under appropriate management for biodiversity: Part B: Length (km)		22.79	25.09	22.80	 Green
New performance indicator for 2021/22. The increase in Km is due to improved and updated mapping of existing habitats.					
<b>4 Governance and Resources (cross cutting) - To ensure the business of the Council is managed to maximise the long term benefit for the citizens of Neath Port Talbot</b>					
CP/086 - PAM/001 - Number of working days lost to sickness absence per employee - Sickness FTE days lost	1.88	1.85	2.62	2.80	 Green
The figures show an increase when compared with the same period last year. A breakdown of sickness data across all services in the Council will be provided to the <a href="#">Council's Personnel Committee on 20<sup>th</sup> September 2021</a> , with analysis. This information will help members and senior management teams understand the causes of absence, and identify any trends in the data that may aide management of sickness across the council.					

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/088 - Number of statutory recommendations made by the Council's external auditors on strategic and operational planning arrangements	0	0		0	 NA
The Audit Wales Annual Audit Summary Report for 2021 is not available yet.					
CP/097 - CS/001 - Customer Services - Average customer waiting times (face to face)	6.90			10.00	 NA
No data available for 2020/21 and quarter 1 2021/22 due to COVID-19. Customer Services has not been seeing face to face callers since start of the pandemic. Since September 2020 only callers with appointments have been allowed entry to the Civic buildings to attend meetings with designated officers. These callers have not been monitored by Customer Service as they deal directly with their responsible officer/Service.					
CP/098 - CS/004 - Customer Services - Percentage of customers leaving before being seen	0.38			0.50	 NA
No data available for 2020/21 and quarter 1 2021/22 due to COVID-19. -Customer Services has not been seeing face to face callers since start of the pandemic. Since September 2020 only callers with appointments have been allowed entry to the Civic buildings to attend meetings with designated officers. These callers have not been monitored by Customer Service as they deal directly with their responsible officer/Service.					
CP/101 - CS/002a - Customer Services - Average time (seconds) to answer telephone calls in Welsh	54	38	66	40	 Red
Increased call levels along with a limited number of Welsh speakers within the section has impacted our ability to deal with Welsh enquires within the target set. We have found switchboard enquiries are taking considerably longer to deal with compared to pre-pandemic as services have changed their operating models to adapt. This has impacted on time taken to deal with generally quick enquiries.					
CP/102 - CS/002b - Customer Services - Average time (seconds) to answer telephone calls in English	87	27	49	40	 Red
We have seen an increase of 4508 calls (14.7%) compared to quarter 1 2020/21. Customer service staff continue to successfully operate through a home working model for telephone and email contact with callers. The new challenges faced in dealing in a pre-pandemic environment include finding services have changed their operating models to adapt and changes to telephone systems, affecting switchboard ability to get through to required staff as we would once have been able to do.					
Customer contact methods have changed. We are seeing a considerable rise in digital contacts such as email and online forms coming into customer services including the significant increase in online Blue Badge enquiries which until last year, we were mainly dealing with on a face to face basis. These require an increased demand on processing resulting in less available resource to deal with telephone enquiries. This has impacted on time taken to deal with generally quick enquiries.					

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/105 - CFH/008 - Percentage of non-domestic rates due for the financial year which were received by the local authority	34.81	26.72	35.38	34.00	 Green
<p>Quarter 1 2021/22 data is £13.427m of £37.955m compared to quarter 1 2020/21 data of £9.919m of £37.128.</p> <p>Currently on track to deliver planned collection rate for the year.</p>					
CP/106 - PAY/001 - Percentage of invoices paid within 30 days	96.23	91.10	95.48	95.00	 Green
<p>The total number of invoices paid up to the end of the 1st quarter (1st April 2021 and 30th June 2021) was 21,185. The total paid within 30 days was 20,228.</p> <p>We have continued to pay our suppliers despite the outbreak of the pandemic whilst working from home and have exceeded our target of 95%.</p>					
CP/107 - CFH/007 - Percentage of council tax due for the financial year which was received by the authority	29.25	27.76	29.45	29.00	 Green
<p>Quarter 1 2021/22 data is £23.397m of £79.440m compared to quarter 1 2020/21 data of £21.300m of £76.734m.</p> <p>Currently on track to deliver planned collection rate for the year.</p>					
CP/122 - Number of new services available on line			1	1	 Green
<p>One online form has been completed as scheduled and we are on track to deliver 12 online forms (corporate plan target) for the year.</p> <p>Reported quarterly from 2021/22.</p>					
CP/123 - Number of hits to the Corporate Website - a) Welsh pages			5239		 NA
<p>Predicting website hits in the current climate can be extremely challenging. Officers are working to improve the navigation of the corporate website to reduce the number of page views and allow customers to access the information they need in as few clicks as possible. This will have the net impact of reducing this metric. Going forward we will be exploring 'customer satisfaction' rather than simple hit counts.</p> <p>Reported quarterly from 2021/22.</p>					

CP/124 - Number of hits to the Corporate Website - a) English pages			989063		 NA
<p>Predicting website hits in the current climate can be extremely challenging. Officers are working to improve the navigation of the corporate website to reduce the number of page views and allow customers to access the information they need in as few clicks as possible. This will have the net impact of reducing this metric. Going forward we will be exploring 'customer satisfaction' rather than simple hit counts.</p> <p>Reported quarterly from 2021/22.</p>					

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Neath Port Talbot Council

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# Performance Indicators

Neath Port Talbot Council

Appendix 3 - Cabinet - Chief Executive's Directorate and Finance & Corporate Services Directorate -  
Compliments and Complaints - Quarter 1 ( 1st April - 30th June ) - 2021/22

## How will we know we are making a difference (01/04/2021 to 30/06/2021)?

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
<b>Cabinet Purview</b>					
PI/252 - Chief Executive's Directorate/ Finance & Corporate Services Directorate - % of stage 1 complaints upheld/partially upheld	20.00	16.67	33.33		
<p>Out of 3 complaints received in Quarter 1 2021/22, 1 was upheld. This compares to 6 received in Quarter 1 for 2020/21 of which, 1 was upheld.</p> <p>The complaint upheld for this period related to Council Tax. A customer requested to pay by weekly payments not only for the balance for the last financial year (2020/2021) but for the current year (2021/22) which was not accepted. The Team Leader then accepted that weekly payments should have been set up for this financial year and offered an apology for the misunderstanding. The account has now been set up so that all payments are weekly in respect of the arrears for last year and the current debt.</p> <p>One complaint ongoing from last year has now been closed which was upheld. The complaint was Welsh language related concerning the Immbulance (immunisation bus) and lack of bilingual text which was rectified within three working days. The complaint also related to Department Facebook accounts in English only. The Council has worked to address these issues by recruiting Welsh speakers into the Communication and Digital Services Team to provide additional support. The Welsh Language Commissioner is fully aware of the issues faced and our work to address them.</p>					
PI/253 -Chief Executive's Directorate/ Finance & Corporate Services Directorate - % of complaints at stage 2 that were upheld/partially upheld	100.00	0.00			
<p>No complaints were received in Quarter 1 as opposed to 1 received in Quarter 1 for 2020/21. The one stage 2 received in quarter 1 last year (2020/21) was not upheld.</p>					
PI/254 - Chief Executive's Directorate/ Finance & Corporate Services Directorate - % of complaints dealt with by the Public Services Ombudsman that were upheld/partially upheld					
<p>Quarter 1 2021/22: no complaints received for this period for the last 5 years.</p>					
PI/255 - Chief Executive's Directorate/ Finance & Corporate Services Directorate - Number of compliments received from the public	28.00	34.00	31.00		
<p><b>31 compliments</b> were received in Quarter 1 (breakdown below) as opposed to 34 received in the same Quarter 2020/21:</p> <p>3 – <b>Council Tax</b> – Appreciation received for the exceptional work in administering financial assistance provided by the Welsh and UK Governments. Overall thanks given in respect of assistance and support when dealing with Council Tax enquiries.</p> <p>1 - <b>Communications Team</b> – Thanks given by The BBC Elections Team for co-operation, assistance and help in arranging access for BBC Cymru Wales to the Senedd election counts in Neath and Aberavon.</p> <p>1 – <b>Safeguarding</b> – Thanks given for an excellent case summary document provided to a District Judge by a safeguarding lawyer.</p> <p>5 – <b>Licensing</b> – Overall thanks given for help, kind assistance and prompt responses, ‘it has been a delight working with you’.</p> <p>1 – <b>Registrars</b> – Thanks given in relation to a fantastic marriage ceremony. Staff have been very professional and supportive during COVID.</p>					

3 – **Land Charges** – Overall thanks given for an excellent service, staff were very helpful, and appreciation was given for a prompt response.

2 – **Business Support FOI Team** – Overall thanks given for information provided and help with FOI enquiries "greatly appreciated".

4 – **Contact Centre** – Gratitude was given to the whole team for support, doing a 'cracking job'. Overall thanks given for services such as blue badge and bin delivery.

11 – **One Stop Shop** – Overall thanks, appreciation, support and thoughtfulness given for assistance with various enquiries. Cheerful, compassionate and polite manner of staff answering the phone.

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Cabinet

17 November 2021

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

#### Matter for Monitoring

**Wards Affected:** All Wards

**Report Title:** Welsh Language Promotion Strategy Annual Report 2020-2021

#### Purpose of Report

1. To present the Welsh Language Promotion Strategy Annual Report 2020-2021.

#### Executive Summary

2. The report provides information on progress made during April 2020-March 2021. (Appendix 1).
3. The Welsh Language Promotion Strategy, and associated action plan, was adopted by Council in September 2018. Changes to the reporting cycle were made during 2020 with the standard annual reporting period (April –March) being adopted.
4. While progress must be reported annually there is no statutory annual reporting period, unlike many of the Council's other plans or strategies.
5. During 2020-2021 the redeployment of many of our workforce into other service areas to support the work of tackling the COVID-19 outbreak and to support residents in these unprecedented times impacted on our ability to provide Welsh language services to pre outbreak levels. However, as time has progressed matters have eased and while we continue to face challenges our Welsh language services have recovered.

#### Background

6. Standard 145 (Promotion) of the Welsh Language Standards requires the Council to produce and publish on the website a 5 year Strategy that sets out how it proposes to promote the Welsh language and to facilitate the use of the Welsh language more widely in the area.

7. The Council's Welsh Language Promotion Strategy and action plan were adopted by Council on 26 September 2018. The first progress report for the period October 2018-September 2019 was approved by Cabinet in December 2019.
8. In February 2021 Cabinet approved the realignment of the reporting period to mirror that for other statutory plans. This is the first full year annual report under the new arrangements.

### **Progress April 2020 - March 2021**

9. With the pandemic making its mark on services, staff and residents alike 2020-2021 was a year like no other. The challenges and impact on the Council and our communities as a consequence of the unprecedented situation brought about by the pandemic have led to changes in service delivery and working practices as well as the revaluation of our priorities and those of our communities as we recover, reset, renew.
10. We and our partners have continued to provide services utilising new, sometimes untested, ways of working with limited numbers of staff as well as meeting the challenges of implementing new services such as the Safe and Well service to help support those most vulnerable in our area.
11. Consequently progress against actions in the Strategy was affected during this period, with maintenance of services being the priority.

### **Key points**

12. There has been a hiatus in progress over the last year – understandable given the situation faced during 2020-2021 – with maintenance of service a priority for many.
13. While some progress has been made in relation to Welsh medium education for example the provision of new/additional childcare spaces and additional Foundation Phase classrooms at five Welsh-medium schools, many actions have been paused. These actions fall within the remit of the new Welsh in Education Strategic Plan 2022 -2032, currently being developed, and once approved will be Strategy for delivering on these actions.
14. The closure of leisure and cultural facilities impacted progress in these service areas, but with facilities reopening work to progress actions will recommence.
15. In addition there will be further opportunities to explore potential links between the Welsh Language, the proposed Heritage, Culture Sport and Leisure Strategy and other initiatives going forward.

16. Notable areas of progress include:

- A virtual Youth Club was established to encourage the social use of Welsh amongst pupils at Ysgol Gymraeg Ystalyfera and has been shortlisted for a Youth Work Excellence Award.
- One of our Youth Work Volunteering Team, won the Youth Work Excellence 'Outstanding volunteer in a youth work setting' Award for work in supporting young people in the Blaengwynfi and Cymmer Youth Clubs.
- Increase in the number of staff accessing online Welsh language courses.
- A wide range of Menter Iaith Castell-nedd Port Talbot activities delivered over the period to help promote and support Welsh language provision amongst families and the wider community.
- 'Welsh Homework Help' was created by Mentrau Iaith Castell-nedd Port Talbot and Abertawe to offer parents in the Swansea/Neath Port Talbot area practical support on homework, and any issues about Welsh medium education.

### **Financial Appraisal**

17. There are no additional financial impacts attached to the implementation of the Strategy as all actions have been developed within budgetary constraints.

### **Integrated Impact Assessment**

18. There is no requirement to undertake an Integrated Impact Assessment.

### **Valleys Communities Impact:**

19. Progress against a number of actions in the action plan will help promote and support the Welsh language within the valley communities.

### **Workforce Impact**

20. There are no direct workforce impacts associated with the Strategy as all actions have been developed taking into account our current workforce and resources.

### **Legal Impact**

21. This report sets out how the Council meets its legal duty under the Welsh Language Standards which has been referenced in the body of this report.

### **Risk Management**

22. There are no direct risk management impacts associated with the report however; there may be a financial risk to the Council for failure to comply with the Welsh Language Standards.

### **Consultation**

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

### **Recommendations**

24. Members note the progress made against the actions in the Welsh Language Promotion Strategy for the period April 2020 – March 2021.

### **Appendices**

25. Appendix 1 – Welsh Language Promotion Strategy - progress report April 2020 – March 2021.

### **List of Background Papers**

Neath Port Talbot Welsh Language Promotion Strategy

### **Officer Contact**

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# Welsh Language Promotion Strategy Progress Report 2020-2021

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

**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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## Introduction

This Annual Report highlights our work in progressing the Welsh Language Promotion Strategy 2018-2023.

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, not just for the Council but also for our partners on the Fforwm Iaith – who have been supportive of and assisted in making progress towards our priorities set out in the Strategy.

The various lockdowns, ongoing restrictive practices as well essential recovery work of all organisations have impacted on the amount of progress that was possible during the period. However, we and the Fforwm Iaith are committed to continue to progress actions during the life of the strategy.

A 'light touch' review of the actions was undertaken during 2020-2021 and although a number of actions were 'complete' or 'ongoing' further activity had already been identified under these actions and so it is considered appropriate to continue to report on them for the duration of the strategy.

## Section One – Council focussed actions

### Strategic Priority1: Children and Young People

#### 1.1 Have a positive impact on Early Years provision

**1.1.1** Provide appropriate Welsh language and childcare training for early years' practitioners in order to increase Welsh- medium provision.

- Throughout lockdown a number of online training courses were launched for example:
  - Welsh in Childcare
  - Clwb Cwtsh ran online sessions during the Autumn term
  - Termly sessions for Mudiad Meithrin members have been run by Academi
  - Clwb Cylch – online Cylch Meithrin sessions have been held weekly.
  - CAMAU Welsh in Childcare courses were available from January 2021 and promoted to all providers.
- We encouraged staff to complete the Cwlwm Welsh level checker online. (Cwlwm brings together the five leading childcare organisations in Wales to deliver a bilingual integrated service that will ensure the best possible outcomes for children and families across Wales.)
- Welsh resources continued to be distributed during restricted support visits by our development officer.
- Prior to the pandemic our development officer held story/singing sessions in all non-Welsh speaking settings to encourage staff to use more incidental Welsh. Unfortunately these sessions could not continue during 2020- 2021.

### 1.1.2 Increase the number of children attending Welsh-medium early years provision

- Welsh Government funding was secured to provide new/additional childcare spaces and additional Foundation Phase classrooms at specific Welsh-medium schools in order to meet the increase in numbers of pupils attending Welsh-medium early years' provision. Work was undertaken during the period in preparation for the new academic year; 24 new child care spaces have been funded in both YGG Tyle'r Ynn and YGG Cwmllynfell from September 2021 while an additional 10 childcare spaces have been funded in YGG Pontardawe from October/November 2021.
- During 2020-2021 there was an understandable decrease in the number of children accessing Welsh language childcare in Flying Start areas (77 compared to 130 in 2019-2020). The number of Welsh Flying Start childcare places also saw a decrease 65 compared to 90 in 2019-2020.

### 1.1.3 Increase the use of Welsh in playgroups and day nurseries that are primarily English-medium

- Our Early Years Childcare Unit is to adapt and implement a version of the Welsh charter for childcare settings. Initial plans and outlines have been discussed about an award scheme for English speaking settings and we are hoping to design and plan in the coming year.

## 1.2 Education – primary sector

### 1.2.1 Launch a county wide marketing campaign to promote the advantages of Welsh-medium education and the benefits of bilingualism

- Language promotion packs, created by Menter Iaith Castell-nedd Port Talbot, are being distributed many areas including Cwmllynfell, Rhos and Graig Newydd (Godre'r Graig).

- A 'Being Bilingual' booklet continues to be shared with schools. Partnership work with Menter Iaith Castell-nedd Port Talbot is strong and most Welsh-medium schools engage well with the Menter Iaith Castell-nedd Port Talbot to develop Welsh-medium activities within their schools for pupils and parents, for example the virtual Welsh Music Gig 'Tanio'r Ddraig'. However, these activities need to reach the wider communities in order to further promote the advantages of Welsh-medium education and the benefits of bilingualism.

### **1.2.2** Increase the capacity of Welsh-medium primary schools in key locations and actively consider the opening of new Welsh-medium primary schools in the not too distant future

- Welsh Government grant funding has been awarded for projects on several Welsh-medium schools:
  - YG Ystalyfera-Bro Dur - Ystalyfera campus – a further £9m new build accommodation for secondary aged pupils to include an astro turf pitch and sports facilities. Completion date September 2022.
  - YGG Rhosafan - Reducing Infant Class Size Grant (£1.34m) 4 classroom extension, completion date July 2021
  - YGG Tyle'r Ynn: (£1.14m) 2 classroom extension plus new childcare, completion July 2021
  - YGG Cwmllynfell: (£640K) 1 classroom, 1 new childcare facility completion August 2021
  - YGG Pontardawe: (£1.62m) 2 classrooms plus childcare facility, hall refurbishment, completion July 2021
  - YGG Blaendulais: (£1m) additional 16 place facility, scheme currently under development

### **1.2.3** Consider the effects of new housing developments on the growth of Welsh-medium education or the impact on Welsh speaking communities

- The Welsh in Education Strategic Plan Forum met in July 2021 to begin the development of a new 10 year WESP. Ambitious targets will be required to meet the Welsh Government's 10 year target for Neath Port Talbot to increase the number of Year 1 children taught through the medium of Welsh: from

17% (252 pupils) in 2019/20 to 27% (400 pupils) by 2032. It is anticipated that a draft WESP will be available for consultation by early November 2021.

**1.2.4** Respond to Welsh Government's drive to create a million Welsh speakers by 2050 by targeting the key sector of Welsh-medium education

- This action will be realised with the development of the new WESP and progress on other initiatives.

**1.2.5** Support the development and growth of the Language Charter which encourages the proactive use of Welsh in schools and in the community. Support the Second Language Charter for English-medium schools.

- Due to the recent pandemic there has been no progress in this area. However, when pupils have been able to return to school there has been an emphasis on improving pupils' oracy skills, especially in the Welsh-medium sector.
- Seven Welsh-medium primary schools are following the silver award targets for the Welsh Charter, with three following the Gold award. Nearly all, English-medium schools are currently engaged in the Welsh Charter scheme at the moment. 'Athrawon Bro' work very effectively with the English-medium schools to promote and develop the 'Cymraeg Campus' Welsh Charter scheme and continually encourage more schools to get involved.
- Our development officers continue to work closely with schools to secure a language learning continuum between current key stages that secures a better and a more ambitious language learning for pupils. We also work with curriculum leaders to promote a more meaningful relationship between the learner and the Welsh language that goes beyond the academic focus and aligns with the new Curriculum for Wales. The development officers have continued to work effectively with Menter Iaith Castell-nedd Port Talbot, yr Urdd and other key agencies to ensure that informal opportunities to use Welsh are facilitated and promoted; even though most of this work has been carried out remotely.

### 1.2.6 Ensure that parents are informed and are supported should they wish to continue their child's Welsh-medium education

- Following a virtual meeting of the Fforwm Iaith in May 2020 a Facebook group 'Welsh Homework Help' was created by Mentrau Iaith Castell-nedd Port Talbot and Abertawe to offer parents in the Swansea/Neath Port Talbot area practical support on homework, and any issues about Welsh medium education. Teachers, support staff and professionals from organisations such as the Mentrau Iaith (Castell-nedd Port Talbot and Abertawe), Cymraeg I Blant, the Urdd and others on the Fforwm provide this support for parents. Parents can post questions and ask for help or explanation or ask for resources to help. In March 2021 there were 267 members of the group.

As part of the creation of this group the following documents were created:

- 'What opportunities are there to use Welsh outside the classroom' - Alphabet (phonetic copy)
- A list of Welsh medium apps suitable for children (including links to the relevant 'app store').
- Document FAQs. This document contains the most frequently asked questions (based on input from Mentrau staff and the Fforwm Iaith). It is hoped to continue to add to this document as parents ask questions within the group.

In addition to the above documents, number of other resources have been included for example, Welsh Government's documents on the benefits of Welsh-medium education and a Welsh-language Children's Songbook, links to Welsh Government education websites, Cyw Mudiad Meithrin websites, Welsh for Children etc. and 'live' videos as well as promoting suitable events for children / families by the Mentrau, and other organisations and sharing information from the council and local schools about schools re-opening, and other news suitable for parents, including the schools arrangements for Covid-19.

## 1.3 Education – secondary sector

### 1.3.1 Increase number of learners in Welsh- medium secondary schools

- There has been a slight fall in numbers and percentage in Y7; 248 (14.9%) in 2021 compared to 257 (15.2%) in 2020.
- The percentage who commit to YG Ystalyfera Bro-Dur is higher than it has been for many years (86%). Those who do not transfer are highest in Pontardawe, Trebannws and Ystalyfera. Although this remains a concern, the transfer percentages have improved significantly (+ 6%).
- All proposed projects mentioned above are aimed at increasing WM provision and addressing key WESP priorities such as improved transition between key stages 2 and 3 in specific geographical areas.
- The WESP Forum has created a sub-committee to review and improve the current NPT website regarding education. Due to the recent pandemic this work is still ongoing. The new sub-group of the WESP Forum will decide which documentation needs to be put on the website to promote the advantages of Welsh-medium education.

### 1.3.2 Increase opportunities in English medium schools to use Welsh as a medium of instruction

### 1.3.3 Enable learners to switch from English medium to Welsh medium education at the end of Key Stage 2

- These two actions were very much aspirational when the strategy was initially developed and unfortunately little progress has been made. However, with the development of the new WESP during 2021-2022 there are likely to be greater opportunity to progress these actions: particularly with the consideration of language ‘immersion’ at Key Stage 2 and 3 as well as the emphasis on promoting and improving Welsh in English medium schools.

**1.3.4** Ensure that Welsh Language Awareness programs are included in PSE curriculum in secondary schools to include traditional music, culture, and history/heritage

- This action will be realised with the introduction of the new Curriculum for Wales; the framework of which will 'reflect Wales, its cultural heritage and diversity, its languages and the values, histories and traditions of its communities and all of its people' to enable learners appreciate 'cynefin'.

**1.3.5** Work with key partners to create opportunities for children and young people to use Welsh outside of school times to strengthen the link between the language of education and the community

- Three Welsh speaking youth workers were appointed to support Welsh language in youth clubs.
- During January – March 2021 the youth service in consultation with young people set up a virtual Welsh Language Youth Club with the support of Welsh speaking staff and young people. The Youth Service were successful in obtain Leadership Funding to enable us to provide this Club.
- Welsh language training was offered to all part time community based youth workers during lock down to help further create opportunities to use Welsh outside of the school environment and increase the use of Welsh language in communities.

**1.3.6** Increase the number of social activities through the medium of Welsh or including Welsh culture and heritage for primary age children

- When appropriate during the period Youth Service staff attended Welsh-medium primary schools to raise awareness of the Welsh Language Youth Club which has resulted in a number of young people signing up to attend the new club.

**1.3.7** Increase the number of social activities through the medium of Welsh or including Welsh culture and heritage for secondary age children

- As a result of the pandemic all our youth clubs closed from April 2020. However, as time progressed we were able to continue virtually and were able to deliver Welsh Language and Culture sessions in four of our clubs: one club successfully delivered four sessions while the remainder delivered one session each.
- Our youth club curriculum and activities continued to be delivered through the medium of Welsh, albeit virtually, during the period, which often meant delivering arts and craft, wellbeing resources and other equipment the homes of young people to enable them to take part in the virtual sessions.
- The Youth Council made a virtual visit of the Senedd where Welsh Government officers explained the work of the Senedd and how they are involving young people in their decision making.
- In June 2020 Spencer Major, Youth Work Volunteering Team, won the Youth Work Excellence 'Outstanding volunteer in a youth work setting' Award for his work in supporting young people in the Blaengwynfi and Cymmer Youth Clubs. His role in delivering and developing a broad range of activities in line with Citizenship, Art, Sport, Health & Welsh (CASHW) in a fun and engaging way as well as setting up forums in both youth clubs to provide young people with a space to discuss issues that affect them, was highly praised in making a valuable contribution to the Neath Port Talbot Youth Service.

### **1.3.8 Encourage greater social use of Welsh by pupils attending Ysgol Gymraeg Ystalyfera Bro Dur.**

- Our Youth Service was successful in applying for Leadership funding to develop a Welsh Language Youth Club. This virtual youth club, was established to encourage the social use of Welsh amongst pupils at Ysgol Gymraeg Ystalyfera, has been shortlisted for a Youth Work Excellence Award, which recognises and celebrates outstanding youth work projects, youth workers and those involved in youth work across Wales. Finalists will be announced in November with an awards ceremony held in December 2021.

- Following the establishment of the virtual Welsh language youth club at Ysgol Gymraeg Ystalyfera there are plans for an additional new Welsh language youth club at Ystalyfera Bro Dur during 2021

#### **1.3.9** Provide opportunities for young people in Ystalyfera and Bro Dur to use Welsh in the community

- Our youth service helped deliver food hygiene courses to pupils at Ysgol Gymraeg Ystalyfera
- NPT Youth Council is supported by our Youth Service which funds a dedicated worker, venue and travel costs to projects and events which include reward activities. The Youth Council, elected through a democratic process with candidates from secondary schools, partners and young people in Neath Port Talbot, has an increased number of seats for the 2021-2022 term amongst which is one for Welsh language.
- Part time community based youth workers undertook Welsh language training to help create and provide more opportunities to use Welsh in the Communities:
  - 18 staff completed the Welsh Welcome course (part 1 & part 2)
  - 12 staff completed the Welsh Welcome Back course (part 1 & part2)
  - 5 staff completed the Welsh Practitioners course (part 1 & part 2)

## Strategic Priority 2: Families

### 2.1 Language Transfer in the Home

#### 2.1.1 Raise awareness of the importance of language transmission amongst young Welsh speaking adults

- The closure of youth clubs and other venues during the pandemic has had a detriment impact on the use of Welsh in social settings.
- The development and delivery of language awareness programs in PSE courses at schools have not been able to be progresses the new Curriculum for Wales will provide greater opportunity to meet this action in the future.

#### 2.1.2 Raise awareness of the importance of language transmission amongst families

- During the last year online lessons have provided indirect exposure to the language for many families and as a consequence there has been potential for the greater use of Welsh at home.
- Language awareness and family activities have been held online by Menter Iaith Castell-nedd Port Talbot including weekly newsletters with actives for adults and families, recipes for all to follow amongst others.
- During the early weeks of lockdown a Community Officer started with Menter Iaith Castell-nedd Port Talbot to help promote the language by organising activities and events, and working with the local community.

#### 2.1.3 Organise a marketing campaign targeting young Welsh speaking adults

- We have not be able to progress this action to date. However, it will be considered as part of the promotional activities to be undertaken/coordinated during 2021-2022.

#### **2.1.4** Provide support for parents with children in Welsh medium schools to alleviate concerns about helping with homework

- In July 2020 Menter Iaith Castell-nedd Port Talbot, together with Menter Abertawe, created a resource for parents with children in Welsh-medium education, to help them with homework and education. The new Facebook group 'Welsh Homework Help in Swansea and NPT' is available for parents, but also for teachers who are willing to offer help and support. Over 200 people signed up within the first week!

#### **2.1.5** Provide childcare through the medium of Welsh

- Our Early Years' Childcare Unit, assisted by Menter Iaith Castell-nedd Port Talbot, sourced venues and volunteers for Ti a Fi sessions.
- A number of sessions have been held online during the period including weekly Cylch Ti a Fi sessions; Welsh Rhymetime, sign and story, recorded singing sessions, 'Me and My Baby' online group and 'Cuppa and chat Cymraeg' provided by Cymraeg i Blant CNPT.
- Outdoor group Cylch Ti a Fi tu allan (outdoors) have held sessions in Trebanos and other outdoor groups will be restarting in Pontardawe and Skewen.
- Croesi'r Bont (Welsh language immersion practise initiated in Denbighshire) has been extended to Meithrinfa Ddydd Y Waun.
- The development officer continues to work closely with our Family Information Service and Early Years' Flying Start teams to promote the use of Welsh on social media platforms

#### **2.1.6** Provide Welsh medium childcare opportunities during school holidays

- The review of childcare needs during school holidays has yet to be completed

### **2.1.7** Increase the number of Welsh language activities that cater for the interest of families

- Leisure centres were closed for the majority of the last year and consequently no progress in relation to activities in leisure centres is able to be reported.
- Due to restrictions activities to celebrate notable days such as St Dwynwen's Day and St David's Day were unable to be held.
- Menter Iaith Castell-nedd Port Talbot produced weekly newsletters to promote activities /online events throughout 2020-2021. These have included Clwb Cwtsh, opportunities to learn to speak Welsh for parents and children; Cylch Canu, a chat and Welsh rhyme session; Dydd Miwsig Cymru/Welsh Language Music Day to celebrate all forms of Welsh language music, weekly playlists, recipes coffee mornings and craft activities amongst others.

### **2.1.8** Increase family focussed activities through the medium of Welsh

- With the closure of leisure centres and cultural centres over the last year we have not be able to progress this action. However, as centres have reopened there will be opportunity to address this during the remaining years of the strategy.

## Strategic Priority 3: Communities

### 3.1 Welsh in the Community

#### 3.1.1 Use communication technology to advertise employment opportunities requiring bilingual skills

- Our internal job vacancies page is accessible to all staff and all vacancies indicate if Welsh language skills are required. Job vacancies continue to be advertised via a dedicated webpage on our website again indicating if Welsh language skills are required. In addition Welsh essential/desirable posts continue to be advertised on external Welsh job sites.
- While the use of social media and other platforms also continue to be used for advertising job vacancies further consideration of their effectiveness and reach will be required.

#### 3.1.2 Ensure that Leisure Centres proactively promote the use of Welsh, both in terms of provision and making it visible.

- Leisure centres were closed for the majority of the last year and consequently no progress is able to be reported.

#### 3.1.3 Ensure access for adults to Welsh medium learning opportunities

- During 2020-2021 we had hoped to develop a webpage to include accessible information and links on language training opportunities in the county borough for but unfortunately due to the circumstances this was not possible. This will now be progressed during 2021-2022.

#### 3.1.4 Consider a Sense of Place (to include Welsh language, culture and heritage) in the development of the Destination Management Plan

- The Tourism Team previously secured £93,000 from Visit Wales to deliver a destination marketing campaign to showcase key product in both the valleys and urban areas of the county borough. While

the launch of the campaign was delayed due to the pandemic, in September 2021 a new website was launched to showcase the new Neath Port Talbot destination brand The Dramatic Heart of Wales.

### **3.1.5 Celebrate the culture and heritage of the county borough**

- Our shared heritage and culture will be a feature of the new curriculum for schools and it is anticipated that some links to the local area will be incorporated.
- Over the last year there has been little opportunity to progress this however the [NPT Heritage & History](#) webpage provides an appropriate medium for this work over the coming years.

## **3.2 Welsh in the Workplace**

### **3.2.1 The Council to comply fully with the Welsh Language Standards**

- Meetings of our Welsh Language Officer Group were suspended during the first half of the year but resumed later in the year to consider the Welsh Language Commissioner's monitoring report and promotional initiatives to be undertaken during the coming year.
- Further details on compliance with the Standards can be found in the Welsh Language Standards Annual Report 2020-2021 which was publicised and published on our website by 30 June 2021.
- Our Equality and Community Cohesion Group continues to receive updates from our Welsh Language Officer Group and compliance is reported via the Welsh Language Standards Annual Report.

### **3.2.2 Ensure that numbers of staff are adequate for the level of Welsh being requested in order to comply with the Welsh Language Standards.**

- Although we continued to advertise posts as Welsh essential/desirable the number of posts advertised during the year was significantly reduced as a consequence of the pandemic.

- A language skills strategy is to be developed over the coming year to help ensure the proportion of bilingual staff reflects that of the county borough.

### **3.2.3 Map current levels of Welsh language skills**

- A new language assessment framework will form part of the implementation of a new HR/Payroll system being introduced during 2021-2022. The framework will enable staff to assess their language skills, and then update their HR records, in line with widely recognised criteria.

### **3.2.4 Provide opportunities for staff to improve their language skills**

- Opportunities to learn/improve Welsh language skills have continued during 2020-2021 with online courses being made available for all staff. In 2020 -2021 258 staff accessed Welsh language training including 126 staff who completed Welcome/Welcome Back language courses and 68 Teachers who completed the Dysgu Cymraeg - E-Learning Teachers Part 1 (Welsh Course) with 58 also completing Part 2.

### **3.2.5 Enable staff and Elected Members to be aware of history and culture of Welsh language including compliance with Welsh language legislation**

- A short programme of Welsh language awareness and compliance sessions were delivered to accountable managers by Menter Iaith Castell-nedd Port Talbot prior to the first lockdown.
- We will explore potential links between the Welsh Language, the proposed Heritage, Culture Sport and Leisure Strategy and other initiatives going forward.

### **3.2.6 Create an environment that encourages greater use of Welsh**

- Although last year was extremely restrictive the Welsh Language Officer Group drafted a range of promotional activities which were supported by the Equality and Community Cohesion Group. A review of resources, production and distribution of promotional material along with more publicity linked to the

celebration of significant days and events are all identified activities to take place during 2021-2022 to help raise the profile and stimulate greater use of the language.

### **3.2.7 Provide intranet support for Welsh speakers and learners**

- Resources to help and support all staff including Welsh speakers and learners continue to be available on our intranet; useful language resources e.g. e- learning, on-line grammar and spell checkers, on-line dictionaries and translation tools are accessible by all staff.
- A review, and revision as necessary, of these of these resources is to be undertaken during 2021-2022.
- During 2020-2021 we continued 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.

Details of Welsh language courses are included on both our ‘Coronavirus (COVID-19) latest information Training and Resources’ and our ‘Human Resources Learning, Training & Development’ webpages.

### **3.2.8 Normalise the use of Welsh in the workplace**

- 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.
- Promotional activities to be undertaken/coordinated by WLOG during 2021-2022 will help raise the profile of Welsh within the workplace and so encourage its use.

### **3.2.9 Promote schemes that visually illustrate that Welsh is welcomed in the workplace**

- We continued to promote Welsh amongst staff and towards the public; for example bilingual out of office messages, email signatures, letter heads. While previously Iaith Cymraeg badges and lanyards had been distributed to staff who were Welsh speakers/leaners, given the circumstances of the last year these have not been as visible. However, with the improving situation and many aspects of our lives returning to 'normal' a reinvigorated promotional drive is planned for the coming year; promotional material such as badges/lanyards/posters will be distributed as well as updated backgrounds with the Iaith Cymraeg logo will be available for use on Teams/Zoom.

### **3.2.10 Distribute Welsh language promotional material to staff**

- Active promotion of the Welsh language amongst staff has been limited during the last year; staff have been redeployed to other service areas, access or distribution of additional material has not been possible. However, new promotional initiatives due to be undertaken during 2021-2022 will help ensure greater awareness of the language.

### **3.2.11 Develop confidence in the use of written Welsh**

- With the pressures of enforced home working for many of our staff during 2020-2021 (from 50 to 1500 staff working from home within four weeks) it was not possible to ensure Cysill and Cysgair were installed on all laptops/tablets at the beginning of the first lockdown period. However, as time progressed our IT section worked to rectify this ensuring all staff who had the software previously have been able to access it at home.

### **3.2.12 Develop bilingual intranet interface and menus and bilingual interface for web applications**

- This action requires further consideration in light of technological developments that have taken place over the last year particularly; the outcome will be reported in the annual report 2021-2022.

### **3.2.13 Encourage staff and Elected Members to use Welsh in internal and external meetings and in presentations**

- There has been an increase in the use of Welsh at meetings over recent years. The use a small number of words and phrases by Welsh speaking elected members at meetings has helped spark confidence in others to use short phrases at meetings too.
- In March 2020 all Council meetings were suspended due to the outbreak of the pandemic but following the enactment of legislation to remove the requirement for Members to be seen and heard in formal meetings of the Council, key meetings were quickly resumed 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.

### **3.2.14 Encourage Elected Members to use Welsh in internal and external meetings and in presentations**

- While it was proposed to produce a list of words/phrases for use at meetings by non-Welsh speakers to encourage the use of Welsh at meetings, the use of Welsh phrases, etc., has developed organically over time thereby reducing the immediate need for an 'official' list. However, additional approaches are to be explored to help encourage the use Welsh at meetings etc.

## **3.3 Third party organisations associated with NPT CBC**

### **3.3.1 Ensure that all groups or organisations receiving third party funding from the Council meet the Welsh language criteria of the grant**

- Third sector grant funding application forms include a specific section on the Welsh language: the effect funding will have on opportunities to use the language and its equal treatment with English. All applications are assessed against Welsh language criteria.

### 3.4 Linking Economic Development with language

**3.4.1** Ensure that all frontline Economic Development staff provides appropriate information with regard to Welsh language promotion and how it can improve business as a unique selling point.

- Since the development of the strategy, progress on this action has been slow due to a couple of significant contributory factors; Menter Iaith Castell-nedd Port Talbot's 'Cymraeg Byd Busnes' officer, who was to assist with this action, returned from maternity leave in time for the outbreak of the pandemic which resulted in all work being suspended while we and others came to terms with new ways of working and reprioritising of resources.
- Working with Menter Iaith Castell-nedd Port Talbot we aim to progress this action during 2021-2022.

**3.4.2** Encourage businesses to promote the Welsh language

- Progress on this action has been again been limited but work will be undertaken to progress this during 2021-2022.

### 3.5 Strengthening links with the Council's key policies and strategies

**3.5.1** Review the Local Development Plan to strengthen the Welsh language element in relation to all areas of the county borough, not only areas of linguistic sensitivity.

- Work on the next iteration of the Local Development Plan is underway and consideration will be given to strengthening the Welsh language elements of it and associated policies across the county borough.

**3.5.2** Ensure that the Welsh Language Promotion Strategy is integrated into the Valleys Action Plan developed by the task and Finish Group.

- The principles of the Welsh Language Promotion Strategy underpin the Valley Action Plan for example, childcare provision includes Welsh language providers (see progress in relation to early years action); all third sector grant applications include Welsh language elements with successful applications received from organisations based in valley areas and/or whose activities will benefit our valleys.

**3.5.3** Encourage third party community organisations that that have taken on assets from the council to adopt Welsh language policies in line with NPTCBC.

- It has not be possible to progress this action at this time however consideration will be given over the coming year as to how best we can meet this action

## Section 2 – Fforwm Iaith focused actions

### Strategic Priority 1: Children and Young People

#### 1.1 Education - Early Years provision

##### 1.1.4 Increase number of Cylchoedd Ti a Fi and Cylchoedd Meithrin

- Please see corresponding actions in Section one

##### 1.1.5 Increase the number of parents who send their children to Welsh medium education

- Cymraeg i Blant made available online sessions for parents during the period, for example, one-to-one massage sessions, 'Story and Song Signing' sessions, a new 'Practicing Your Welsh' course ('Cuppa & Chat Welsh' to accompany the 'Clwb Cwtsh' course) and 'Me and My Baby' course for prospective and new parents. Not only were Cymraeg i Blant able to continue to offer support to parents in Neath Port Talbot throughout the period. but were also able to reach more parents online and work more intensively with them, with more digital resources made available to support them to use Welsh in the home.

##### 1.1.6 Provide basic language training for workers in mainly English medium settings

- While there has been no significant progress in developing provision for staff working in the early years sector (nurseries and day care etc), specific short courses for teachers and headteachers have been delivered by Learn Welsh Swansea Bay Region for several years, for example:
  - Introducing Welsh in the Classroom to teachers,
  - Introducing Welsh in the Classroom to Teaching Assistants,
  - Everyday Welsh (for teachers who want to make occasional use of Welsh),
  - Language Patterns for the Foundation Phase (nursery and reception age),

- Language Patterns for Years 1 + 2,
- Language Patterns for Years 3 + 4
- Language Patterns for Years 5 + 6,
- Courses for Headteachers

### 1.1.7 Improve language progression from Cylchoedd Meithrin to Welsh medium education

- This action will be realised with the development of the new WESP and progress on other initiatives

## 1.2 Further education sector

### 1.2.7 Increase Welsh medium provision in Neath Port Talbot College

- As a consequence of the pandemic no progress was made during 2020-2021.

### 1.2.8 Provide social opportunities for college learners to meet and use the Welsh language

- Menter Iaith Castell-nedd Port Talbot continued to offer many opportunities for young people, children and members of the wider community to socialise virtually over the period; creating/publishing content that appealed to a large number of people, using a variety of themes, topics and activities. While not specifically aimed at young people in NPT College the wide appeal of activities/events ensured that fluent speakers and learners alike were able to participate:
  - Themed weekly activities and resources available via Facebook/the website
  - Welsh Music Day – celebrated with a virtual gig by Bronwen Lewis
  - Competitions
  - Youth Forum – this was relaunched during the period in association with the Urdd
  - Podcasts

## Strategic Priority 2: Families

### 2.1 Language Transfer in the Home

#### 2.1.9 Ensure that more parents use Welsh as the language of the home

- Although restrictive 2020-2021 also provided opportunities; with Cymraeg i Blant able to reach more parents online, work more intensively with them and provide more digital resources to support them to use Welsh in the home.

#### 2.1.10 Raise awareness of the importance of language transmission amongst young Welsh speaking adults

- Welsh Government's Language Transfer Strategy (published 2021) focuses on four areas:
  - Inspire children and young people to speak Welsh with their children in the future.
  - Reignite the Welsh language skills of those who may not have used Welsh since their school days, or who aren't confident in their language skills, to speak Welsh with their own children.
  - Support and encourage use of Welsh within families where not everybody speaks Welsh.
  - Support Welsh-speaking families to speak Welsh with their children.

It will be necessary to refocus this action to enable the council and partners to play their part realising this strategy.

### 2.2 Welsh for Adults

#### 2.2.1 Increase the number of adults learning Welsh

- Even though a new 'mainstream' curriculum has been introduced to deliver a range of provision across all levels of learning together with supplementary courses, courses for workplaces and a program of activities to support learners, progress within Neath Port Talbot has been challenging.

With the outbreak of the pandemic in March 2020 plans for face to face provision were suspended although a large proportion of Learn Welsh Swansea Bay Region lessons were made available online ensuring a relatively seamless learning experience for learners. This was made possible by the work undertaken by tutors to convert teaching materials into digital formats to enable lessons to be delivered online.

There has been a gradual increase in the number of enrolments in Neath Port Talbot over the last 3 years, but a more mixed picture of those numbers completing their course (especially last year when provision was introduced online in 2020):

- 2018-19 - 301 registrations; 234 completions (78%)
- 2019-20 - 331 registrations; 279 completions (84%)
- 2020-21(online) - 375 registration; 226 completions (60%)

### **2.2.2 Increase the number of learners progressing from Entry and Foundation levels to Higher level courses**

- This has been a constant challenge, and despite the challenges we experienced during the Covid era, overall the numbers for Learn Welsh Swansea Bay Region progression courses have been better for 2021-22 than in previous years. However, it is difficult to draw comparisons based on the data due to the specific circumstances and plans put in place during this period. 'Transition' sessions continue to be delivered within mainstream lessons to build the confidence among learners to progress to the next level.

### **2.2.3 Provide more language courses in the workplace at various levels of proficiency to enable more employees to work bilingually**

- Engagement with local workplaces remains a key feature of the work of the Welsh for Adults Centre, although this has proved extremely challenging during 2020-2021. However, online courses across all levels (as above) have been made available.

#### 2.2.4 Provide informal opportunities for Welsh learners to meet and practice their language skills

- An annual program of learner support activities is organised by Learn Welsh Swansea Bay Region, and regular and one off events information is shared with learners on a monthly basis. During the initial lockdown and subsequent restrictions alternative online events were sought. Whilst online activity can be somewhat disadvantageous one benefit has been that learners can join regardless of their geographical location. In time, as the public health situation improves, it may be possible to consider resuming face-to-face events.

#### 2.2.5 Provide opportunities for Welsh learners to integrate into Welsh speaking networks and organisations

- The national 'Siarad' Speaking scheme, coordinated locally by Learn Welsh Swansea Bay Region, brings Welsh speakers and learners together for 10 hours of informal conversations in digital (since April 2020) social settings.

The scheme aims to increase learners' confidence and introduce them to opportunities to use their Welsh locally and is available to learners on Intermediate (Canolradd), Advanced (Uwch) or Proficient (Hyfedredd) level courses.

- Menter Iaith Castell-nedd Port Talbot has worked to continue to offer our communities opportunities to socialise. Although it has not been possible to carry out face-to-face activities, Menter Iaith Castell-nedd Port Talbot has:
  - Held over 450 activities
  - Seen over 3,300 children attending various sessions
  - Seen over 16,000 adults taking part in activities
  - Created over 250 diverse resources for children/families
  - Created 27 unique playlists on Spotify

### 2.2.6 Provide on-line opportunities for Welsh learners to practice their Welsh

- The last year has necessitated a move to online activities and events for all. Menter Iaith Castell-nedd Port Talbot created and shared online content, and provided social opportunities and activities to support parents whose children are in Welsh-medium education, resources for children of all ages, and for learners, while offering information on Welsh heritage and history, local issues and more. In addition existing activities like the Aberavon Coffee Morning were able to continue with Menter Iaith Castell - nedd Port Talbot enabling virtual sessions to take place.
- The national Learner Support program provided regular opportunities during the period for Welsh learners to practice their Welsh for example, through discussion clubs and online coffee mornings. In addition, supplementary courses and workshops were available such as Sadwrn Siarad (which were very popular during the lock-up periods). In addition the weekly sessions were extended to allow more opportunities to practice conversation.

## Strategic Priority 3: Communities

### 3.1 Welsh in the Community

**3.1.6** Ensure that the fall in the percentage of Welsh speakers in the Swansea Valley is limited, with an action plan specifically designed for the area and working alongside Ty'r Gwrhyd to strategically impact on the area.

- Ty'r Gwrhyd's role as a community centre supporting the Welsh language, holding Welsh medium social activities, community events and educational programmes for all ages, as well as being home to a Welsh bookshop and offices, is a key component in the work to halt the decline of the language in the Swansea and Neath Valleys.

To date there has been little significant progress on this action and consideration will need to be given as to whether it remains relevant or if more appropriate action should be developed to stem the decline.

**3.1.7** Ensure that the populated areas of Neath and Port Talbot are targeted as areas of potential growth and develop action plans for each town and its people.

- Work on realising this action has not yet commenced and with the outbreak of the pandemic it may not be possible to fully address this during the life of this strategy. However Learn Welsh Swansea Bay Region staff are located at Ty Gwrhyd Centre and continue to work to raise the profile and encourage the use of Welsh across all areas of Neath Port Talbot.
- The first half of 2019 saw the opening of a pop up unit at Aberavon Shopping Centre, made possible through an innovation grant from the National Centre for Learning Welsh, with the aim of promoting opportunities to learn Welsh in the Port Talbot area (including free taster sessions) and provide information on the benefits of Welsh medium education.

**3.1.8** Ensure that sports clubs are supported to use Welsh as a natural language and encourage the use of Welsh in informal and formal club settings

- Work to engage with sports clubs and societies by the Learn Welsh Swansea Bay Region to increase awareness of opportunities to use and learn Welsh, including free taster courses to sports clubs in the area, has taken place over the period but there has been little take up to date.

**3.1.9** Encourage the use of Welsh in Community and Town council meetings, as well as NPTCVS, Chamber of Trade and voluntary sector meetings and forums

- As there has been no significant progress on this action it consideration of whether it remains relevant or if a more appropriate action should be developed.

**3.1.10** Ensure community and volunteer involvement in planning and organising Welsh language activities

- Menter Iaith Castell-nedd Port Talbot played an important role in the humanitarian response during the first lock down period: gathering and sharing information about businesses that were still operating/changes to services, providing a Welsh language 'keep in touch' service when required, as well as supporting NPTCVS to share bilingual/Welsh medium messages.
- Opportunities to contribute to a local community newspaper's content (creating articles, activities or crafts, as well as contributing to designing or creating the online newsletter) were offered to the sixth form at Ysgol Ystalyfera but were not taken up.

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNCIL

### CABINET

17<sup>th</sup> November 2021

### Report of the Director of Environment and Regeneration Nicola Pearce

#### Matter for Decision

Wards Affected: All

**Environment (Wales) Act 2016 – Consideration of the updated Biodiversity Duty Plan (2020-2023); the publication procedures to be implemented; and becoming a signatory of the ‘Edinburgh Declaration’ on global biodiversity.**

#### Purpose of the Report

To consider the updated Biodiversity Duty Plan (BDP) 2020-2023, the publication procedures to be implemented and becoming a signatory of the ‘Edinburgh Declaration’ on global biodiversity.

#### Executive Summary

The Environment (Wales) Act 2016 introduced a duty (the S6 Duty) on public authorities to maintain and enhance biodiversity, thereby promoting the resilience of ecosystems, in the exercise of its functions.

The S6 Duty requires formal demonstration of compliance. The Council is therefore required by the Act to prepare, publish and keep under review a plan setting out how it intends to comply with the duty.

The first iteration of the Council’s Biodiversity Duty Plan (BDP) was published in December 2017. Subsequently, in accordance with legislative requirements the Council considered the BDP Implementation Report in December 2020 which set out a limited number of recommendations to be incorporated into a revised version of the Plan.

In addition, in September 2021, Julie James MS – Minister for Climate Change, invited all Local Authorities in Wales to sign up to the ‘Edinburgh Declaration’ on the post-2020 global biodiversity framework.

This report therefore seeks Member endorsement of both the second iteration of the BDP (2020-2023) and becoming a signatory of the 'Edinburgh Declaration' on global biodiversity.

## **Background**

The Environment (Wales) Act 2016 introduced a duty (the S6 Duty) on public authorities to maintain and enhance biodiversity, thereby promoting the resilience of ecosystems, in the exercise of its functions. The Council is required by the Act to prepare and publish a plan setting out how it intends to comply with the Duty.

Following the publication of the Plan, the Act further requires that all public authorities must publish a report on what they have done to comply with the S6 Duty. In order to comply with the Duty, Councils should embed the consideration of biodiversity and ecosystems into their early thinking and business planning, including any policies, plans, programmes and projects, as well as their day to day activities.

In December 2017, the Council published its first Biodiversity Duty Plan outlining the natural resources that exist within Neath Port Talbot, why they are so important and what activities were already underway to protect them. It also set out the mechanisms for delivery, along with detailed actions to be achieved and milestones for reporting.

## **Implementation of the Biodiversity Duty Plan**

In December 2020, the Council considered the 'Implementation Report' associated with the first BDP – this report set out what had been achieved, what needed to be improved and set out what revisions and improvements were necessary to the published BDP, including recommendations of how to move each of the actions forward.

Following endorsement of the Implementation Report by Council on 2<sup>nd</sup> December 2020, the key outcomes and recommendations set out have informed the preparation of the updated BDP.

## **Biodiversity Duty Plan (2020-2023)**

The updated Biodiversity Duty Plan (2020-2023) is presented in **Appendix 1**. As before, the Plan has been prepared by the Countryside and Wildlife Team in consultation with departments across the Council. The document outlines actions already being undertaken by the Council and further actions that will be undertaken to ensure compliance with the Duty.

The Plan focuses on evaluating our existing work practices and assimilating the statutory duty into wider Council functions. This will result in a more joined-up approach between services, fulfilling both the Environment (Wales) Act requirements and the sustainability ethos embedded in the Well-Being of Future Generations (Wales) Act.

Following Welsh Government guidance, the actions assigned to the Plan have been drawn up in line with the objectives of the Welsh Government's Nature Recovery Action Plan (NRAP) for Wales. The NRAP sets out the objectives needed in Wales to deliver its ambition to reverse the decline in biodiversity. It also sets out the actions needed to contribute to these objectives, which, where relevant to the Council, have been incorporated into the Plan.

The 6 objectives incorporated into the Plan include requirements such as embedding biodiversity into decision making at all levels; managing and enhancing our habitats; improving our understanding and monitoring of biodiversity; and putting in place a framework for delivery.

Advice and guidance on implementation of the Duty, and reporting against the Plan, will be undertaken by the Countryside and Wildlife Team.

### **Publication Procedures and Next Steps**

Pending approval by Council, the BDP will be made available on the Council's website. In accordance with the Council's Welsh Language Standards Policy, the document will be made available in Welsh.

Hard copies of the Plan will also be available for purchase at a reasonable charge. In common with previous practice, it is suggested that the price be based on the cost of printing together with post and package at the prevailing cost. Electronic copies will be made available at no cost.

Moving forward, at the end of every 3 year period an Implementation Report will be prepared in order to again review the actions and progress made towards achieving them. The next report will therefore be produced towards the end of 2023.

### **Edinburgh Declaration on Global Biodiversity**

In September 2021, Julie James MS – Minister for Climate Change, invited all Local Authorities (LAs) in Wales to join Welsh Government in supporting the 'Edinburgh Declaration' – the Declaration is a political statement setting out commitments to implement the post-2020 global biodiversity framework locally.

The Minister recognises the key role of LAs in taking forward local level actions for nature and is requesting all Councils to support the principles as set out in the Declaration, thereby ensuring people who live across Wales can live in harmony with nature and protect valuable local ecosystems for future generations.

In signing up to the Declaration, the Council will be signalling its support to call upon UN Convention on Biological Diversity (CBD) Parties to:

- Take the transformative action required to halt biodiversity loss;
- Recognise the vital role of subnational and local governments;
- Support a dedicated decision on a new Plan of Action for subnational governments, city and local authorities. A decision to be taken at COP15: the Conference of Parties, who signed the UN Convention on Climate Change, and are meeting in China in Autumn 2021; and
- Develop a multi-stakeholder platform for the implementation of the post-2020 framework.

Members should note that the majority of commitments set out in the Edinburgh Declaration are already aligned with and being delivered through the various actions outlined in the Council's Biodiversity Duty Plan.

As part of the Declaration approach however, a new plan of action and targets to monitor progress will emerge. Once further clarification is available on such targets and plan of action, the Biodiversity Duty Plan and associated resources will be reviewed to establish its suitability to deliver local action to address the nature emergency and continue to meet the commitments of the Declaration.

### **Financial Impacts**

Given there is no additional funding being made available for the implementation of the S6 Duty, the actions assigned to the Plan are intended to be achievable within current budgets, with a focus on making changes to work practices that can be achieved without placing a financial burden on the Council.

Improvement works requiring additional resources are intended to be delivered through the use of external grants or partnership working.

### **Integrated Impact Assessment**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment (presented in **Appendix 2**) has indicated that a more in-depth assessment is not required.

In summary, the updated BDP and signing of the Edinburgh Declaration will make a positive contribution to biodiversity conservation and enhancement in Neath Port Talbot and beyond, which will have knock on positive outcomes for people in the county borough, particularly in relation to health and well-being.

The plan ensures the Council will comply with its statutory duty under the Environment Wales Act and particularly contribute to the Resilient Wales Goal of the Well-being of Future Generations Act, Council Well-being objectives and global commitments for biodiversity.

### **Socio-Economic Duty**

Biodiversity affects all generations and all areas of society. Implementation of the actions will be inclusive and as such will support equality and social cohesion. The plan and any related communications will be provided in both Welsh and English. Through the conservation of biodiversity the people of Neath Port Talbot will benefit through improved health and well-being, particularly in communities of high deprivation and health inequalities.

### **Valleys Communities Impacts**

Delivering on the S6 Duty through implementation of the Biodiversity Duty Plan would bring equal benefits across the whole of the County Borough.

### **Workforce Impacts**

No current implications, but will be kept under review following further development of the Edinburgh Declaration's action plan and targets.

### **Legal Impacts**

No implications.

### **Risk Management Impacts**

The Council will be in breach of its statutory duties to prepare, publish and report on the implementation of the Biodiversity Duty Plan should there be a failure to implement the proposed recommendations.

### **Consultation**

The Plan has been the subject of internal consultation and its final form reflects

the outcome of that process. There is no requirement for external consultation on this item.

## **Recommendations**

That having considered the report and having due regard to the Integrated Impact Assessment, it is resolved to commend the following to Council for approval:

1. The Biodiversity Duty Plan (2020-2023) as presented in **Appendix 1** be agreed.
2. The publication procedures as set out in the report are implemented.
3. That authorisation is given to the Head of Planning and Public Protection to make the necessary arrangements for the Council to become a signatory to the Edinburgh Declaration on Global Biodiversity.

## **Reasons for Proposed Decision**

The recommendations are needed to ensure compliance with the requirements of the Environment (Wales) Act 2016 and to recognise the key role of the Council in taking forward local level actions for nature, thereby supporting the principles as set out in the Edinburgh Declaration.

## **Implementation of Decision**

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

## **Appendices**

Appendix 1 – NPTC Biodiversity Duty Plan (2020-2023).  
Appendix 2 – First Stage Integrated Impact Assessment.

## **List of Background Papers**

Environment (Wales) Act 2016.  
Well-Being of Future Generations (Wales) Act 2015.  
Nature Recovery Plan for Wales 2015.

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## **APPENDIX 1**

### Biodiversity Duty Plan (2020-2023)

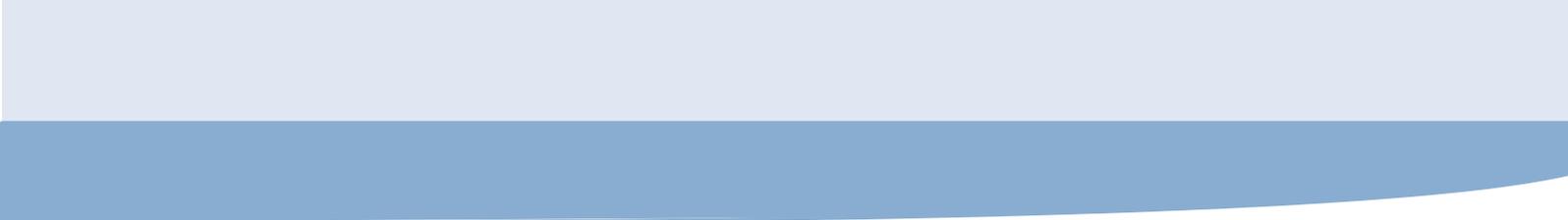


Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# Neath Port Talbot Council Biodiversity Duty Plan 2020 - 2023

December 2021

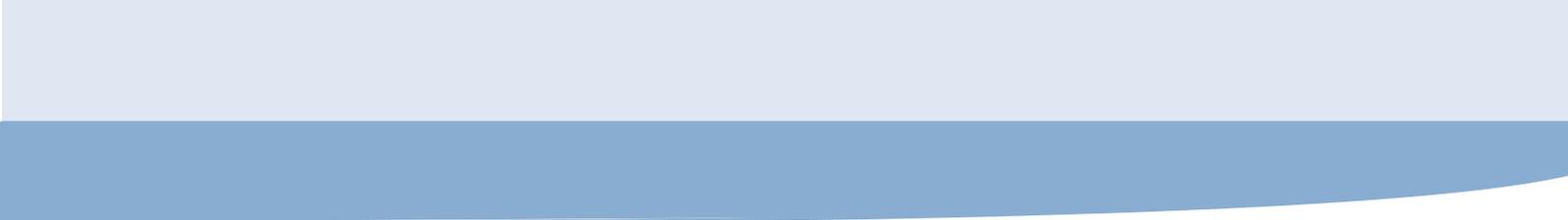




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Cover page – pond dipping, Bogbean, Comma butterfly



## Foreword

I am pleased to introduce the Neath Port Talbot Council (NPTC) Biodiversity Duty Plan, 2020. This Plan has been produced following a review of the actions in the 2017 plan.

Neath Port Talbot has a diversity of habitats, from the coast, through river valley floors, woodland covered valley sides and onto hilltop moorland. This allows the county to be home to many varieties of species. It is a special place for biodiversity and I feel privileged to work and live in such an incredible area.

Neath Port Talbot Council has a legal duty to maintain and enhance biodiversity, and in so doing, promote the resilience of ecosystems under the Environment (Wales) Act 2016. This plan demonstrates how we fulfil that duty. It will act as a driver for conservation activities throughout Neath Port Talbot.

There is a long tradition of environmental conservation in NPT with many groups involved. While still working with these groups for the benefit of biodiversity, this plan sets out what we, as a Local Authority, are doing to meet this legal duty.

Recently the Welsh Government has introduced a number of new legislative requirements for public bodies and local authorities to comply with. These aim to change the way we plan and deliver services. They put sustainable development principles at the heart of all public bodies' decision making. The NPTC Corporate Plan, Shaping NPT 2019 -2022, recognises this requirement for change and the preparatory work needed to ensure we discharge our statutory duties. The Biodiversity Duty Plan outlines how we will deliver our statutory duties with regards to biodiversity. It also explains how, through this, we are delivering well-being objectives and the ways of working under the Well-being of Future Generations (Wales) Act 2015.

In this age of a climate and ecological crises, NPTC are committed to protecting and enhancing biodiversity in carrying out all of our functions.



**Councillor Annette Wingrave**  
**Cabinet Member for Regeneration and Sustainable Development**

# 1 Introduction

“The Earth is at a tipping point and we face a stark choice: either we continue as we are and irreparably damage our planet, or we remember our unique power as human beings and our continual ability to lead, innovate and problem-solve. People can achieve great things. The next ten years present us with one of our greatest tests – a decade of action to repair the Earth.”

Prince William

From <<https://earthshotprize.org/>>

- 1.1 Governments around the globe have recognised the Climate and Nature emergencies. [The State of Nature Report for Wales](#) produced in 2019 paints a worrying picture for nature with key headlines including: 8% of species in Wales are threatened with extinction; since 1970 the UK has seen 41% of species have seen declines in their populations; in Wales wildlife is found in 30% fewer places. Much of these declines in nature are attributable to human activity such as agricultural practices, pollution and urbanisation. Loss of nature impacts our lives. The benefits we rely on day to day that are gleaned from nature, e.g. pollination of our food, flood alleviation and scrubbing of air pollutants from the air we breathe, are rapidly being eroded by such declines in nature.
- 1.2 Wales has a suit of strong environmental legislation. The United Nations stated “We hope that what Wales is doing today the world will do tomorrow” about the [Well-being of Future Generations \(Wales\) Act 2015](#). This act, together with the [Environment \(Wales\) Act 2016](#), seek to ensure that Wales is a sustainable and forward looking country.
- 1.3 Under Section 6 of the [Environment \(Wales\) Act 2016](#) “the Act”, Neath Port Talbot Council (NPTC), has a statutory duty to maintain and enhance biodiversity in the exercise of its functions. As part of that duty we are required to prepare and publish a plan on how we intend to comply with this; the biodiversity and resilience of ecosystems duty.
- 1.4 The first [Biodiversity Duty Plan for Neath Port Talbot](#) (NPT) was published in December 2017. In this there were targeted actions that would be undertaken by the Council to meet the requirements of the Act. Subsequently, a report on progress against the plan was produced in 2020, for the period from December 2017 to the end of March 2020. This report, titled the [Implementation Report](#), is available to view on the Council’s website.

**Biodiversity** is defined in the [Environment \(Wales\) 2016 Act](#) as:  
*“the diversity of living organisms, whether at the genetic, species or ecosystem level”*

Biodiversity drives the functioning and resilience of our ecosystems.

1.5 The Implementation Report highlights the positive work undertaken by NPTC for biodiversity, demonstrating good progress against delivery of the biodiversity and resilience of ecosystems duty. The report also identified changes that should be made to the actions in development of the new, and updated Biodiversity Duty Plan (the Plan). This new Plan, covering the period April 2020 to March 2023, sets out the means by which the Council will deliver against its statutory duty for biodiversity, and consequently support global action in reversing the decline in biodiversity.

The UN Convention on Biological Diversity (CBD) defined **ecosystems**

as:

*“a dynamic complex of plant, animal and micro-organisms and their non-living environment interacting as a functional unit”*

## 2 Structure and Content

2.1 In this Plan we will:

- Outline what natural resources NPT has and why they are so special.
- Explain the legislative background and relevance across multiple policy areas of delivery of the Plan.
- Set out how the plan works and the mechanisms for delivery, monitoring and reporting.
- Give detailed actions to be achieved, with milestones for reporting.



Baglan Dunes

### 3 Natural Resources in Neath Port Talbot

3.1 NPT has traditionally been associated with heavy industry and mining communities. However, this doesn't do justice to the incredible variety and quality of biodiversity that exists here. Our underlying geology, the geography and hydrology of the county allow many important ecosystem services to work and improve our lives.

**ECOSYSTEM SERVICES**

**Supporting** – underpins all other services and includes nutrient cycling, soil formation and primary production

**Provisioning** – all our food, fresh water, wood and fibre, fuel

**Regulating** – cleaning air and water, flood control, carbon sequestration

**Cultural** – aesthetic, spiritual, educational, recreational

3.2 Some examples:

- Peatland and bogs – peat soils capture and store atmospheric carbon dioxide. This can be held in the soil permanently when the soil is in good condition.
- Saltmarsh on the coast – helps dissipate wave action and high tides to prevent flooding and erosion.
- Floodplains in the valleys – help dissipate water during high rainfall events reducing flooding downriver.
- Species rich grasslands – provide essential habitat and connectivity for pollinators and food for livestock.
- Woodlands – help clean the air of pollutants, provide flood alleviation, reduce the heat island effect in urban environments, provide oxygen and timber products.

3.3 The varied habitats also bring job opportunities. NPT is well known for its waterfalls, country parks and seafront. Recreational activities here include glamping, walking and mountain biking. Easy access to these resources provide opportunities to improve health and well-being.

3.4 Many sites in NPT are [designated for nature conservation](#). These include local, national and international designations.

3.5 Our marshy grasslands in the valleys support Marsh Fritillary butterflies. Their populations fluctuate, so having connected, good quality habitat is key to retaining the species in the area. Much work has been done by Butterfly Conservation to map and manage this species. The habitat is also important for Harvest Mice and Barn Owls.



Marsh fritillary

3.6 Our woodlands provide a home to the rare Honey Buzzard. This bird of prey specialises in eating wasp grubs. It is a very scarce breeder in the UK and the Neath population is well known and studied. Recently a population of Blue Ground Beetles was discovered in ancient woodland in Skewen. This is the only site where they have been found in Wales. Spectacular displays of Bluebell carpets can be seen each spring in many of our ancient woodlands.



Blue Ground Beetle

3.7 Our fens and canals at Pant y Sais are home to the only Welsh population of one of Europe's largest spiders – the Fen Raft Spider. Also found here is Royal Fern, one of the largest in Europe. This species has stayed mostly unchanged for 180 million years. Otters are found on all our waterways.



Neath Canal

3.8 Our coastal dune systems are important for rare plants and invertebrates. Sea Stock is an attractive plant found in our sand dunes, its main stronghold in the UK is the coastal strip of Wales. Shrill Carder bees are also found on the coast, one of our rarest bumblebees, NPT is a stronghold for them in south Wales. Also along the coast are the rare Small Blue butterflies, the UK's smallest butterfly.

3.9 Peat bogs, important for storing carbon, can be found on upland plateaus. They form at a rate of 1mm per year from partially decayed organic matter. They are home to plants such as heathers and cotton grasses and the carnivorous Round-leaved Sundew. Nationally important numbers of Nightjar breed in our uplands.



Round-leaved Sundew

3.10 We have even discovered recently just how good our brownfield sites are for wildlife. Along the coastal strip many have become home to nationally important numbers of breeding Lapwing. Inland our coal spoil appears to be providing much needed habitat for species displaced from the coast. To date over 900 invertebrate species have been identified on coal spoil. Some of these species are new to Glamorgan, Wales, the UK and even new to science!

## 4 Environment (Wales) Act 2016

4.1 The Environment (Wales) Act became law on 21<sup>st</sup> March 2016. It puts in place legislation to enable Wales' resources to be managed in a more proactive, sustainable and joined up manner. It establishes the legislative framework necessary to tackle climate change. The Act supports the Welsh Government's wider remit under the [Well-being of Future Generations \(Wales\) Act 2015](#), which allows Wales to enjoy a prosperous economy, a healthy and resilient environment and vibrant, cohesive communities.

4.2 Specifically, the Act places an enhanced biodiversity duty on public authorities (see appendix A, for the full text of Section 6 of the Act).

Sct. 6(1) A public authority must seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as is consistent with the proper exercise of those functions.

- 4.3 The intention of this duty is to ensure biodiversity becomes an integral part of decision making in public authorities. The duty came into force in May 2016, requiring formal demonstration of compliance, by publishing a plan setting out how we intend to comply with the Act.
  
- 4.4 The Act stipulates that we must publish a report on delivery of the Plan every three years. Following each reporting round, we would update the Plan, however if necessary, the Plan may be revised at any time.
  
- 4.5 If a public authority fails to meet its obligations under the Act it could ultimately be subject to judicial review and there is the potential for the Welsh Ministers to issue directions to a public body under Section 10 of the Act.
  
- 4.6 The focus of the Plan is to introduce changes in work practices, which will deliver positive change for biodiversity, without placing a financial burden on the Council.
  
- 4.7 Section 7 of the Act requires the Welsh Ministers to publish lists of species and habitats of principle importance in Wales. We are required to have regard for these lists when carrying out our functions. These are referred to as S7 habitats and species.

Sct. 7 (1) The Welsh Ministers must prepare and publish a list of the living organisms and types of habitat which in their opinion are of principal importance for the purpose of maintaining and enhancing biodiversity in relation to Wales.



Ground smoothing techniques to restore functioning peatland

## 5 Other Legislative and Policy Context

5.1 There is supporting legislation, and a number of national, regional and local plans/strategies which recognise the importance of biodiversity, and the wider benefits it can provide for people and communities. Delivery of the Biodiversity Duty Plan will support delivery of these wider legislations, plans and strategies, the most relevant of which are outlined below.

### 5.2 Well-being of Future Generations (Wales) Act 2015

- 5.2.1 The Well-being of Future Generations (Wales) Act 2015 (the WCFG Act) is about improving the social, economic, environmental and cultural well-being of Wales. It sets out new ways of working where all elements of well-being are considered together. It aims to facilitate collaborative working.
- 5.2.2 The WCFG Act places a duty on public bodies to carry out sustainable development. This is defined as a process of improving the economic, social, environmental and cultural well-being of Wales. Action should be taken in line with the sustainable development principle so that the well-being goals are achieved.



Spending time in nature improves our physical and mental wellbeing

### 5.3 Well-being Goals

- 5.3.1 There are 7 well-being goals that have been identified by the WCFG Act (see appendix B). Table 1 sets out how the Plan contributes to the goals of the WCFG Act.

Table 1: Biodiversity Duty Plan – contributing to the Well-being Goals

<b>A Prosperous Wales</b>	Building environmental resilience underpins future economic growth, especially in the context of climate change. Natural resources provide opportunities for employment and economic activity. For example, wildlife and outdoor activity, tourism is very popular in NPT, bringing in revenue for a variety of businesses.
<b>A Resilient Wales</b>	NPT’s biodiversity, mountains, moorlands and heaths, semi-natural grasslands, woodlands, urban greenspaces, rivers, streams, lakes and wetlands, coastline and marine ecosystems all contribute to supporting Wales’ ability to adapt to climate change.
<b>A Healthier Wales</b>	Natural resources make a significant contribution to the physical health and mental well-being of people in Wales. Access to nature and greenspace through NPT’s many parks and coastline has positive impacts on physical and mental health. NPT’s <a href="#">Working With Nature Project</a> provides that link.
<b>An Equal Wales</b>	Equal access to ecosystems providing cultural services contributes to equality in Wales. By managing areas of our estate for biodiversity, and supporting delivery of community focused activities, we are providing better access.
<b>A Wales of Cohesive Communities</b>	Involving communities in the management of their local parks and woodlands has been shown to improve community cohesion and reduce antisocial behaviour. NPTC are supporting community and friends groups to access the biodiversity of their local sites.
<b>A Wales of Vibrant Culture and Thriving Welsh Language</b>	Landscapes have played an important role in developing distinct cultural practices. These include local building techniques that rely on local materials, along with locally specific art and literature. All our communications about biodiversity are bilingual in English and Welsh.
<b>A Globally Responsible Wales</b>	The environment supplies all our material resources. By looking after our natural resources, we are contributing to global wellbeing and taking a responsible approach to global challenges e.g. climate change and biodiversity loss.

## 5.4 Sustainable Development Principle

- 5.4.1 The WCFG Act sets out 5 ways of working that public bodies must follow in order to demonstrate how they are applying the sustainable development principle (see appendix C). Any plan/project must now demonstrate that they are following these. These are set out below with an explanation of how this plan meets each one.

Table 2: Biodiversity Duty Plan – applying the sustainable development principle.

<b>Long Term</b>	<ul style="list-style-type: none"> <li>• Through this plan the identification of areas for long term management and changes to policy and working practices will allow the safeguarding of long term needs of the people of NPT.</li> <li>• The Development Management process allows us to ensure long term management of sites with mechanisms for enhancement.</li> <li>• This plan is the starting point for identifying further improvements to the way we manage our land and resources which will have a long term benefit.</li> </ul>
<b>Integration</b>	<ul style="list-style-type: none"> <li>• NPTC have set and <a href="#">published</a> our well-being objectives. Delivery of this plan will continue to form a key part of the delivery of these objectives, and in maximising the Authority’s contribution to the Well-being Goals.</li> </ul>
<b>Involvement</b>	<ul style="list-style-type: none"> <li>• Through supporting the NPT Local Nature Partnership, this plan allows engagement with residents of NPT in making decisions on the nature conservation priorities of the county borough.</li> <li>• This plan has allowed better integration of biodiversity into other service areas priorities.</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• By assessing the policies and working practices of different service areas of NPTC we are identifying further ways of working together.</li> <li>• Through the Area Statements we will work with NRW and other partners to deliver action on the ground.</li> <li>• Supporting the NPT Local Nature Partnership allows us to work in collaboration with a wide range of partners, particularly non-government organisations and community groups.</li> </ul>
<b>Prevention</b>	<ul style="list-style-type: none"> <li>• Early collaboration between service areas helps to identify potential issues and allows them to be addressed at an early stage.</li> <li>• Working with the NPT Nature Partnership provides an opportunity for us to benefit from expertise outside the Authority, to allow us to identify issues at an early stage before they escalate.</li> <li>• National and local data is being compiled to identify local pressures.</li> </ul>



Collaborative working between departments removing the arisings to maintain healthy meadows

## 5.5 Neath Port Talbot Public Service Board (PSB) Local Well-being Plan (2018-2023)

5.5.1 [The Well-being Plan](#) sets out the Public Service Board’s (PSB) long term vision for NPT, as required by the WCFG Act. The Plan lays out 4 key objectives to improving the well-being of people in NPT, and identifies the priorities for action. The following has been identified as a cross-cutting objective, delivering against each of the objectives within the plan:

*‘Value our green infrastructure and the contribution it makes to our well-being’*



Volunteering at a Country Park

## 5.6 Neath Port Talbot Corporate Plan (2019-2022)

5.6.1 A healthy natural environment is at the heart of the [Corporate Plan](#), as set out in its vision:

*We want our county borough to be a place where everyone has an equal chance to get on in life – a place where people want to live, learn and work and bring up their family.*

*We want our beautiful natural environment, and our rich cultural and industrial heritage to be appreciated and protected for many future generations to enjoy. We also want to pursue new and existing opportunities for economic growth so we can sustain our diverse communities for years to come.*

5.6.2 The Corporate Plan’s objectives have been set in line with the WBFG Act. Through the following objectives, the Council will maximise its contribution to the well-being goals:

- To improve the well-being of children and young people;
- To improve the well-being of all adults who live in the County Borough; and
- To develop the local economy and environment so that the well-being of people can be improved.

5.6.3 Both the Well-being Plan and Corporate Plan have a strong focus on improving well-being, alongside valuing and protecting our local environment. Delivery of actions outlined within this Plan will be an integral element of meeting the Council’s, and PSB’s, well-being priorities and goals. Furthermore, whilst this plan contributes to all of the goals set out in the legislation, in particular it can be used to demonstrate our contribution to the *A Resilient Wales* goal.

## 5.7 National Policies

5.7.1 Natural Resources Wales (NRW) are required by the Act to publish a State of Natural Resources Report (SoNaRR) setting out the current status of natural resources in Wales. The findings of this underpin the Natural Resources Policy (NRP) produced by Welsh Ministers. The priorities identified in the NRP are delivered at a local level through Area Statements.

## 5.8 State of Natural Resources Report

5.8.1 First published in 2016 and updated in 2020, [SoNaRR](#) sets out the importance of natural resources and describes the different ecosystems. The report analyses the state of natural resources and ecosystems or broad habitats, dealing with extent, condition, trend and evidence gaps. This allows an assessment of the extent to which natural resources in Wales are being sustainably managed. It then links the resilience of Welsh natural resources to the well-being of the people of Wales, and particularly looks at green recovery post-pandemic and considers the threat of the climate crisis.



SoNaRR

## 5.9 Natural Resources Policy

5.9.1 The [NRP](#) was published in 2017. It identifies 3 national priorities; Delivering nature-based solutions; Increasing renewable energy and resource efficiency; Taking a place-based approach. It goes on to describe the policy framework that will deliver these and sets out the key challenges and opportunities in relation to our natural environment.

### 5.10 Area Statements

5.10.1 NRW have prepared and published the [Area Statements](#). The Area Statement are informed by SoNaRR and bring together special evidence covering topics such as habitats, ecosystem networks, water quality and population health. It specifies priorities, risks and opportunities to implement the priorities of the NRP.

5.10.2 Wales has been split into seven areas and NPT falls within the [South West Wales](#) area along with Pembrokeshire, Carmarthenshire and Swansea. In the statement NRW have identified 4 main themes in our area. Many of our actions contribute to several themes.

5.10.3 Reducing health inequalities: examine the opportunities to address health inequalities by using natural resources and habitats.

5.10.4 Our actions relating to awareness raising, green infrastructure and the NPT Nature Recovery Action Plan will aim to allow people to become familiar with the natural world around them. They will encourage interaction and appreciation of natural resources and habitats.



Wildlife explorer trail engaging children with the natural world

- 5.10.5 Ensuring sustainable land management: ensuring our land is sustainably managed for future generations.
- 5.10.6 Our actions relating to development management, providing advice and our own land management all enable us to influence land management.
- 5.10.7 Reversing the decline of, and enhancing, biodiversity: explore how we can reverse the decline of biodiversity by building resilient ecological networks.
- 5.10.8 Our actions relating to development management, providing advice, our own land management, supporting the NPT Nature Partnership, Green Infrastructure, invasive non-native species and the NPT Nature Recovery Action Plan all offer opportunities to building resilient ecological networks.
- 5.10.9 Cross-cutting theme: mitigating and adapting to a changing climate: looks at how we can adapt and respond to a changing climate.
- 5.10.10 Our actions relating to development management, green infrastructure, air quality and Coed Cymru can all contribute to tackling climate change.

## 5.11 Nature Recovery Action Plan for Wales

- 5.11.1 The [Nature Recovery Action Plan for Wales \(2015\) \(NRAP\)](#) was published by the NRAP Implementation Group. The group has a wide range of membership from Welsh Government, NRW, Nature Conservation Organisations, the farming sector and other public and private sector organisations.
- 5.11.2 The NRAP recognises the importance of biodiversity as underpinning healthy functioning ecosystems, human well-being and the economy. The NRAP builds on the new legislative frameworks set out above and identifies how, in Wales, we can address the underlying causes of biodiversity loss. Specifically by:
- Putting nature at the heart of decision making
  - Increasing the resilience of our natural environment
  - Taking specific action for habitats and species
- 5.11.3 It sets out how Wales will deliver the commitments of the Convention on Biological Diversity and the EU Biodiversity Strategy It sets out how the United Nations Environment Programme’s Convention on Biological Diversity’s (CBD) Strategic Plan for Biodiversity and the associated Aichi Biodiversity Targets for 2011-20 in Wales would be addressed, and is the National Biodiversity Strategy and Action Plan for Wales under Aichi target 17. The NRAP sets out the commitment to reversing the loss of biodiversity in Wales. The ambition of the plan is: *To reverse the decline in biodiversity, for its intrinsic value, and to ensure lasting benefits to society.*
- 5.11.4 Part 1 of the NRAP sets out the objectives needed in Wales to achieve the ambition. The objectives are set out below with full details in Appendix D

NRAP Objectives	
1	Engage and support participation and understanding to embed biodiversity throughout decision making at all levels
2	Safeguard species and habitats of principal importance and improve their management
3	Increase the resilience of our natural environment by restoring degraded habitats and habitat creation
4	Tackle key pressures on species and habitats
5	Improve our evidence, understanding and monitoring
6	Put in place a framework of governance and support for delivery

5.11.5 Part 2 of the NRAP (updated 2020) sets out an action plan, with a number of actions allocated to Local Authorities as key partners for delivery.



Working with communities to protect vital animal corridors – toad ladders

## 5.12 Neath Port Talbot Local Development Plan (2011-2026)

5.12.1 Adopted January 2016, [the Local Development Plan](#) guides the future development of the county. It is an important tool in biodiversity conservation. Policies help protect important habitats and species. This includes sites that have international to local designations. Undesignated but important natural features such as trees, woodlands or ponds are also protected.

- 5.12.2 Details on how to design a development to achieve this protection is found in the [Biodiversity and Geodiversity Supplementary Planning Guidance](#) (May 2018). The Countryside and Wildlife Team (C&WT) screen and, where appropriate, comment on planning applications to ensure the policies are met.
- 5.12.3 NPTC provide an [Annual Monitoring Report](#) (AMR) for submission to Welsh Government. Within the AMR are indicators and trigger points. The hitting of trigger points can result in a number of interventions from training staff to policy review.

### 5.13 The Decarbonisation and Renewable Energy Strategy

- 5.13.1 The [Decarbonisation and Renewable Energy Strategy](#) sets out how we will lead by example and reduce our carbon footprint when carrying out our operations and functions. It recognises the importance of ecosystems for carbon sequestration. Actions in the strategy commit us to explore green infrastructure and habitat solutions to tackle climate change.

### 5.14 Destination Management Plan (2015-2020)

- 5.14.1 A [Destination Management Plan](#) (DMP) is a shared statement of intent to manage a destination, outlining the roles of different stakeholders and identifying the actions that they will take. The DMP recognises the important role that the natural environment and biodiversity play in encouraging visits to the local area, as part of the wider landscape and in allowing us to showcase the species and habitats special to NPT.



Living roofs can be used to mitigate habitat loss, stabilise heating and sound within a building and contribute to decarbonisation

## 6 Implementation and Monitoring

### 6.1 Implementation

- 6.1.1 Delivery of the Plan is the responsibility of the Council as a whole, however coordination and reporting is undertaken by the Council’s Countryside and Wildlife Team, with a dedicated Ecologist (Plans & Projects) in place to oversee this function.
- 6.1.2 The C&WT works closely with other departments to deliver the requirements of the Plan, and ultimately compliance with the Ecosystems and Resilience Duty.
- 6.1.3 The Biodiversity Duty Actions (as detailed in Sct. 7) of the Plan set out specifically what the Authority intends to do to meet its legal requirements of the biodiversity and ecosystem resilience duty. In accordance with Welsh Government guidance on reporting, the actions of the Plan have been drawn up in line with the NRAP objectives. The actions allocated to Local Authorities in the NRAP are also incorporated into this plan.
- 6.1.4 The actions are organised into the most appropriate NRAP Objective. As actions often deliver against more than one objective, the coloured table below each action highlights all objectives relevant to that action. The reporting mechanisms and the next 3 year milestones are also set out against each action.
- 6.1.5 Where there are fundamental changes to terminology, or advancements in our understanding of ecosystems, this plan may be updated to reflect those changes at any time.

### 6.2 Monitoring and Reporting

- 6.2.1 A report on progress against the plan was produced in 2020, for the period from December 2017 to end of March 2020 (Years 1 and 2). This report, titled the Implementation Report, is available to view on the Council’s website.
- 6.2.2 Monitoring of the Plan will continue to be undertaken by the Countryside and Wildlife Team, aligning with financial years and allowing us to monitor actions in line with grant funding. Monitoring will be carried out to the following timetable:
  - Year 3 = April 2020– March 2021
  - Year 4 = April 2021 – March 2022
  - Year 5 = April 2022 - March 2023 etc.
- 6.2.3 Delivery of the Plan will be reported as an Implementation Report every 3 years, in line with the requirements of the Environment Wales Act. The implementation report will be undertaken by early September in any reporting year to allow sufficient time to follow the committee process aiming for the report to be taken to Cabinet and Full Council towards the end of October. Reporting will be for monitoring Years 3-5 at the end of 2023.
- 6.2.4 The Implementation Report, alongside the most up to date Plan, will be made publicly available on the Council website.

6.2.5 The preceding plan will remain in force until the new one is formally agreed.

6.2.6 Delivery of the Plan is also integrated into the Council’s Corporate Plan, with key outcomes reported as part of the Corporate Plan’s monitoring and reporting process. This includes a key performance indicator for the extent of council owned land being managed for biodiversity. Progress reports are published on a quarterly and annual basis.



Robin

## 7 Actions

### NRAP Objective 1: Engage and support participation and understanding to embed biodiversity throughout decision making at all levels

1.1	<b>BIODIVERSITY ADVISORY SERVICE</b>
Action	The Council currently considers biodiversity in a wide range of functions, including through implementing the policies of the LDP when making decisions through the development management process and as part of the SuDs (Sustainable Urban Drainage Systems) Approving Body.
Reporting mechanism	C&WT planning spreadsheet
Milestone year 3	All advice recorded in the spreadsheet followed
Milestone year 4	All advice recorded in the spreadsheet followed
Milestone year 5	All advice recorded in the spreadsheet followed
NRP Objectives	1    2    3    4    5    6

1.2	<b>SERVICE ASSESSMENT</b>
Action	All services to be risk assessed to determine their potential impact on biodiversity and opportunities for best practice. Training provided as appropriate.
Reporting mechanism	Standard reports by the C&WT for each service.
Milestone year 3	Service assessments ongoing
Milestone year 4	Service assessments ongoing
Milestone year 5	Service assessments completed
NRP Objectives	1    2    3    4    5    6

1.3	<b>C&amp;WT EARLY ENGAGEMENT</b>
Action	The C&WT are regularly consulted by other service areas and give appropriate advice and services.
Reporting mechanism	C&WT Consultancy Spreadsheet /PASTA (time recording database)
Milestone year 3	Retain internal consultancy function and continue to provide early advice to service areas throughout the Authority. All advice followed.
Milestone year 4	Retain internal consultancy function and continue to provide early advice to service areas throughout the Authority. All advice followed.
Milestone year 5	Retain internal consultancy function and continue to provide early advice to service areas throughout the Authority. All advice followed.
NRP Objectives	1    2    3    4    5    6

<b>1.4</b>	<b>DECISION MAKING PROCESS</b>
Action	The Integrated Impact Assessment (IIA) that accompanies all committee reports which require a decision, includes an assessment of the impact on biodiversity in line with the Environment (Wales) Act 2016.
Reporting mechanism	Standard section in committee reports
Milestone year 3	All committee reports which require a decision, to contain a report on outcomes of the impact assessment
Milestone year 4	All committee reports which require a decision, to contain a report on outcomes of the impact assessment
Milestone year 5	All committee reports which require a decision, to contain a report on outcomes of the impact assessment

NRP Objectives 1 2 3 4 5 6

<b>1.5</b>	<b>TRAINING</b>
Action	Opportunities are taken to integrate biodiversity into any Elected Member or officer training (where appropriate) being delivered to raise awareness of S6 Duty / Biodiversity.
Reporting mechanism	Attendance at training
Milestone year 3	Investigate training options
Milestone year 4	Deliver training
Milestone year 5	Deliver training

NRP Objectives 1 2 3 4 5 6

<b>1.6</b>	<b>BIODIVERSITY SPG</b>
Action	Implement the Biodiversity Supplementary Planning Guidance (SPG) in line with LDP policies
Reporting mechanism	C&WT Planning spreadsheet
Milestone year 3	Implement SPG
Milestone year 4	Implement SPG
Milestone year 5	Implement SPG

NRP Objectives 1 2 3 4 5 6

<b>1.7</b>	<b>WELL-BEING PROCESS</b>
Action	Deliver against ‘Shaping NPT, the Council Corporate Plan’s Improvement Priority 3.5; protect, conserve and enhance our natural environment and increasing awareness of its value and encouraging wider participation. Support delivery of the Green Infrastructure Cross Cutting Objective of the Public Service Board’s Well-being Plan.
Reporting mechanism	Via the Corporate Plan and PSB annual reports.
Milestone year 3	As required by the Corporate Plan and PSB reporting mechanisms
Milestone year 4	As required by the Corporate Plan and PSB reporting mechanisms
Milestone year 5	As required by the Corporate Plan and PSB reporting mechanisms

NRP Objectives 1 2 3 4 5 6

1.8	<b>NEW COUNCIL STRATEGIES</b>
Action	C&WT to collaborate where appropriate with other sections to aid in the development of strategies or plans that contribute towards biodiversity conservation, and respond to consultations and reviews of existing plans.
Reporting mechanism	BDP Reporting Spreadsheet
Milestone year 3	N/A
Milestone year 4	N/A
Milestone year 5	N/A
NRP Objectives	

**NRAP Objective 2: Safeguard species and habitats of principal importance and improve their management**

2.1	<b>DEVELOPMENT MANAGEMENT PROCESS</b>
Action	NPTC currently consider biodiversity (including species and habitats of principal importance, designated sites, sites of importance for nature conservation (SINC), habitats and species that meet the SINC criteria, and important natural features) through the development management process, in line with the Local Development Plan. Losses of protected/priority habitat/species (where known) are recorded
Reporting mechanism	C&WT planning spreadsheet
Milestone year 3	No net loss and, where possible, net gain of S7 and SINC habitats/species through the planning process. No net loss of habitat / species that are designating features of a site
Milestone year 4	No net loss and, where possible, net gain of S7 and SINC habitats/species through the planning process. No net loss of habitat / species that are designating features of a site
Milestone year 5	No net loss and, where possible, net gain of S7 and SINC habitats/species through the planning process. No net loss of habitat / species that are designating features of a site
NRP Objectives	1 2 3 4 5 6

2.2	<b>NPT NATURE PARTNERSHIP</b>
Action	The Council will support the NPT Nature Partnership in developing and implementing the NPT Nature Recovery Action Plan. The Action Plan is a key mechanism for species and habitat conservation in the County.
Reporting mechanism	A plan will be in place and actions will be recorded and published.
Milestone year 3	Timescale and Process will be agreed with the Nature Partnership.
Milestone year 4	TBC
Milestone year 5	TBC
NRP Objectives	1 2 3 4 5 6

2.3	<b>AWARENESS RAISING</b>
Action	The C&WT raise awareness of biodiversity through a variety of methods; training, public engagement (walks/talks), interpretation panels, leaflets, web pages, social media.
Reporting mechanism	Project delivery and ongoing upkeep of the NPTC web pages and NPT Wildlife Facebook page
Milestone year 3	2 awareness raising projects per year and year on year increase in followers on the Facebook page
Milestone year 4	2 awareness raising projects per year and year on year increase in followers on the Facebook page
Milestone year 5	2 awareness raising projects per year and year on year increase in followers on the Facebook page
NRP Objectives	1 2 3 5

2.4	<b>BIODIVERSITY AUDIT</b>
Action	<p>Undertake a biodiversity audit on land within our ownership and control, to identify where we have protected/S7 habitats and species on our land. Priority will then be given to those areas / sites where protected Section 7 habitats / species have been identified which offer the greatest benefit to biodiversity, considering one of the following options:</p> <p>1) The status quo – with no further action being taken.                  2) Be brought into appropriate management for the benefit of biodiversity. This may be through:                  The Authority and, where necessary, suitable revenue sources can be secured by way of external funding to support and manage the identified sites.                  Lease to external parties.                  NB Any notional financial loss to the Authority needs to be reported and agreed before any lease is granted.                  3) Any future disposal of a site will include relevant information from the audit so that the purchaser / tenant can comply with the relevant requirements.                  4) In advance of undertaking any works and / or any material changes in land use on sites owned and controlled by the Authority, it will take into consideration the findings of the audit, taking steps to conserve and where possible enhance the biodiversity value</p>
Reporting mechanism	First report will be results of audit
Milestone year 3	Assessment ongoing
Milestone year 4	Advice provided as part of assessment followed
Milestone year 5	Ongoing communications. Advice followed.
NRP Objectives	1 2 3 4 5 6

2.5	<b>NATIONAL GUIDANCE</b>
Action	Implement any national/regional guidance on enhancing biodiversity and ecosystems resilience through the planning system. Any new guidance will be taken into account and integrated into the system
Reporting mechanism	C&WT Planning spreadsheet
Milestone year 3	All national/regional guidance to be integrated into the planning system within 3 months of its release
Milestone year 4	All national/regional guidance to be integrated into the planning system within 3 months of its release
Milestone year 5	All national/regional guidance to be integrated into the planning system within 3 months of its release

NRP Objectives 1 2 3 4 5 6

2.6	<b>FUNDING</b>
Action	Apply for funding as opportunities arise, to continue to deliver on Working with Nature, for biodiversity, or as part of strategic, multi-functional projects delivering multiple benefits.
Reporting mechanism	As funding requirements
Milestone year 3	As opportunities arise
Milestone year 4	As opportunities arise
Milestone year 5	As opportunities arise

NRP Objectives 1 2 3 4 5 6

**NRAP Objective 3: Increase the resilience of our natural environment by restoring degraded habitats and habitat creation**

<b>3.1</b>	<b>CURRENT MANAGEMENT</b>
Action	NPTC areas are being managed for biodiversity and to ensure their resilience.
Reporting mechanism	Extent of area under management reported through the Key Performance Indicators (KPI) within the Corporate Plan.
Milestone year 3	Agree an amended KPI as part of the Corporate Plan.
Milestone year 4	As set by the KPI
Milestone year 5	As set by the KPI

NRP Objectives 1 2 3 4 5 6

<b>3.2</b>	<b>HABITAT MANAGEMENT THROUGH DEVELOPMENT MANAGEMENT</b>
Action	Through the development management process habitat management plans are put in place increasing the resilience of our natural environment and improving the management of S7 habitats
Reporting mechanism	C&WT Planning spreadsheet
Milestone year 3	Appropriate assessments of ecosystems resilience submitted through the planning process and appropriate measures to deliver improvements taken
Milestone year 4	Appropriate assessments of ecosystems resilience submitted through the planning process and appropriate measures to deliver improvements taken
Milestone year 5	Appropriate assessments of ecosystems resilience submitted through the planning process and appropriate measures to deliver improvements taken

NRP Objectives 1 2 3 4 5 6

<b>3.3</b>	<b>COED CYMRU</b>
Action	NPTC are key partners in the Coed Cymru initiative, Wales’ foremost woodland organisation. Coed Cymru aims to improve the condition of Welsh woodland and integrate new woodlands into the landscape, through the provision of advice, support, innovation and access to grant aid. They bring research about the role of trees in flooding, soils and water, agricultural productivity and wider ecosystem services into practice
Reporting mechanism	Annual funding reports
Milestone year 3	As Coed Cymru objectives
Milestone year 4	As Coed Cymru objectives
Milestone year 5	As Coed Cymru objectives

NRP Objectives 1 2 3 4 5 6

<b>3.4</b>	<b>AREA STATEMENTS</b>					
Action	NPTC will assist NRW in implementing Area Statements as required.					
Reporting mechanism	As required					
Milestone year 3	As appropriate					
Milestone year 4	As appropriate					
Milestone year 5	As appropriate					
NRP Objectives	1	2	3	4	5	6

<b>3.5</b>	<b>GREEN INFRASTRUCTURE ASSESSMENT</b>					
Action	The Council will undertake a Green Infrastructure Assessment (GIA) in line with the requirements of Planning Policy Wales (PPW) for Neath Port Talbot.					
Reporting mechanism	LDP Planning Inspectorate and Welsh Government approval as part of the evidence base that will underpin the LDP.					
Milestone year 3	Engagement, participation and contribution in partnership with the LDP Team to produce a GIA for the Authority.					
Milestone year 4	Engagement, participation and contribution in partnership with the LDP Team to produce a GIA for the Authority.					
Milestone year 5	GIA complete.					
NRP Objectives			3	4	5	

**Objective 4: Tackle key pressures on species and habitats**

4.1	<b>INVASIVE NON-NATIVE SPECIES (INNS)</b>
Action	A proactive approach is taken to dealing with INNS including Development Management Process and treatment on Council land.
Reporting mechanism	C&WT Planning spreadsheet and BDP Spreadsheet.
Milestone year 3	As appropriate
Milestone year 4	As appropriate
Milestone year 5	As appropriate
NRP Objectives	1 2 3 4 5 6

4.2	<b>AIR QUALITY</b>
Action	The air quality implications of plans and projects are fully assessed for their potential effects on sensitive habitats and species through the HRA process
Reporting mechanism	C&WT Planning spreadsheet
Milestone year 3	All development proposals assessed as appropriate
Milestone year 4	All development proposals assessed as appropriate
Milestone year 5	All development proposals assessed as appropriate
NRP Objectives	1 2 3 4 5 6

4.3	<b>STATE OF NATURAL RESOURCES REPORT (SONARR)</b>
Action	Collate all of the local information and identify local pressures, including SoNaRR, a NPT State of Nature Report, the Green Infrastructure Assessment and Area Statement evidence.
Reporting mechanism	Report on local pressures identified.
Milestone year 3	Agree mechanism for reporting
Milestone year 4	TBC
Milestone year 5	TBC
NRP Objectives	1 2 3 4 5 6

**Objective 5: Improve our evidence, understanding and monitoring**

5.1	<b>DATA CAPTURE</b>
Action	NPT uses a range of data capture tools and techniques. This has led to a large number of species records which are passed on to the Local Records Centre and, therefore, shared with the wider community
Reporting mechanism	Metadata from MapMate
Milestone year 3	Maintenance of the MapMate database and Biodiversity GIS layers.
Milestone year 4	Maintenance of the MapMate database and Biodiversity GIS layers.
Milestone year 5	Maintenance of the MapMate database and Biodiversity GIS layers.
NRP Objectives	2 4 5

5.2	<b>SITES OF IMPORTANCE FOR NATURE CONSERVATION</b>
Action	NPTC have a programme of identifying sites that qualify as Sites of Importance for Nature Conservation (SINC). This allows us to assess the quality of a site against national guidelines and each site will be reviewed within 10 years.  We will continue with a programme of, on average, 10% of SINC's being reviewed annually and GIS layer updated and shared with SEWBRc.
Reporting mechanism	Annual SINC report produced
Milestone year 3	Carry out a review of all SINC's that are scheduled for review this year. Undertake SINC surveys on new sites as necessary, designating where appropriate.
Milestone year 4	Carry out a review of all SINC's that are scheduled for review this year. Undertake SINC surveys on new sites as necessary, designating where appropriate.
Milestone year 5	Carry out a review of all SINC's that are scheduled for review this year. Undertake SINC surveys on new sites as necessary, designating where appropriate.
NRP Objectives	1 2 3 4 5 6

5.3	<b>SURVEYS</b>
Action	NPTC provides secretariat for the NPT Nature Partnership which includes a number of specialist surveyors and SEWBRc. We utilise this expertise by organising surveys for targeted sites and species
Reporting mechanism	Evidence based report by C&WT
Milestone year 3	Work with the Local Nature Partnership to take forward specialist surveys where most appropriate
Milestone year 4	Work with the Local Nature Partnership to take forward specialist surveys where most appropriate
Milestone year 5	Work with the Local Nature Partnership to take forward specialist surveys where most appropriate
NRP Objectives	1 2 3 4 5 6

5.4	<b>RECORD CENTRE SEARCHES</b>
Action	All planning applications containing biodiversity information must be accompanied by a SEWBReC search undertaken by/on behalf of the applicant, unless agreement is reached with the C&WT that sufficient justification exists to negate this need
Reporting mechanism	C&WT Planning spreadsheet
Milestone year 3	All biodiversity information contained in a planning application must be accompanied by a SEWBReC search, unless agreed otherwise
Milestone year 4	All biodiversity information contained in a planning application must be accompanied by a SEWBReC search, unless agreed otherwise
Milestone year 5	All biodiversity information contained in a planning application must be accompanied by a SEWBReC search, unless agreed otherwise
NRP Objectives	1 2 3 4 5 6

5.5	<b>BIODIVERSITY COMPENSATION SCHEME</b>
Action	Implement the compensation scheme as set out in the Biodiversity SPG.
Reporting mechanism	C&WT Planning spreadsheet
Milestone year 3	Implement SPG via the development management process
Milestone year 4	Implement SPG via the development management process
Milestone year 5	Implement SPG via the development management process
NRP Objectives	1 2 3 4 5 6

5.6	<b>RESILIENT WALES GOAL</b>
Action	Contribute data towards the Wales biodiversity indicators for the Resilient Wales goal of the Well-being of Future Generations (Wales) Act 2015
Reporting mechanism	Responses
Milestone year 3	As required
Milestone year 4	As required
Milestone year 5	As required
NRP Objectives	1 2 3 4 5 6

5.7	<b>BIODIVERSITY PLAN EVIDENCE</b>
Action	Evidence to be collected to ensure compliance with this plan
Reporting mechanism	All reporting to be gathered and collated to report on this plan
Milestone year 3	Ongoing
Milestone year 4	Ongoing
Milestone year 5	Ongoing
NRP Objectives	1 2 3 4 5 6

**NRAP Objective 6: Put in place a framework of governance and support for delivery**

6.1	<b>COUNTRYSIDE AND WILDLIFE TEAM RESOURCES</b>
Action	There is currently enough skills and capacity in the C&WT to co-ordinate the work needed to comply with the legislation, however sustaining this in the long term will be a challenge given budgetary pressures
Reporting mechanism	The duty report
Milestone year 3	Maintain current core staff levels and retain / employ additional project staff to deliver grant funded projects as and when funding becomes available.
Milestone year 4	Maintain current core staff levels and retain / employ additional project staff to deliver grant funded projects as and when funding becomes available.
Milestone year 5	Maintain current core staff levels and retain / employ additional project staff to deliver grant funded projects as and when funding becomes available.

NRP Objectives 1 2 3 4 5 6

6.2	<b>NPT LOCAL NATURE PARTNERSHIP</b>
Action	Continue to support the NPT Local Nature Partnership, providing the secretariat, steering the objectives and collating information on member activities through the C&WT
Reporting mechanism	Partnership minutes
Milestone year 3	Continue to provide secretariat for the NPT Local Nature Partnership
Milestone year 4	Continue to provide secretariat for the NPT Local Nature Partnership
Milestone year 5	Continue to provide secretariat for the NPT Local Nature Partnership

NRP Objectives 6

6.3	<b>BIODIVERSITY CHAMPION</b>
Action	A NPTC Councillor is appointed Biodiversity Champion and attends events/meetings as appropriate
Reporting mechanism	Attendance at regular meetings
Milestone year 3	Continued engagement as appropriate
Milestone year 4	Continued engagement as appropriate
Milestone year 5	Continued engagement as appropriate

NRP Objectives 1 6

6.4	<b>NATURE RECOVERY ACTION PLAN</b>
Action	Through the NPT Nature Plan, maximise opportunities to deliver priorities via volunteers and partners
Reporting mechanism	<i>Awaiting new reporting mechanisms from WG.</i>
Milestone year 3	Delivery of biodiversity conservation as per Nature Action Plan/ LNP Cymru Project. Reporting as per grant requirements
Milestone year 4	Delivery of biodiversity conservation as per Nature Action Plan/ LNP Cymru Project. Reporting as per grant requirements
Milestone year 5	Dependent on future funding
NRP Objectives	1 2 3 4 5 6

6.5	<b>NATURE CONSERVATION SITES SCHEME</b>
Action	Undertake a review of the Nature Conservation Sites scheme to include management of all verges and of key council owned sites.
Reporting mechanism	GIS layer of verges to be managed as conservation verge
Milestone year 3	A working group is underway to develop the new scheme
Milestone year 4	Implement the new scheme
Milestone year 5	Implement the new scheme
NRP Objectives	1 2 3 4 5 6

## 8 Abbreviations and Acronyms

Abbreviations and acronyms which will be useful while reading this document

CBD	UN Convention on Biological Diversity
C&WT	Countryside and Wildlife Team
GIS	Geographic Information System
HRA	Habitat Regulations Assessment
INNS	Invasive non-native species
NPTC	Neath Port Talbot Council
NPT	Neath Port Talbot
NRAP	Nature Recovery Plan for Wales
NRW	Natural Resources Wales
S7	Section 7 of the Environment (Wales) Act 2016
SEWBRcC	South East Wales Biodiversity Records Centre
SINC	Site of Importance for Nature Conservation
SoNaRR	State of Natural Resources Report
SPG	Supplementary Planning Guidance
WBFg	Well-being of Future Generations (Wales) Act 2015

## 9 Glossary

Terms and references which will be useful while reading this document

Coed Cymru: Welsh woodland organisation working to improve the condition of Welsh woodland.

Local Records Centre: Centres for the collation, management and dissemination of biodiversity data.

MapMate: Biological recording software

Natural Resources:

- a) Animals, plants and other organisms.
- b) Air, water and soil.
- c) Minerals.
- d) Geological features and processes.
- e) Physiographical features.
- f) Climatic features and processes

NPT Local Nature Partnership: A group of individuals and organisations working collectively to enhance biodiversity in NPT

Sustainable development: The process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the well-being goals.

Sustainable development principle: Acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

UN Convention on Biological Diversity: A multilateral treaty with three main goals:

1. conservation of biological diversity (or biodiversity);
2. sustainable use of its components; and
3. fair and equitable sharing of benefits arising from genetic resources

## Appendices

### APPENDIX A

#### The Environment (Wales) Act duties

##### 6 The Biodiversity and Resilience of Ecosystems Duty

(1) A public authority must seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions.

(2) In complying with subsection (1), a public authority must take account of the resilience of ecosystems, in particular the following aspects—

- (a) diversity between and within ecosystems;
- (b) the connections between and within ecosystems;
- (c) the scale of ecosystems;
- (d) the condition of ecosystems (including their structure and functioning);
- (e) the adaptability of ecosystems.

(3) Subsection (1) does not apply to—

- (a) the exercise of a function by Her Majesty's Revenue and Customs, or
- (b) the exercise of a judicial function of a court or tribunal.

(4) In complying with subsection (1)—

- (a) the Welsh Ministers, the First Minister for Wales, the Counsel General to the Welsh Government, a Minister of the Crown and a government department must have regard to the United Nations Environmental Programme Convention on Biological Diversity of 1992, and
- (b) any other public authority must have regard to any guidance given to it by the Welsh Ministers.

(5) In complying with subsection (1), a public authority other than a Minister of the Crown or government department must have regard to—

- (a) the list published under section 7;
- (b) the state of natural resources report published under section 8;
- (c) any area statement published under section 11 for an area that includes all or part of an area in relation to which the authority exercises functions.

(6) A public authority other than a Minister of the Crown or government department must prepare and publish a plan setting out what it proposes to do to comply with subsection (1).

(7) A public authority must, before the end of 2019 and before the end of every third year after 2019, publish a report on what it has done to comply with subsection (1).

(8) A public authority that has published a plan under subsection (6)—

- (a) must review the plan in the light of each report that it publishes under subsection (7), and
- (b) may revise the plan at any time.

## APPENDIX B

### Well-being of Future Generations (Wales) Act 2015 goals

GOAL	DESCRIPTION OF THE GOAL
A prosperous Wales	An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work
A resilient Wales	A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).
A more equal Wales	A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances)
A healthier Wales	A society in which people's physical and mental wellbeing is maximised and in which choices and behaviours that benefit future health are understood
A Wales of cohesive communities	Attractive, viable, safe and well-connected communities
A Wales of vibrant culture and thriving Welsh language	A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation
A globally responsible Wales	A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being

## APPENDIX C

Well-being of Future Generations (Wales) Act 2015 5 ways of working

### 5 The sustainable development principle

(1) In this Act, any reference to a public body doing something “in accordance with the sustainable development principle” means that the body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

(2) In order to act in that manner, a public body must take account of the following things—

(a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;

(b) the need to take an integrated approach, by considering how—

(i) the body’s well-being objectives may impact upon each of the well-being goals;

(ii) the body’s well-being objectives impact upon each other or upon other public bodies’ objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;

(c) the importance of involving other persons with an interest in achieving the wellbeing goals and of ensuring those persons reflect the diversity of the population of—

(i) Wales (where the body exercises functions in relation to the whole of Wales), or

(ii) the part of Wales in relation to which the body exercises functions;

(d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;

(e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body’s well-being objectives, or another body’s objectives.

## APPENDIX D

### The Nature Recovery Action Plan for Wales objectives

#### **Objective 1: Engage and support participation and understanding to embed biodiversity throughout decision making at all levels.**

Placing nature at the centre of decision making is essential to address the underlying cause of biodiversity loss. In 2011, the UK National Ecosystems Assessment (UK NEA) identified the underlying cause of biodiversity loss and ecosystem degradation:

*'The natural world, its biodiversity and its constituent ecosystems are critically important to our well-being and economic prosperity, but are consistently undervalued in conventional economic analyses and decision making.'*

A lack of awareness, and subsequent valuation of the critical contribution that our nature makes to our well-being and livelihoods, means we often do not account for that contribution in decision making, at all levels of society, from individuals, through local authorities, to businesses. This can lead to damage or overexploitation of our nature. There is also a lack of mechanisms to support this accounting. For example, 'income foregone' does not adequately account for the value of ecosystem services provided by a farm habitat.

#### **Objective 2: Safeguard species and habitats of principal importance and improve their management**

Species and habitats are wonderful and awe-inspiring and we have a moral obligation to protect them and their genetic variety for future generations. They are the building blocks of our ecosystems and their functioning from which we derive many services and benefits, and we need to ensure we have resilient populations of species to support these.

Sites designated for nature conservation play an important role: they are a key mechanism for maintaining natural diversity required for resilience, and disproportionately contribute to a wide range of ecosystem services and benefits.

Sites are designated for nature conservation purposes to protect and enhance our rarest habitats and species, and the best examples of our natural biodiversity and geo-diversity in Wales. These environments are complex, often ancient, systems with great richness and genetic reserves of plants and animals.

The traditional approaches to nature conservation based on designated sites and the protection of species and habitats have had notable successes and we will continue to use these approaches. Our protected sites and species are a core resource, but they can become isolated, and outside pressures on sites can make management challenging.

#### **Objective 3: Increase the resilience of our natural environment by restoring degraded habitats and habitat creation**

Degraded habitats are ones which no longer support the full potential of our native wildlife. In order to safeguard our protected species and to improve the resilience of more widespread species and habitats, we need to restore networks of habitats to a healthy condition across Wales, both on land and in the sea.

Restoration of degraded habitats and habitat creation will build the resilience of our natural environment through taking action on the four attributes of resilience:

- Increasing diversity
- Increasing ecosystem extent through reducing fragmentation
- Increasing connectivity within and between ecosystems
- Improving habitat condition.

This resilience will also increase the ability of species and habitats to adapt to other pressures including climate change.

#### **Objective 4: Tackle key pressures on species and habitats**

The UK NEA identified changing land management practices, through agriculture and urbanisation, pollution and invasive non-native species as key pressures leading to habitat and species loss and fragmentation. This, together with acidification and eutrophication, has changed the quantity and quality of habitats and the species they can support.

In the marine environment key pressures include unsustainable human activity, climate change leading to the warming and acidification of the world's seas and oceans, and the introduction of invasive non-native species.

It is vital to anticipate, prevent and mitigate the causes of biodiversity loss at source, using both our legislation, and innovative and holistic nature-based solutions.

#### **Objective 5: Improve our evidence, understanding and monitoring**

To help nature to recover we need to inform the delivery of action by a better understanding of the ecology and science of our habitats and species, their status and trends, and the pressures and drivers leading to changes.

#### **Objective 6: Put in place a framework of governance and support for delivery**

Underpinning our action, we also need a governance structure that is fit for purpose to support and deliver action on the ground. We need to ensure we have the skills, expertise, personnel and functions in place to deliver.

This Biodiversity Duty Plan is Neath Port Talbot County Borough Council's plan required under section 6 of the Environment (Wales) Act 2016.

This Plan and the report on the 2017 actions are available on the Council's website [www.npt.gov.uk](http://www.npt.gov.uk)

In order to promote sustainability this plan is available in electronic format only.

This Plan is also available in Welsh.

## **APPENDIX 2**

### First Stage Integrated Impact Assessment (IIA)

## Integrated Impact Assessment (IIA)

This Integrated Impact Assessment considers the duties and requirements of the following legislation in order to inform and ensure effective decision making and compliance:

- Equality Act 2010
- Welsh Language Standards (No.1) Regulations 2015
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016

### Version Control

Version	Author	Job title	Date
Version 1	Laura Palmer	Biodiversity Implementation Officer	14/05/2021
Version 2	Laura Palmer	Senior Ecologist	19/10/2021

### 1. Details of the initiative

	<b>Title of the Initiative:</b> Neath Port Talbot Council Biodiversity Duty Plan (BDP) 2020 – 2023 and Edinburgh Declaration
<b>1a</b>	<b>Service Area:</b> Planning Policy, Planning and Public Protection
<b>1b</b>	<b>Directorate:</b> Environment and Regeneration
<b>1c</b>	<b>Summary of the initiative:</b> Update to the Biodiversity Duty Plan (2017), following the consideration of monitoring information presented and agreed in the Implementation Report and agree a new version – Biodiversity Duty Plan 2020 - 2023. Support and sign up to the Edinburgh Declaration. (The commitments under the Edinburgh Declaration largely align with the Biodiversity Duty Plan and as such is not considered separately below).
<b>1d</b>	<b>Is this a ‘strategic decision’?</b> No
<b>1e</b>	<b>Who will be directly affected by this initiative?</b> Service Users, Staff, Wider Community
<b>1f</b>	<b>When and how were people consulted?</b> The Plan has been the subject of internal consultation and its final form reflects the outcome of that process.

**1g** **What were the outcomes of the consultation?** Internal departments have agreed the actions included in the plan.

## 2. Evidence

### What evidence was used in assessing the initiative?

The plan is a requirement under section 6 of the Environment (Wales) Act 2016. The plan has been steered by the Welsh Government objectives as set out in the Nature Recovery Action Plan (2015). Individual actions were drawn up in consultation with the relevant NPTC departments.

## 3. Equalities

a) How does the initiative impact on people who share a **protected characteristic**?

Protected Characteristic	+	-	+/-	Why will it have this impact?
Age			✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.</p>
Disability			✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and</p>

			<p>improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.</p>
Gender reassignment		✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.</p>
Marriage & civil partnership		✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.</p>
Pregnancy and maternity		✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p>

			Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.
Race		✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.</p>
Religion or belief		✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.</p>
Sex		✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.</p>

Sexual orientation			✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.</p>
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**What action will be taken to improve positive or mitigate negative impacts?**

N/A

b) How will the initiative assist or inhibit the ability to meet the **Public Sector Equality Duty?**

<b>Public Sector Equality Duty (PSED)</b>	<b>+</b>	<b>-</b>	<b>+/-</b>	<b>Why will it have this impact?</b>
To eliminate discrimination, harassment and victimisation			✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a</p>

				wide range of partner organisations including those from the public, private and community/voluntary sectors.
To advance equality of opportunity between different groups			✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.</p>
To foster good relations between different groups			✓	<p>Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.</p> <p>Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&amp;WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.</p>

<b>What action will be taken to improve positive or mitigate negative impacts?</b>
N/A

**4. Socio Economic Duty**

Impact	Details of the impact/advantage/disadvantage
Positive/Advantage	Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing. As such biodiversity recovery can contribute to health inequalities in deprived areas.
Negative/Disadvantage	
Neutral	

What action will be taken to reduce inequality of outcome
N/A

**5. Community Cohesion/Social Exclusion/Poverty**

	+	-	+/-	Why will it have this impact?
Community Cohesion			✓	Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.

Social Exclusion			✓	Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.
Poverty			✓	Neutral Impact - Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing.

**What action will be taken to improve positive or mitigate negative impacts?**

Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team (C&WT) working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.

**6. Welsh**

	+	-	+/-	Why will it have this effect?
What effect does the initiative have on: - people's opportunities to use the Welsh language			✓	All of the actions contained within the BDP adhere to the Welsh Language Standards and any amendments to actions or new proposed actions recommended by the Implementation Report will also adhere to these Regulations.  The report will be provided in English and Welsh.

				As all of the technical names of species and habitats are required to be translated by the Regulations, as a result, it is felt that the opportunity for people to use and expand upon their Welsh Language vocabulary has increased providing a positive impact (albeit low) on people's use of the Welsh language.
- treating the Welsh and English languages equally			✓	<p>All of the actions contained within the BDP adhere to the Welsh Language Standards and any amendments to actions or new proposed actions recommended by the Implementation Report will also adhere to these Regulations.</p> <p>The report will be provided in English and Welsh.</p> <p>As all of the technical names of species and habitats are required to be translated by the Regulations, as a result, it is felt that the opportunity for people to use and expand upon their Welsh Language vocabulary has increased providing a positive impact (albeit low) on people's use of the Welsh language.</p>

**What action will be taken to improve positive or mitigate negative impacts?**

All public communications will be bi-lingual.

**7. Biodiversity**

How will the initiative assist or inhibit the ability to meet the **Biodiversity Duty**?

Biodiversity Duty	+	-	+/-	Why will it have this impact?
To maintain and enhance biodiversity	✓			This is the remit of the Biodiversity Duty Plan 2020 - 2023. Actions contained within the BDP and monitored, with recommendations, through the Implementation Report, ensures that the Authority meets its statutory duty to maintain and enhance biodiversity as set out within the Environment (Wales) 2016 Act.

			One of the actions incorporated within the original 2017 BDP was to include the impact on Biodiversity into the Council's Integrated Impact Assessment (IIA) to improve the Council's decision-making process. This has been actioned.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.	✓		<p>This is one of the aims of the Biodiversity Duty Plan 2020 - 2023. Actions contained within the BDP and monitored, with recommendations, through the Implementation Report, ensure that the Authority meets its statutory duty to promote the resilience of ecosystems, supporting protection of the wider environment, as set out within the Environment (Wales) Act 2016.</p> <p>Numerous projects and initiatives organised by the C&amp;WT and partners to contribute towards meeting the Authority's Biodiversity Duty (as required by the Act) are set out within the Biodiversity Duty Plan 2020 - 2023 which actions proposals set out in the Implementation Report for the 2017 plan.</p>

**What action will be taken to improve positive or mitigate negative impacts?**

Biodiversity conservation and enhancement is the remit of the plan as such will continually ensure ongoing improvement and recovery of biodiversity in NPT. The commitments under the Edinburgh Declaration largely align with the Biodiversity Duty Plan and recognise the role local authorities have to play in delivering local action for nature.

**8. Well-being of Future Generations**

How have the five ways of working been applied in the development of the initiative?

Ways of Working	Details
i. <b>Long term</b> – looking at least 10 years (and up to 25 years) ahead	The actions set out within the Biodiversity Duty Plan 2020 - 2023 allow the Authority to plan long term projects that will support well-being in the future. Conserving and enhancing Biodiversity now will benefit the long term well-being of future generations.

ii. <b>Prevention</b> – preventing problems occurring or getting worse	The Biodiversity Duty Plan 2020 - 2023 builds on recommendations from the previous Implementation Report. Through monitoring and reporting early identification of any emerging problems can be addressed and forward planning can help us prevent them. The various actions (individually and collectively), will seek to maintain and enhance biodiversity and in so doing promote the resilience of ecosystems.
iii. <b>Collaboration</b> – working with other services internal or external	Achieving the identified actions set out within the Biodiversity Duty Plan 2020 - 2023 and subsequent revisions, will require significant contributions internally from across the Council and externally from a wide variety of partner organisations, including cross-boundary collaboration where appropriate. Partner organisations will include those from the public, private and community/voluntary sectors.
iv. <b>Involvement</b> – involving people, ensuring they reflect the diversity of the population	While officers from across the Council’s Environment Directorate have been mainly involved in developing the actions included within the Biodiversity Duty Plan 2020 - 2023, the progress review of the actions contained within the Plan has been undertaken by the Biodiversity Implementation officer within the C&WT who ensures that the data on the actions is appropriately stored, assessed and accurately reported. Implementation of the Biodiversity Duty will be delivered through the functions of the Authority as a whole. There are a number of established internal and external working groups where issues are raised, information disseminated and best practice shared. The Working Groups, together with partners, stakeholders, volunteers and Members (promoted by the Biodiversity Champion) provide the mechanism to ensure the Biodiversity Duty Plan 2020 – 2023 is fit for purpose and responsive to changes in circumstances. The 2020 Plan is the result of the Implementation Report on the 2017 Plan which was welcomed by Council on 02/12/2020.
v. <b>Integration</b> – making connections to maximise contribution to:	
<b>Council’s well-being objectives</b>	Positive action on biodiversity is far reaching and all-encompassing and therefore will have a positive impact on the Council’s wellbeing objectives. A species and habitat-rich environment will ultimately improve the well-being of children, young people and all adults living in NPT and beyond.
<b>Other public bodies objectives</b>	Signing up to the Edinburgh Declaration will ensure NPT local action will contribute to the wider global action for nature.

## 9. Monitoring Arrangements

Provide information on the monitoring arrangements to:

Monitor the impact of the initiative on Equalities, Community Cohesion, the Welsh Measure, Biodiversity Duty and the Wellbeing Objectives.

Monitoring of the plan is undertaken annually and an implementation report that reports progress is produced every 3 years.

## 10. Assessment Conclusions

Please provide details of the conclusions reached in relation to each element of the assessment:

	<b>Conclusion</b>
<b>Equalities</b>	Biodiversity affects all generations and all areas of society. Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.
<b>Socio Economic Disadvantage</b>	Biodiversity affects all generations and all areas of society, the actions set out within the Biodiversity Duty Plan 2020 - 2023, encourage inclusivity and involvement. Many of the projects supported by the plan aim to bring communities together creating and improving spaces for all members of society to meet, explore, exercise and learn. Research states being close to nature improves mental health and wellbeing. As such biodiversity recovery can contribute to health inequalities in deprived areas.
<b>Community Cohesion/ Social Exclusion/Poverty</b>	Biodiversity affects all generations and all areas of society. Implementation of the actions will be inclusive and will involve the Countryside and Wildlife Team working with all staff/sections throughout the Council, the wider public and a wide range of partner organisations including those from the public, private and community/voluntary sectors.
<b>Welsh</b>	All of the actions contained within the Biodiversity Duty Plan 2020 - 2023 adhere to the Welsh Language Standards and any amendments to actions or new proposed actions recommended by the Implementation Report will also adhere to these Regulations. All communication via the Authority's social media platforms and websites; radio broadcasts and reports etc... are translated into Welsh and the technical names of species and habitats are also translated which increases people's opportunity to use and expand upon their Welsh Language vocabulary. The report will be produced in English and Welsh.
<b>Biodiversity</b>	This is the remit of the Biodiversity Duty Plan 2020 - 2023 and Implementation Report. Actions contained within the plan and monitored, with recommendations, through the Implementation Report, ensures that the Authority meets its statutory duty to maintain and enhance biodiversity as set out within the Environment

	(Wales) 2016 Act. One of the actions incorporated within the original 2017 Biodiversity Duty Plan was to include the impact on Biodiversity into the Council's Integrated Impact Assessment (IIA). Additionally, numerous projects and initiatives organised by the C&WT and partners contribute towards meeting the Authority's statutory duty to promote the resilience of ecosystems, supporting protection of the wider environment.
<b>Well-being of Future Generations</b>	The Biodiversity Duty Plan 2020 - 2023 embraces all five ways of working. The plan follows recommendations in the previous Implementation Report, securing long term, positive results. The plan positively integrates with the Council's well-being objectives; involves people and partners in its development and implementation; and seeks to prevent problems getting worse.

## Overall Conclusion

Please indicate the conclusion reached:

- **Continue** - as planned as no problems and all opportunities have been maximised
- **Make adjustments** - as potential problems/missed opportunities/negative impacts have been identified along with mitigating actions
- **Justification** - for continuing with the initiative even though there is a potential for negative impacts or missed opportunities
- **STOP** - redraft the initiative as actual or potential unlawful discrimination has been identified

Please provide details of the overall conclusion reached in relation to the initiative

The updated Biodiversity Duty Plan and signing of the Edinburgh Declaration will make a positive contribution to biodiversity conservation and enhancement in NPT (and beyond), which have knock on positive outcomes for people in the county, particularly in relation to health and wellbeing. The plan ensures the Council will comply with its statutory duty under the Environment Wales Act and particularly contribute to the Resilient Wales Goal of the Wellbeing of Future Generations Act, the Council Wellbeing objectives and global commitments for biodiversity.

Biodiversity affects all generations and all areas of society. Implementation of the actions will be inclusive and as such will support equality and social cohesion. The plan and any communications about it will be provided in Welsh as well as English. Through the conservation of biodiversity and the health and wellbeing and other services the people of NPT will benefit, particularly communities of high deprivation and health equalities.

## 11. Actions

What actions are required in relation to obtaining further data/information, to reduce or remove negative impacts or improve positive impacts?

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?
N/A			

## 12. Sign off

	Name	Position	Date
<b>Completed by</b>	Laura Palmer	Senior Ecologist	19/10/2021
<b>Signed off by</b>	Ceri Morris	Head of Planning and Public Protection	27/10/2021