



## **CABINET**

**IMMEDIATELY FOLLOWING CABINET SCRUTINY COMMITTEE  
WEDNESDAY, 12<sup>th</sup> January 2022**

**REMOTELY VIA TEAMS**

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

### **Part 1**

1. Appointment of Chairperson
2. Welcome and Roll Call
3. Chairpersons Announcement/s
4. Declarations of Interest
5. Minutes of Previous Meeting held on the 15th December 2021  
(Pages 3 - 12)
6. Forward Work Programme 2021/22 (Pages 13 - 16)
7. Decision Making During Pre-Election Period (Pages 17 - 22)
8. Cyber Security Strategy (Pages 23 - 46)
9. Audit Wales - Audit of Neath Port Talbot Council's Assessment of  
2020-2021 Performance (Pages 47 - 52)
10. Third Sector Grant Funding - Additional Application for Funding.  
(Pages 53 - 56)

11. Project Proposals made to the Members Community Fund (*Pages 57 - 82*)
12. 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**

**Thursday, 6 January 2022**

**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

## EXECUTIVE DECISION RECORD

### CABINET

15 DECEMBER 2021

#### **Cabinet Members:**

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

#### **Officers in Attendance:**

N.Pearce, A.Jarrett, A.D.Thomas, C.Griffiths, H.Jones, C.Furlow-Harris,  
S.Davies, C.L.Davies and J.Woodman-Ralph

#### **Invitees:**

Councillors: S.Rahaman (Scrutiny Chairperson)  
S. Freeguard (Vice Scrutiny Chairperson)

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#### 1. **APPOINTMENT OF CHAIRPERSON**

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

#### 2. **WELCOME AND ROLL CALL**

Councillor E.V.Latham welcomed all to the meeting and a roll call was completed.

#### 3. **CHAIRPERSONS ANNOUNCEMENT/S**

No announcements were made.

#### 4. **DECLARATIONS OF INTEREST**

The following Members made declarations of interest at the commencement of the meeting.

Re: Agenda Item 8 – Third Sector Grant Funding – Awards of Grants for 2022/2023:

Councillor D.Jones	As she is a trustee on the Black, Asian and Minority Ethnic Association and Neath Port Talbot Council for Voluntary Services and felt that her interest was prejudicial and left the meeting for that item only.
Councillor S. Rahaman	As he is a trustee on the Black, Asian and Minority Ethnic Association and felt his interest was prejudicial and left the meeting for that item only.
Councillor P. Richards	As he is a board member of Western Bay Care and Repair and felt his interest was prejudicial and left the meeting that that item only.

Re: Agenda Number 15 – Project Proposals made to the Members Community Fund:

Councillor L. Jones	As one of her proposals to the Fund was included in the papers for todays meeting and felt that her interest was prejudicial and left the meeting thereon.
Councillor A.R. Lockyer	As one of his proposals to the Fund was included in the papers for todays meeting and felt that his interest was prejudicial and left the meeting thereon.

5. **MINUTES OF PREVIOUS MEETINGS HELD ON THE 22 SEPTEMBER, 20TH OCTOBER, 4TH NOVEMBER, 17TH NOVEMBER AND THE 24TH NOVEMBER 2021**

That the minutes of the 22<sup>nd</sup> September, 20<sup>th</sup> October, 4<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> November 2021 be approved for accuracy.

6. **TREASURY MANAGEMENT MONITORING 2021/2022**

**Decision:**

That the report be noted.

7. **TREASURY MANAGEMENT MID YEAR REVIEW REPORT 2021/2022**

**Decision:**

That the Treasury Management activities to date this financial year, and how they relate to the proposed activities within the original 2021/2022 Treasury Management Strategy and Annual Investment Strategy Statements be noted.

8. **THIRD SECTOR GRANT FUNDING - AWARD OF GRANTS FOR 2022/2023**

Councillors: D.Jones, P.Richards, and S. Rahaman reaffirmed their interest at this point and withdrew from the meeting for this item only.

**Decisions:**

1. That the 2022/2023 budget of £565,580 for the Third Sector Grants be approved.
2. That the following award of Grants to the Third Sector Organisations be approved as detailed in Appendix 1 to the circulated report:

<b>Organisation</b>	<b>Grant £</b>
Afan Arts	5,200
Neath Port Talbot	25,039

Black Minority Ethnic Community Association	
The Community Impact Initiative – C.I.C.	5,000
Calon DVS	34,330
Care & Repair Western Bay	4,980
Catwg After School Club	4,000
FAN	10,000
GROW	13,370
Gwynfi Miners	5,000
MMI	5,000
MMI Trading with Care	10,000
Mullany Fund	5,000
Neath 3A	503
Neaudd Cwmllynfell	9,750
NPT Mind	14,978
Port Talbot Stroke Club	500
Port Talbot Women's Aid	15,000
South Wales Miners Museum	8,750
Y Iolfa	1,500
Total	£177,900

3. That applications **not** to receive grants be approved as listed in Appendix 2 of this report.

4. That the following grants be paid to each Strategic Partner as detailed in Appendix 3 to the circulated report be approved.

<b>Grant Award to Third Party Strategic Partner Organisation 2022/23</b>	<b>2022/23</b>
	<b>£</b>
Canolfan Maerdy	28,509
Citizens Advice Bureau	87,721
DANSA Transport	35,088
DOVE Workshops	38,378
Glynneath Training Centre	46,053
NPT CVS – Core Funding Contribution	47,911
NPT Shop Mobility	49,343
Ystalyfera Development Trust	32,896
<b>Total</b>	<b>£365,899</b>

**Reason for Decisions:**

To enable the Council to approve grants to third sector organisations in line with the scheme.

**Implementation of Decision:**

The decision will be implemented after the three day call in period which ends at 9am, Sunday, 19<sup>th</sup> December 2021. No call ins were received.

9. **CAPITAL PROGRAMME GOVERNANCE REPORT**

**Decisions:**

1. That the contents of Appendix 1 and 2 be noted.
2. That the protocol for Capital Programme Management as detailed in Appendix 3 to the circulated report be approved.

**Reason for Decisions:**

To enable the Council to ensure that the recommendations and actions arising from the May 2021 Independent Assurance review are addressed and appropriate terms of reference are in place.

**Implementation of Decisions:**

The decisions will be implemented after the three day call in period which ends at 9am, Sunday, 19<sup>th</sup> December 2021. No call ins were received.

10. **CORPORATE GOVERNANCE IMPROVEMENT ACTION PLAN FOR 2021-2022 INTO 2022-2023 - HALF YEAR PROGRESS REPORT**

**Decision:**

That the half year progress made on the Corporate Governance Improvement Action Plan for 2021 – 2022 into 2022 – 2023 for the period 1<sup>st</sup> June 2021 to 30<sup>th</sup> November 2021 as detailed in Appendix 1 to the circulated report be noted.

11. **CORPORATE COMPLAINTS ANNUAL REPORT 2020/2021**

**Decision:**

That the report be noted.

12. **QUARTER 2 (1ST APRIL 2021 - 30TH SEPTEMBER 2021) CABINET KEY PERFORMANCE INDICATORS (KPIS)**

**Decision:**

That the report be noted.

13. **PUBLIC SERVICES OMBUDSMAN FOR WALES ANNUAL REPORT**

**Decision:**

That the report be noted.



14. **SOUTH WEST WALES CONSULTATIVE JOINT COMMITTEES ESTABLISHMENT**

**Decisions:**

1. That the current work streams associated with the South West Wales Corporate Joint Committee and the work currently being undertaken by officers to facilitate such work be noted;
2. That the allocation of operational responsibilities be noted;
3. That the proposal that certain Neath Port Talbot County Borough Council officers undertake the duties as detailed in Paragraph 9 of the circulated report be approved;
4. That approval be granted to enter into agreements for those officers who will be performing such functions to the South West Wales Corporate Joint Committees;
5. That the Director of Environment and Regeneration and any officer so nominated by her be authorised to participate in the South West Wales Corporate Joint Committee Programme Board;
6. That how the proposed South West Wales Corporate Joint Committee and the various sub committees are to be established be noted:
7. That the elected members referenced at paragraphs 19 – 20 of the circulated report be approved to sit on any Corporate Joint Committee and sub committees.
8. That the Leader be authorised to appoint an elected member to attend a meeting in the event the members referenced at paragraphs 19 -20 of the circulated report are unable to attend.
9. That the Deputy Leader of Neath Port Talbot County Borough Council be nominated representative to the South West Wales Corporate Joint Committee in the absence of the Leader of Neath Port Talbot County Borough Council be noted.
10. That the proposal of a Regional Scrutiny Committee and Governance and Audit Sub-Committee for the South West Wales Corporate Joint Committee be noted and that a future report be

brought to Full Council to agree the representatives of Neath Port Talbot County Borough Council;

11. That the delegation of the Neath Port Talbot County Borough Council Standards Committee as the Standards Committee for the South West Wales Corporate Joint Committee be approved.
12. That delegated authority be granted to the Chief Executive, in consultation with the Leader of Neath Port Talbot County Borough Council to agree any documents necessary to implement the requirements of this report and the recommendations set out above.

**Reason for Decisions:**

To ensure compliance with the requirements of the LGE Act and ensure the needs of Neath Port Talbot County Borough Council are reflected in the development of these CJsCs.

**Implementation of Decision:**

The decision will be implemented after the three day call in period which ends at 9am, Sunday, 19<sup>th</sup> December 2021. No call in were received.

15. **PROJECT PROPOSALS MADE TO THE MEMBERS COMMUNITY FUND**

Councillors L. Jones and A.R.Lockyer reaffirmed their interests at this point and left the meeting thereon.

**Decisions:**

Having due regard to the Integrated Impact Screening Assessment the following applications be approved as detailed in the circulated report in Appendix A to and including M.

- a) An Application by Councillors Mark Protheroe and Alan Lockyer for supply and installation of two publicly accessible Defibrillators as set out in Appendix A.

- (b) An Application by Councillor Mark Protheroe for supply and installation of a publicly accessible Defibrillator, as set out in Appendix B.
- (c) An Application by Councillor Jane Jones to acquire essential grounds maintenance equipment for Gwynfi United Football Club, as set out in Appendix C.
- (d) An Application by Councillor Alun Llewellyn for supply and installation of new playground apparatus at Pen Yr Allt play area, Ystalyfera, as set out in Appendix D.
- (e) An Application by Councillor Rosalyn Davies for supply and installation of new playground apparatus at Carreg yr Afon play area, in Godre'rgraig, as set out in Appendix E.
- (f) An Application by Councillor Leanne Jones to acquire essential items of training equipment for Tonna RFC Under 6's and Under 11's sides, as set out in Appendix F.
- (g) An Application by Councillors David Whitelock, Rhidian Mizen and Charlotte Galsworthy to supply and install new playground apparatus at the Parc Siencyn Powell play area, as set out in Appendix G.
- (h) An Application by Councillors John Miller, Sandra Miller and Sheila Penry to augment and improve provision at the NPTCBC play area at Wellfield Square/ Maes y Ffynnon Close, as set out in Appendix H.
- (i) An Application by Councillor Carolyn Edwards for supply and installation of new playground apparatus to the NPTCBC play area at The Vale of Neath Leisure Centre, Blaengwrach, as set out in Appendix I.
- (j) An Application by Councillor Jane Jones for supply and installation of 4.no benches at Swn-Y-Nant, Gwynfi Street, Western Square and Gelli Terrace, as set out in Appendix J.

- (k) An Application by Councillors Wyndham Griffiths, Jo Hale and Chris Williams to supply and install new playground apparatus at the Heol Glynderwen play area, as set out in Appendix K.
- (l) An Application by Councillor Carolyn Edwards for supply and installation of three publicly accessible Defibrillators, as set out in Appendix L.
- (m) An Application by Councillors Adam McGrath and John Warman to establish the 'Ein Cynefin/Our Habitat' project in Cefn Saeson School, as set out in Appendix M.

**Reason for Decisions:**

To enable the applications received for funding to be considered and agreed.

**Implementation of Decisions:**

The decisions will be implemented after the 3 day call in period which ends at 9am, Sunday, 19<sup>th</sup> December 2021. No call ins were received.

16. **URGENT ITEMS**

No urgent items were received.

**CHAIRPERSON**

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

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

Meeting Date	Agenda Item	Type	Contact Officer
<b>9<sup>th</sup> February</b>	Gypsy and Traveller Accommodation Assessment 2022	Decision	Lana Beynon
	Ethical Procurement	Decision	Craig Griffiths
	GCRE Governance Report	Decision	Craig Griffiths
	Skewen Update Report	Information	Andrew Jarrett

Meeting Date	Agenda Item	Type	Contact Officer
28 <sup>th</sup> February 2022	Draft Corporate Recovery Plan 2022 - 2027	Decision	Chief Executive
	Draft Revenue Budget 2022 – 2023	Decision	Huw Jones
	Pay Policy	Decision	Sheenagh Rees

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

**Cabinet**  
**12<sup>th</sup> January 2022**

### **Report of the Head of Legal and Democratic Services**

#### **Matter for Decision**

#### **Wards Affected:**

All

#### **Decision Making March 2022 – May 2022**

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

To put in place decision making arrangements during the election period.

#### **Background:**

This report addresses the matter of decision making within the Authority for the period 4th May – 31st May, 2022

It follows the same format as used previously in covering the election period.

Some key dates are as follows:-

16th March, 2022 - Final meeting of Council

5th May, 2022 – Elections

17th May, 2022 – Special Council

No later than the 31st May, 2022 – Special Council.

When, as in this year, the membership of the Council is up for election, there can be a brief hiatus or gap in decision making powers until the new Council is reconstituted. This report is intended to cover that gap by extending delegated power to officers subject to consultation with Members. This delegation has been granted previously and would come to an end on 31st May 2022.

The delegation is intended to be used sparingly for important matters that cannot be left until the new Council.

Reports in similar form have been put to Cabinet and Council.

The appropriate pro-forma for such actions is included at Appendix 1 to this report.

**Financial Impacts:**

There are no financial impacts associated with this report

**Integrated Impact Assessment:**

There is no requirement for an integrated impact assessment for this report.

**Valleys Communities Impacts:**

There are no valley community impacts associated with this report.

**Workforce Impacts:**

There are no workforce impacts associated with this report

**Legal Impacts:**

Ensuring continuity of decision making will allow for compliance with the Constitution of Neath Port Talbot County Borough Council

**Risk Management Impacts:**

Failure to ensure continuity of decision making could render the Council exposed to challenge.

**Consultation:**

There is no requirement for external consultation on this report.

**Recommendations:**

It is recommended that

- (1) any matters which normally require determination by Cabinet or Cabinet Boards, or any other Committee or Sub Committee of the Council, and which in the view of the Chief Executive, or a Corporate Director or a

Head of Service necessitates a decision to be taken during the period 5<sup>th</sup> May to 31<sup>st</sup> May 2022, then such Officer (s) in respect of matters within their Service functions, shall have delegated power to take a decision and to authorise any action on the matters in question, subject to the following :-

- (a) any decisions taken must comply with normal reporting format, including compliance statement and reason for decision, except that implementation shall be with immediate effect without any call-in requirement;
  - (b) all decisions shall be reported back to Members;
  - (c) this delegation will not include any determination of planning applications which are normally determined by the Planning Committee, unless deemed urgent by the Head of Planning and Public Protection in the context of statutory timescales; nor will it include decisions on any planning matters deemed to be “controversial” in the view of the Head of Planning and Public Protection. Any planning applications dealt with under this delegation will be determined by the Head of Planning and Public Protection
  - (d) in exercising the above delegated powers, Officers will be required to consult with three Members as follows:
    - (i) From 6th May to 17th May – the current Mayor or Deputy Mayor and two other Members from different Political Groups (including one from any Majority Group);
    - (ii) From 17th May to 31st May - the newly elected Leader or Deputy Leader (or in their absence the newly elected Mayor or Deputy Mayor) and two other Members from different Political Groups (including one from any Majority Group). Subject in both cases to these groups being constituted.
- (2) the Mayor or Deputy Mayor be authorised to be present at the opening of tenders during the period set out in recommendation 1(a) above and the Leader or Deputy Leader (or in their absence the Mayor or Deputy Mayor) during the period set out in (1(d)(ii) above.

**Reasons for Proposed Decision:**

To ensure continuity of decision making during the period between the election and the constitution of the authority.

**Implementation of Decision:**

This decision is proposed for implementation immediately with the approval of the Scrutiny Chair and is not subject to call in.

**Appendices:**

Appendix 1- Decision Pro-forma

**List of Background Papers:**

None

**Officer Contact:**

Craig Griffiths  
Head of Legal and Democratic Services  
Email: [c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)

## Appendix 1

<b>Reference Number</b>	
<b>Chief Officer:</b>	
<b>To:</b>	
<b>Subject: (Title and brief description of content/reason for action)</b>	
<b>Officer Resolution:</b>	
<b>Reason for Urgency</b>	
<b>Recommendation(s):</b>	
<b>Date of Receipt:</b>	
<b>To be processed by:</b>	
<b>Private / Exempt Item:</b>	
<b>If Private /Exempt please state relevant Para Number:</b>	

Please email completed form to [Democratic.services@npt.gov.uk](mailto:Democratic.services@npt.gov.uk)

**To be completed by Democratic Services Officer:**

This matter is not subject to call in

With three Members as follows:

(A) From 5th May to 17th May – the current Mayor or Deputy Mayor and two other Members from different Political Groups (including one from any Majority Group);

(B) (B) From 17th May to 31st May - the newly elected Leader or Deputy Leader (or in their absence the newly elected Mayor or Deputy Mayor) and two other Members from different Political Groups (including one from any Majority Group).

<b>Approved by Mayor (or Deputy Mayor) or Leader (or Deputy Leader)</b>		<b>Date</b>	
<b>Member of _____ Group</b>		<b>Date</b>	
<b>Member of _____ Group</b>		<b>Date</b>	
<b>Authorised form emailed to Chief Officer:</b>			
<b>Date to be reported back to relevant Committee:</b>			



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

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

### **Cabinet**

**12<sup>th</sup> January 2022**

### **Report of the Chief Digital Officer**

#### **Matter for Decision**

**Wards Affected: All Wards**

#### **Neath Port Talbot Cyber Security Strategy**

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

1. To provide elected Members with an overview of the Neath Port Talbot Council's Cyber Security Strategy and to seek approval to adopt the same.

#### **Executive Summary:**

2. The Neath Port Talbot County Borough Council Cyber Security Strategy has been developed to outline Neath Port Talbot Council's approach to protecting our information systems, the data held within them, and the services they provide from unauthorised access, harm or misuse. A copy of the strategy is attached at Appendix 1.

#### **Background**

3. We live in a world characterised by interconnecting data, constantly evolving and empowering us to make better informed decisions. Information and data are vital to every part of the work of a Local Authority. As we deliver against the objectives in our Smart & Connected Digital Strategy, we are transforming the way we work and how our residents, business and wider stakeholders access information and services. As a result, we need increasingly robust security measures to protect against cyber threats.
4. Across the world, cyber-attacks are growing more frequent and sophisticated. Public sector organisations are not immune to the rise in cyber incidents and when they succeed, the damage can be life-altering, with severe personal, economic and social consequences.
5. We must ensure that the services we provide are secure and our residents, businesses and wider stakeholders can safely interact with us. This requires a balance of embracing digital opportunities, including making information more widely available and accessible, whilst ensuring that the right levels of protection are in place.
6. In order to obtain strong cyber security, the Council must ensure it promotes a comprehensive risk-based approach to cyber security, which is integrated across personnel, technical security, information assurance and physical security which strategically encompasses Information Security, Assurance, Resilience and Governance.
7. The purpose of this strategy is to give assurance to residents, businesses and other stakeholders of the Council's commitment to delivering robust information security measures to protect resident and stakeholder data from misuse and cyber threats, and to safeguard their privacy through increasingly secure and modern information governance and data sharing arrangements - both internally and with partners. The strategy supports delivery



of the wider Digital Strategy by providing a framework for the Council to securely harness the benefits of digital services for the benefit of all stakeholders.

**Financial Impacts:**

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

**Integrated Impact Assessment:**

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

**Valleys Communities Impacts:**

10. There are no valley communities impacts associated with this report.

**Workforce Impacts:**

11. There are no workforce impacts associated with this report.

**Legal Impacts:**

12. There are no legal impacts associated with this report.

**Risk Management Impacts:**

13. There are no risk management impacts associated with this report.

**Consultation:**

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

**Recommendations:**

15. It is recommended that members approve the Neath Port Talbot Council Cyber Security Strategy as set out in Appendix 1.

**Reason for Decision:**

To ensure the Council has a place a strategy for protecting information systems, the data held within them and the services they provide from unauthorised access, harm or misuse.

**Implementation of Decision:**

The decision is for implementation after the 3 day call in period.

**Appendices:**

Appendix 1 - NPT Cyber Security Strategy

**List of background papers:** None

**Officer Contact:**

Chris Owen  
Chief Digital Officer  
Tel: 01639 686217  
[c.m.owen@npt.gov.uk](mailto:c.m.owen@npt.gov.uk)



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# NPTCBC

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# Cyber Security Strategy

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Version: 0.7

Date: December 2021

Review: November 2022

Owner: Chief Digital Officer

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## **1. Introduction**

We live in a world characterised by interconnecting data, constantly evolving and empowering us to make better informed decisions. Information and data are vital to every part of the work of a Local Authority. As we deliver against the objectives in our [Smart & Connected Digital Strategy](#), we are transforming the way we work and how our residents, business and wider stakeholders access information and services. As a result, we need increasingly robust security measures to protect against cyber threats.

Across the world, cyber-attacks are growing more frequent and sophisticated. Public sector organisations are not immune to the rise in cyber incidents and when they succeed, the damage can be life-altering, with severe personal, economic and social consequences.

This Cyber Security Strategy sets out Neath Port Talbot County Borough Council's approach to protecting our information systems, the data held within them, and the services they provide from unauthorised access, harm or misuse. This ensures the services we provide are secure and our residents, businesses and wider stakeholders can safely interact with us. It requires a balance of embracing digital opportunities, including making information more widely available and accessible, whilst ensuring that the right levels of protection are in place.

In order to obtain strong cyber security, the Council must ensure it promotes a comprehensive risk-based approach to cyber security, which is integrated across personnel, technical security, information assurance and physical security which strategically encompasses Information Security, Assurance, Resilience and Governance.

This approach is in line with the HMG Cyber Security standard, the Public Services Network (PSN) code of connection and National Cyber Security Strategy of 'Defend, Deter, Develop'.

## **2. Purpose and scope of the strategy**

The purpose of this strategy is to give assurance to residents, businesses and other stakeholders of the Council's commitment to delivering robust information security measures to protect resident and stakeholder data from misuse and cyber threats, and to safeguard their privacy through increasingly secure and modern information governance and data sharing arrangements - both internally and with partners. The strategy supports delivery of the wider Digital Strategy by providing a framework for the Council to securely harness the benefits of digital services for the benefit of all stakeholders.

Through delivery of this strategy, we will comply with and embed the principles of 'Cyber Essentials'; a government-backed, industry-supported scheme to help organisations protect themselves against common online threats.

This strategy is intended to cover all partners and customers, the data on the systems we are responsible for and the services they help provide. The recommendations in this strategy will be embedded in all areas of new and emerging technologies which we implement. It will also set out the best practices that will be rooted in our business as usual.

The strategy will sit alongside other Council strategies such as the Information Governance Strategy and is supported by a suite of operational policies (Acceptable usage policy, Information Security Policy, IT Security Policy, Removable Media Policy, Mobile Device Policy and Information Security Breach Policy) and Incident Response Playbooks (Denial of Service, Phishing, Malware etc.)

### 3. Why is Cyber Security Important

Cyber security is the practice of ensuring the confidentiality, integrity and availability (CIA) of information.

- Attacks on Confidentiality – stealing or unauthorised copying of personal information.
- Attacks on Integrity – seeks to corrupt, damage or destroy information or systems and the people who rely on them.
- Attacks on Availability – denial of services, seen in the form of ransomware.



Cyber security refers to the body of technologies, processes, and practices designed to protect networks, devices, programs, and data from attack, damage, or unauthorised access. Cyber security may also be referred to as information technology security.



It is important because, in order to effectively deliver services, we all process and store large amounts of data on computers and other devices, with a significant portion of this data being classified as sensitive information. It will also include financial, personal and other types of information, for which unauthorised access or exposure could have negative consequences.

We transmit sensitive data across networks and to other devices in the course of providing services. Cyber security is the discipline dedicated to protecting this information and the systems used to process or store it. **It is everyone's responsibility to ensure that we manage our data appropriately.**

Cyber security is also crucial in ensuring our services continue to operate. It is a core element of building and keeping our stakeholders trust. A cyber-attack would potentially have very serious consequences in terms of disruption to our services (many of which serve some of our most vulnerable residents), the Council's reputation and impact to our financial position.

#### **4. The challenge we face as a Council**

We are using an increasing range of technology, from 'apps' and 'the cloud', to different devices and 'gadgets'. Much of our business is online - corresponding with residents and local businesses, carrying out case work, and reviewing reports and papers for Council meetings.

This direction of travel is expected to continue and accelerate; making effective cyber security ever more crucial in protecting against new types of threats, risks and vulnerabilities.

**Threats** - A threat if left unchecked, could disrupt the day-to-day operations of the Council, and the delivery of local public services.

##### ***Types of Threats***

Generally, there are two types of threats. Insider Threats or Outsider Threats they are explained in detail in the diagram below:



### **Cyber Criminals and Cyber Crime**

Cybercriminals are generally working for financial gain. Most commonly, for the purposes of fraud: either selling illegally gained information to a third party, or using directly for criminal means.

Key tools and methods used by cybercriminals include:

- Malware – malicious software that includes viruses, Trojans, worms or any code or content that could have an adverse impact on organisations or individuals.
- Ransomware – a kind of malware that locks victims out of their data or systems and only allows access once money is paid.

- Phishing – emails purporting to come from a public agency to extract sensitive information from members of the public.

We have already developed Cyber Incident Playbooks for each of these situations.

### ***Hacktivism***

Hacktivism will generally take over public websites or social media accounts to raise the profile of a particular cause.

When targeted against local government websites and networks, these attacks can cause local reputational damage. If online services are regularly disrupted by cyber-attacks this could lead to the erosion of public confidence in such services.

Hacktivist groups have successfully used distributed denial of service (DDoS) attacks to disrupt the websites of a number of Councils already. (DDoS attacks are when a system, service or network is burdened to such an extent by an electronic attack that it becomes unavailable).

### ***Insiders***

Staff may intentionally or unintentionally release sensitive information or data into the public domain. This could be for the purpose of sabotage or in order to sell to another party, but more often than not it is due to simple human error or a lack of awareness about the particular risks involved.

Malicious insider threats may include privileged administrative groups.

### ***Zero Day Threats***

A zero-day exploit is a cyber-attack that occurs on the same day or before a weakness has been discovered in software. At that point, it's exploited before a fix becomes available from its creator. It is an attack that exploits a previously unknown security vulnerability.

This poses a risk to any computer or system that has not had the relevant patch applied or the relevant updates to its antivirus software.

### ***Physical Threats***

The increasing reliance on digital services brings with it an increased vulnerability in the event of a fire, flood, power failure or other disaster (natural or otherwise).

### ***Terrorists***

Some terrorist groups demonstrate intent to conduct cyber-attacks, but fortunately have limited technical capability. Terrorist groups could obtain improved capability in a number of ways, namely through the sharing of

expertise in online forums providing a significant opportunity for terrorists to escalate their capability.

### ***Espionage***

Several of the most sophisticated and hostile foreign intelligence agencies target UK government and public sector networks to steal sensitive information. This could ultimately disadvantage the UK in diplomatic, trade or military negotiations.

### **Vulnerabilities**

Vulnerabilities are weaknesses or other conditions in an organisation that a threat actor; such as a hacker, nation-state, disgruntled employee, or other attacker, can exploit to adversely affect data security.

Cyber vulnerabilities typically include a subset of those weaknesses and focus on issues in the IT software, hardware, and systems an organisation uses.

### ***System Maintenance***

IT systems should be updated and checked regularly and effectively. It is essential that the systems are fully updated and appropriate fixes are applied. Poor setup, mismanagement, or other issues in the way an organisation installs and maintains its IT hardware and software components is a threat.

### ***Legacy Software***

We must ensure that legacy systems have sufficient user and system authentication, data authenticity verification, or data integrity checking features that prevent uncontrolled access to systems.

### ***Training and Skills***

It is crucial that all employees have a fundamental awareness of cyber security. Accountable managers are responsible for ensuring all their employees have completed the appropriate training.

### **Assets**

We regularly review the value of all assets across the Council in line with legislative requirements, to ensure that the appropriate levels of protection are placed around those digital and physical assets. Our assets include:

- Data
- Services
- Infrastructure

## **Risks**

Cyber Risk Management is a fundamental part of the broader risk management. It ensures cyber security challenges are fully identified across the Council and appropriate action is carried out to mitigate the risk, but also to develop effective recovery and containment procedures in the event of an incident.

## **5. Our approach, principles and priorities**

To mitigate the multiple threats we face and to safeguard our interests, we need a strategic approach that underpins our collective and individual actions in the digital domain over the coming years. This will include:

- Fostering a culture of empowerment, accountability and continuous improvement.
- Prioritising information assets and processes, maintaining appropriate records and policies and conducting regular reviews including data retention policies.
- Ensuring adequate procedures and plans are in place to recover and quickly identify exposure.
- Embedding a Council wide risk management framework to help build a risk aware culture, ensuring staff understand how to identify and manage risks.
- Delivering Information Security Awareness training and principles to help mitigate insider threats, understand supply chain risks and ensure all staff understand the issues and their responsibilities.

The diagram below shows the continual cycle for protecting the Council and its service users from cyber-attacks:



### **Identify**

- Identify and catalogue sensitive information and key operational services.
- Understand and manage user access to key operational services.
- Review through Information and Cyber Security Governance Processes.

### **Protect**

- Access to sensitive information and key operational services shall only be provided to identified, authenticated and authorised users or systems.
- Systems which handle sensitive information or key operational services shall be protected from exploitation of known vulnerabilities.
- High privileged accounts shall not be vulnerable to common cyber-attacks.

### **Detect**

- Steps are taken to detect cyber-attacks.
- Monitor key areas and activities.

### **Respond**

- A rapid response to incidents.
- A defined, planned and tested response to security incidents that impact personal, sensitive or confidential information, leveraging a multi-disciplinary response team.

## Recover

- Identification and testing of contingency mechanisms to ensure critical service delivery continues.
- Restoration of services to normal operation.
- Lessons learned fed back into the process.

## 6. Implementation Plan

To adapt to the changing landscape and achieve our vision we will align with the National Cyber Security Strategy's approach to defend the Council, residents, businesses and wider stakeholders, deterring potential threats and developing our capabilities – Defend, Deter and Develop.

### Defend

The Council will further develop the means to defend against evolving cyber threats, to respond effectively to incidents, and to ensure networks, data and systems are protected and resilient. It includes helping our residents, businesses and partners in gaining the knowledge and ability to defend themselves.

#### Actions:

- Maintaining firewalls and scanning services.
- Continue to develop end-point protection (Anti-Virus, USB Encryption and MDM).
- Carrying out health checks, penetration test and cyber resilience exercises to test their systems and processes, e.g. Web Check – a website configuration and vulnerability scanning service, developed with a number of public sector organisations including Councils. This is free to use and available to all public sector organisations.
- Meeting compliance regimes, Code of Connection (CoCo) which require good cyber hygiene, to connect to government private networks, e.g. Public Sector Network (PSN).
- Working with partners across the public sector through participation in Cyber Security Information Sharing Partnership (CiSP), Warning, Advice and Reporting.

### Deter

The Council will be a hard target for all forms of aggression in cyberspace. This will involve detecting, understanding, investigating and disrupting hostile action against the Council.

#### Actions:

- **Governance**
  - Applying government's cyber security guidance, e.g. 10 Steps to Cyber Security or Cyber Essentials.
  - Review (update where appropriate) policies and procedures.

- **Technology and information**
  - Ongoing review of network security.
  - Users with wide ranging or extensive system privilege shall not use their highly privileged accounts for high-risk functions, in particular reading email and web browsing.
    - Multi-factor authentication shall be used where technically possible, such as where administrative consoles provide access to manage cloud based infrastructure, platforms or services.
    - Multi - factor authentication shall be used for access to enterprise level social media accounts.
    - Passwords for highly privileged system accounts, social media accounts and infrastructure components shall be changed from default values and shall not be easy to guess. Passwords which would on their own grant extensive system access, should have high complexity.
  - Malware prevention.
  - Removable media controls.
  - Secure by design configuration.
- Review and update plans and guidance.
- Training or educating users to help detect, deter and defend against the cyber threats.

## **Develop**

The Council will continually develop this innovative cyber security strategy to address the risks faced by our residents, businesses and wider stakeholders.

This includes developing a co-ordinated and tailored approach to risks and threats that we may encounter and mitigate potential vulnerabilities.

### **Actions:**

- Develop and maintain risk management framework, internal control and governance for the prevention and detection of irregularities and fraud.
- Process, procedures and controls to manage changes in cyber threat level and vulnerabilities.
- Managing vulnerabilities that may allow an attacker to gain access to critical systems.
- Operation of the Council's penetration testing programme; and Cyber-incident response.
- Training for staff and elected members.
- Develop an incident response and management plan, with clearly defined actions, roles and responsibilities.
- Develop a communication plan in the event of an incident which includes notifying (for example) the relevant supervisory body, senior accountable individuals, the Departmental press office, the National Cyber Security Centre (NCSC), Government Security Group (Cabinet



Office), the Information Commissioner's Office (ICO) or law enforcement as applicable.

- Develop a network of sharing with other Councils, collaborate and learn from each other, harness networks such as, WARP and CiSP.

## **7. Critical Success Factors**

Throughout this period of challenging transformation, the Council has committed to delivering robust information security measures to protect residents and stakeholder data from misuse and cyber threats, and to safeguard their privacy through increasingly secure and modern information governance and data sharing arrangements both internally and with partners.

To continue to provide assurance on the effectiveness and robustness of the Council's arrangements for information security, the Council will:

- Develop appropriate cyber security governance processes.
- Develop a Council wide Cyber Risk Management Framework.
- Develop policies/procedures to review access on a regular basis.
- Create a cyber-specific Business Continuity Management Plan and/or review our Incident Plan to include emergency planning for cyber-attack.
- Develop an incident response and management plan, with clearly defined actions, roles and responsibilities. A copy of all incidents shall be recorded regardless of the need to report them.
- Set up a Playbook to have test incidents on a regular basis; to ensure reaction to incidents where an incident is triggered.
- Create standard test plans with security testing as a standard.
- Reconcile current systems in place and last times these were reviewed (build into Enterprise Architecture).
- Review vendor management – process of assessments of third parties.
- Explore Active Cyber Defence tools and new technologies to ensure we have the best solutions to match to threats.
- Apply the Government's cyber security guidance – 10 Steps to Cyber Security.
- Provide relevant cyber security training for staff and elected members.
- Apply a regular schedule of cyber exercises, within the wider cycle of multi-agency incident response and recovery exercises.
- Comply with the Governments Public Sector Network (PSN) Code of Connection and Payment Card Industry (PCI) standards; a minimum requirement for all systems used, audit trails, deletion of data etc.
- Protect enterprise technology by working with specialist partners to develop model architecture and review audit logs to reduce chances of threats.

## **8. Cyber Security Governance - Roles and Responsibilities**

Effective cyber security governance at the Council is delivered through the following roles and functions.

### **Senior Information Risk Owner (SIRO)**

The Council's nominated Senior Information Risk Owner (SIRO), is the Chief Digital Officer. The SIRO is responsible for the governance of cyber security and information risk within the Council. This includes ensuring that information governance risk is managed in accordance with legal requirements.

However, whilst the SIRO is the nominated officer, responsibility for safeguarding information and information systems is shared across the organisation with all users having a role to play.

### **Corporate Director's Group (CDG)**

CDG will take an overview of the Cyber Security Strategy via regular updates from the SIRO, where progress and risks are reported.

### **Corporate Governance Group**

The Corporate Governance Group will have reporting and monitoring oversight of Cyber Security threats that have been experienced across the Council. They will also deal with any Cyber Security escalation matters.

### **Information Security Group (ISG)**

The group is comprised of senior representatives from each service area. The group are responsible for overseeing the delivery of the Information, Cyber Security and related Strategies and monitoring their effectiveness.

### **Data Protection Officer (DPO)**

The Council's Data Protection Office (DPO), is the Head of Legal and Democratic Services. The DPO leads on overseeing the Council's implementation of data protection legislation (UK GDPR and the Data Protection Act 2018). They take an assurance view that progress is being made in adoption and implementation of the Cyber Security Strategy, and commission the undertaking of Audits of Information Security as appropriate.

### **Security and Operations Team**

The Security team will lead on the implementation of the Cyber Security Strategy, preparing regular feedback and updates not only on progress regarding implementation of the tasks identified but also provide an informed view of the threat landscape overall.

### **Information Governance Team**

The Information Governance team will lead on information security incident investigations that are not serious cyber security incidents which are dealt with under the cyber incidence response plan and hold the corporate information security incident register.

The team will be part of all initiatives to provide information security, data protection and information management advice and recommendations ensuring that potential issues are identified and escalated to the relevant area.

**Information Asset Owners**

Information Asset Owners are responsible for all processing of personal data within their business unit/service area. They are identified by the Information Governance team.

**All Council staff / users and Elected Members**

It is the responsibility of all staff / users and Elected Members to comply with the standards set out in this Cyber Security Strategy and within supporting Policies, such as, but not limited to Members ICT Scheme, Information Security and Acceptable Usage Policy.

## **Appendix A: Standards**

Information Security Management within Neath Port Talbot County Borough Council will comply with appropriate standards. These include the Governments' Cyber Essentials certification for Cyber Security, the Public Services Network Code of Connection and PCI DSS.

The standard specifies requirements for establishing, implementing, operating, monitoring, reviewing, maintaining and improving a documented information security management system (ISMS) within the context of the Council's overall business risks. It specifies requirements for the implementation of security controls customised to the needs of the Council.

## **Appendix B: NCSC: 10 Steps to Cyber Security**

### **Risk Management Regime**

Embed an appropriate risk management regime following standards, across the organisation. This should be supported by an empowered governance structure, which is actively supported by the board and senior managers. Clearly communicate your approach to risk management with the development of applicable policies and practices. These should aim to ensure that all employees, contractors and suppliers are aware of the approach, how decisions are made, and any applicable risk boundaries.

### **Secure configuration**

Having an approach to identify baseline technology builds and processes for ensuring configuration management can greatly improve the security of systems. You should develop a strategy to remove or disable unnecessary functionality from systems, and to quickly fix known vulnerabilities, usually via patching. Failure to do so is likely to result in increased risk of compromise of systems and information.

### **Network security**

The connections from your networks to the Internet, and other partner networks, expose your systems and technologies to attack. By creating and implementing some simple policies and appropriate architectural and technical responses, you can reduce the chances of these attacks succeeding (or causing harm to your organisation). Your organisation's networks almost certainly span many sites and the use of mobile or remote working, and cloud services, makes defining a fixed network boundary difficult. Rather than focusing purely on physical connections, think about where your data is stored and processed, and where an attacker would have the opportunity to interfere with it.

### **Managing user privileges**

If users are provided with unnecessary system privileges or data access rights, then the impact of misuse or compromise of that users account will be more severe than it need be. All users should be provided with a reasonable (but minimal) level of system privileges and rights needed for their role. The granting of highly elevated system privileges should be carefully controlled and managed. This principle is sometimes referred to as 'least privilege'.

### **User education and awareness**

Users have a critical role to play in their organisation's security and so it's important that security rules and the technology provided enable users to do their job as well as help keep the organisation secure. This can be supported

by a systematic delivery of awareness programmes and training that deliver security expertise as well as helping to establish a security-conscious culture.

### **Incident management**

All organisations will experience security incidents at some point. Investment in establishing effective incident management policies and processes will help to improve resilience, support business continuity, improve customer and stakeholder confidence and potentially reduce any impact. You should identify recognised sources (internal or external) of specialist incident management expertise.

### **Malware prevention**

Malicious software, or malware is an umbrella term to cover any code or content that could have a malicious, undesirable impact on systems. Any exchange of information carries with it a degree of risk that malware might be exchanged, which could seriously impact your systems and services. The risk may be reduced by developing and implementing appropriate anti-malware policies as part of an overall 'defence in depth' approach.

### **Monitoring**

System monitoring provides a capability that aims to detect actual or attempted attacks on systems and business services. Good monitoring is essential in order to effectively respond to attacks. In addition, monitoring allows you to ensure that systems are being used appropriately in accordance with organisational policies. Monitoring is often a key capability needed to comply with legal or regulatory requirements.

### **Removable media controls**

Removable media provide a common route for the introduction of malware and the accidental or deliberate export of sensitive data. You should be clear about the business need to use removable media and apply appropriate security controls to its use.

### **Home and mobile working**

Mobile working and remote system access offers great benefits, but exposes new risks that need to be managed. You should establish risk based policies and procedures that support mobile working or remote access to systems that are applicable to users, as well as service providers. Train users on the secure use of their mobile devices in the environments they are likely to be working in.



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Cabinet

12 January 2022

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

**Matter for:** Information

**Wards Affected:** All Wards

**Report Title:** Audit Wales - Audit of Neath Port Talbot Council's assessment of 2020-21 performance

#### Purpose of Report

1. To present the Audit Wales Certificate of Compliance issued in December 2021 (Appendix 1) for their Audit of Neath Port Talbot Council's assessment of 2020-21 performance (Corporate Plan 2019-22 [Annual Report 2020-21](#)).

#### Background

2. Under section 17 and 19 of the Local Government (Wales) Measure 2009 (which has now been repealed but was extant for the 2020-21 Annual Report), the Auditor General is required to report on his audit and assessment work in relation to whether the Council has discharged its statutory duty to publish an assessment of performance, before 31 October in the financial year following that to which the information relates, or by any other such date as Welsh Ministers may specify by order.

## **Main Findings**

3. From the Compliance Certificate (contained in Appendix 1), it is pleasing to report the Auditor General concluded that: “the Council has discharged its duties under sections 15(2), (3), (8) and (9) of the Measure and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties.”

## **Financial Appraisal**

4. The audit work undertaken by Audit Wales has been delivered within the budget allocated for audit and inspection work.

## **Integrated Impact Assessment**

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

## **Valleys Communities Impact:**

6. No implications.

## **Workforce Impact**

7. There are no workforce impacts.

## **Legal Impact**

8. Under Sections 17 and 19 of the Local Government (Wales) Measure 2009 (which has now been repealed but was extant for the 2020-21 Annual Report), the Auditor General for Wales is required to carry out an audit to determine whether the Council has discharged its duty to publish an assessment of performance.

## **Risk Management**

9. The Council also has a general duty under the local Government (Wales) Measure 2009 (which has now been repealed but was extant for the 2020-



21 Annual Report), to annually publish an assessment which describes its performance before 31 October in the financial year following that to which the information relates, or by any other such date as Welsh Ministers may specify by order. Failure to complete and publish an annual assessment of performance report would mean the Council has not complied with statutory guidance, which could result in statutory recommendations the Council would be obliged to address.

### **Consultation**

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

### **Recommendations**

11. It is recommended that Members note the Audit Wales: Audit of Neath Port Talbot Council's assessment of 2020-21 performance, (attached at Appendix 1) before publication on the Council's web site.

### **Reason for Proposed Decision**

12. This is a matter for information therefore no decision is required.

### **Implementation of Decision**

13. This is a matter for information therefore no decision is required.

### **Appendices**

14. Appendix 1 – Audit Wales: Audit of Neath Port Talbot Council's assessment of 2020-21 performance.

### **List of Background Papers**

15. Neath Port Talbot Council, Corporate Plan 2019-22 - [Annual Report 2020-21](#)
16. Local Government (Wales) Measure 2009.

## **Officer Contact**

17. Sheenagh Rees, Head of Human and Organisational Development.  
Tel: 01639 763315 or e-mail: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)
18. Mrs Caryn Furlow-Harris, Strategic Manager – Policy & Executive Support  
Tel: 01639 763242 or email: [c.furlow@npt.gov.uk](mailto:c.furlow@npt.gov.uk)
19. Shaun Davies, Corporate Performance Management Officer. Telephone:  
01639 763172. E-Mail: [a.s.davies@npt.gov.uk](mailto:a.s.davies@npt.gov.uk)

**Reference:** 2748A2021-22

**Date issued:** December 2021

## Audit of Neath Port Talbot Council's assessment of 2020-21 performance

### Certificate

I certify that I have audited Neath Port Talbot Council's (the Council) assessment of its performance in 2020-21 in accordance with section 17 of the Local Government (Wales) Measure 2009 (the Measure) and my Code of Audit Practice.

As a result of my audit, I believe that the Council has discharged its duties under sections 15(2), (3), (8) and (9) of the Measure and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties.

### Respective responsibilities of the Council and the Auditor General

Under the Measure, the Council is required to annually publish an assessment which describes its performance:

- in discharging its duty to make arrangements to secure continuous improvement in the exercise of its functions;
- in meeting the improvement objectives it has set itself;
- by reference to performance indicators specified by Welsh Ministers, and self-imposed performance indicators; and
- in meeting any performance standards specified by Welsh Ministers, and self-imposed performance standards.

The Measure requires the Council to publish its assessment before 31 October in the financial year following that to which the information relates, or by any other such date as Welsh Ministers may specify by order.

The Measure requires that the Council has regard to guidance issued by Welsh Ministers in publishing its assessment.

As the Council's auditor, I am required under sections 17 and 19 of the Measure to carry out an audit to determine whether the Council has discharged its duty to publish an assessment of performance, to certify that I have done so, and to report whether I believe that the Council has discharged its duties in accordance with statutory requirements set out in section 15 and statutory guidance.

## Scope of the audit

For the purposes of my audit work I will accept that, provided an authority meets its statutory requirements, it will also have complied with Welsh Government statutory guidance sufficiently to discharge its duties.

For this audit I am not required to form a view on the completeness or accuracy of information. My audit of the Council's assessment of performance, therefore, comprised a review of the Council's publication to ascertain whether it included elements prescribed in legislation. I also assessed whether the arrangements for publishing the assessment complied with the requirements of the legislation, and that the Council had regard to statutory guidance in preparing and publishing it.

The work I have carried out in order to report and make recommendations in accordance with sections 17 and 19 of the Measure cannot solely be relied upon to identify all weaknesses or opportunities for improvement.



**Adrian Crompton**

**Auditor General for Wales**

CC: Rebecca Evans MS – Minister for Finance and Local Government  
Non Jenkins, Audit Manager  
Justine Morgan, Audit Lead

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### CABINET

12<sup>th</sup> January 2022

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

**Matter for: Decision**

**Wards Affected: All Wards**

**Report Title - Third Sector Grant Funding – Additional application for funding**

#### **Purpose of Report**

To ask Cabinet to consider an application for a third sector grant received after the official closing date.

#### **Executive Summary**

Cabinet approved a schedule of third sector grants at their meeting on 15<sup>th</sup> December 2021.

Following that meeting officers were approached by an organisation 'Age Connects Neath Port Talbot' who had inadvertently failed to submit their application for funding by the deadline for applications; and were therefore not considered for funding.

This report requests that Cabinet consider awarding a grant to Age Connects Neath Port Talbot despite the lateness of their application.

#### **Assessment of Grant Application**

The application from Age Connects Neath Port Talbot has been assessed in line with all other applications received.

Based on the assessment Officers are proposing that a grant of £10,000 be awarded

## **Financial Appraisal**

There is sufficient provision within the budget allocated including resources forecast to be carried forward from 2021/22 to fund a grant award of £10,000.

## **Integrated Impact Assessment**

An Equality Impact Assessment was completed as part of the initial development of the Grant Scheme in 2016 and a further Integrated Impact Assessment was completed as part of the changes to the Scheme in 2018.

The applications has been considered in alignment with the revised Scheme and therefore no further assessment is required.

## **Valleys Communities Impact**

The applicant will be delivering some projects to support valley communities.

## **Workforce Impact**

There is no workforce impact.

## **Legal Impact**

The grant recipient will be required to sign a Grant Agreement.

## **Risk Management**

The grant recipient will assist the Council to provide important services within the County Borough or specific areas.

## **Consultation**

There is no requirement for external consultation on this item.

## **Recommendation**

It is recommended that Cabinet:

- Approve a grant award from the third sector grants scheme of £10,000 to Age Connects Neath Port Talbot.

### **Reason for Proposed Decision**

To approve a grant to a third sector organisation in line with the Council's Scheme.

### **Implementation of Decision**

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

### **Appendices**

None

### **List of Background Papers**

The Neath Port Talbot Third Sector Grant Funding Scheme.

### **Officer Contact**

Huw Jones, Chief Finance Officer  
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## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **Cabinet**

12<sup>th</sup> January 2022

### **Report of the Head of Support Services and Transformation**

#### **Matter for Decision**

**Wards Affected:** Crynant, Briton Ferry West, Trebanos, Coedffranc Central, Resolven and Glynneath.

#### **Project Proposals made to the Members Community Fund**

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

1. To seek approval to fund six project proposals that request financial support under the Members Community Fund.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

3. The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

4. Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.
5. Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist health & well-being, and promote culture and / or recreation in all its forms.
6. Project proposals seeking funding are to be formally submitted to the PDFU. Bids are checked for completeness, accuracy and deliverability and will be deemed 'fit for purpose' and ready for determination by Cabinet. Officers have considered the project proposals submitted by Members and these are deemed to comply with the Policy as endorsed by Cabinet on the 25<sup>th</sup> June 2020 and 30<sup>th</sup> June 2021.

## **Background**

7. The 'Background' or 'Project Specifics' pertinent to each project are set out in the appendices to this report. The detail on the 'Project Specifics' will expand upon the Project Description, the Applicant, the need, the community benefit and how the project costs have been arrived at.
8. The Appendices included with this report, and subsequently the projects to be evaluated, are as follows:-
  - (a) Appendix A - An Application by Councillor Sian Harris to provide three Gateway Welcome signs on the principle approach roads to Crynant .Total request of the Members Community Fund is £5,500.
  - (b) Appendix B – An Application by Councillor Hugh James to supply and install play apparatus (a 20 metre zip wire /Cable way) to James Field in Briton Ferry West. Total request of the Members Community Fund is £10,000.
  - (c) Appendix C – An Application by Councillor Rebeca Phillips to establish a Community Garden with Gellionnen Graig Chapel in Trebanos. The funding will be used to fund building works, storage,

tool and sundries. Total request of the Members Community Fund is £9,981.94.

(d) Appendix D – An Application by Councillor Angharad Aubrey to improve safe access by providing handrails to properties in Parc Glas, Skewen. Total request of the Members Fund is £4,500.

(e) Appendix E – An Application by Councillor Dean Lewis to supply and install outdoor gym equipment to the Community Council Park in Vaughan Avenue, Resolven. Total request of the Members Fund is £2,000.

(f) Appendix F – An Application by Councillors Morgan and Knoyle to supply and install a 3 bay 2 flat, 2 cradle, 1 basket swing to the Vale of Neath Leisure Centre play area in Glynneath West. Total request of the Members Fund is £14,342.94.

### **Financial Impact**

9. All projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council. Maintenance responsibilities and the ongoing revenue commitment to keep a project functioning beyond the life of the Grant will have been rigorously investigated to determine as to whether there are any financial burdens on the Council.

### **Integrated Impact Assessment**

10. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010), the Welsh Language Standards (No.1) Regulations 2015, the Well - being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

### **Valleys Communities Impacts**

11. No implications

## **Workforce Impacts**

12. No implications

## **Legal Impacts**

13. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which contains well-being powers which enable every Local Authority to have the ability to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist health & well-being, and promote culture and / or recreation in all its forms

## **Risk Management**

14. There are no risk management issues associated with the reporting.

## **Consultation**

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

## **Recommendations**

16. It is recommended that, having due regard to the Integrated Impact Screening Assessment that members approve the following applications:

- (a) An Application by Councillor Sian Harris to provide three Gateway Welcome signs on the principle approach roads to Crynant, as set out in Appendix A.
- (b) An Application by Councillor Hugh James to supply and install a 20 metre zip wire/Cableway to James Field, as set out in Appendix B.
- (c) An Application by Councillor Rebeca Phillips to establish a Community Garden with Gellionnen Graig Chapel in Trebanos, as set out in Appendix C.

(d) An Application by Councillor Angharad Aubrey to improve safe access by providing handrails to properties in Parc Glas, Skewen, as set out in Appendix D.

(e) An Application by Councillor Dean Lewis to supply and install outdoor gym equipment to the Community Council Park in Resolven, as set out in Appendix E.

(f) An Application by Councillor Del Morgan and Councillor Simon Knoyle to supply and install a 3 bay, 2 flat, 2 cradle, 1 basket swing to the VNLC play area in Glynneath West as set out in Appendix F.

### **Reasons for Proposed Decision**

17. To approve the Applications for funding that have been received under the Members Community Fund.

### **Implementation of Decision**

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

### **List of Background Papers**

19. None

#### Appendices

20. Appendix 1 – IIA First Assessment

Appendices A – F - Applications

### **Officer Contact**

21. Paul Hinder,

Project Development & Funding Manager, (ELLL).

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## Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

### 1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

### 2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

### 3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse



6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>To improve the public realm, opportunities for play, exercise and environmental improvement</b>
<b>Service Area: Project Development and Funding</b>
<b>Directorate: Education, Leisure and Lifelong Learning</b>

### 2. Does the initiative affect:

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

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

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

**4. Does the initiative impact on:**

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

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity	x				L	Positively supporting the re – purposing of hard surfaced areas and their conversion to productive growing space
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		x				

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

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	✓		An investment in play and exercise that will be of benefit to many generations of adults, children and young people.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	✓		Opportunities for improved sporting, social and environmental development.
<b>Involvement</b> - how people have been involved in developing the initiative	✓		Through volunteering and being part of a not- for-profit voluntary sector Organisation, giving of their time freely.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	✓		Joint working ELLL with 'Environment & Street Scene', schools and Third Sector Organisations.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	✓		New equipment will develop new activity and will enrich the use of parks & playgrounds, etc. leading to improved social engagement, physical and emotional well-being.

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

A full impact assessment (second stage) <b>is not</b> required	✓
Reasons for this conclusion	
The summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on Equalities and the Welsh language.	

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

	Name	Position	Signature	Date
Completed by	Paul Hinder	Project Manager		04.01.22
Signed off by	Rhiannon Crowhurst	Head of Service		04.01.22

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## **Appendix A.**

### **Background or 'Project Specifics' – Application MF043/T2**

To provide three gateway Welcome signs to each of the principle entrance routes into the Ward of Crynant

This bid has been developed to 'Enhance existing Council Services' by working closely with the NPTCBC's 'Street Care Services' and Highways & Engineering Dept.

The signs are to be positioned within the adopted highway at gateway locations on the A4109 and the approaches to Crynant from Ystradgynlais and Ynyswen Terrace (near Brynawel Farm). The signs conform to the latest Department of Transport and Welsh Government Standards (TSRGD 2016).

The need for this initiative has come to the attention of the local Ward Member. The Member has canvassed local opinion via door to door Newsletters and other media. The Welcome signs were considered to be a priority. Residents feel that the village has lost some of its identity. The signs will give the Ward a sense of place.

The long term sustainable benefits associated with the project include helping to retain the local identity, making the area more attractive to visitors and promoting the Dulais Valley as a Tourist Destination.

The scheme has no further financial implications for NPTCBC as the signs will be part of the adopted Highways maintenance programme.

### **Recommendations**

The project is valued at £5,500, which is the full cost of manufacture, site surveying, supervision and installation. The Applicant, Councillor Sian Harris would wish to fund this project from her Members Fund allocation.

The project proposal is recommended for approval and financial support under the Members Community Fund.

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## **Appendix B.**

### **Background or 'Project Specifics' – Application MF044/T2**

To supply and install a new 20.1 m x 1.9 m Cableway zip wire to James' Field in Briton Ferry West.

This bid has been developed to 'Enhance Existing Council Services' working in close partnership with 'Street Care' Services.

The funding will be used to procure and install a new dynamic and challenging aerial runway to add to the existing static play provision. The new equipment to be protected by 28.5 m<sup>2</sup> of 'Safa Grass' tiles as a means of ensuring compliance with BS EN1177 for Impact Absorbing Safety Surfacing.

The need for this initiative has come to the attention of the local Ward Member. Representation has been made by children and young people over a period of many years. James' Field comprises a skate park donated by 'Tata Steel', a Youth Shelter and two play end walls for football and basketball but lacks moving play apparatus.

James' Field is the principle venue for teens and youths to congregate but is lacking in equipment that promotes exercise and physical activity. The Park has received investment in recent times and it is hoped to establish a 'Friends Of' Organisation to maintain this momentum. Jersey Park and nearby Victoria Street Park cater for toddlers and juniors. James' Field allows older children to play ball sports, socialise and mix with friends.

The scheme has no further financial implications for NPTCBC as the maintenance, inspection, upkeep and insurance of the new equipment will remain with 'Street Care Services'. There will be less maintenance in the short term with new play equipment benefiting from 5 and 10 year warranties on structural failure.

### **Recommendations**

The project is valued at £12,205, which is the full cost of procuring and installing the equipment. The Applicant, Councillor Hugh James, would wish to fund this project using the whole of his Members Fund

allocation for the Ward of Briton Ferry West. The funding shortfall of £2,205 will be found from the PDFU's 'Enabling Fund'.

The project proposal is recommended for approval and financial support under the Members Community Fund.

## **Appendix C.**

### **Background or 'Project Specifics' – Application MF045/T2**

To establish a Community Garden at Gellionnen and Graig Chapel, Trebanos by clearing and levelling land and equipping volunteers with essential tools and implements.

This bid has been developed to 'assist Voluntary Sector providers'.

The funding will be used to clear and level derelict land, making the area more accessible and usable and converting to a Community Garden for all ages and abilities. The Chapel as land owners are to make the area available to the 'My Green Valley' volunteers, Ysgol Trebannws children and a range of residents who have shown interest in this initiative. The project will entail creating open space by demolishing and re-purposing walls and concrete slabs, prudent tree surgery, the purchase of storage facilities, notice boards and tools and creating a recycling point.

The need for this initiative has come to the attention of the local Ward Member. Two Open Days have been staged - the first generated the Facebook Group called 'Graig Trebanos Community Hub', the second attracted over 140 residents.

The benefits of the Community Garden will be wide ranging. It will be used as a teaching resource for Primary school aged children, will enhance the lives of residents and support community Groups like 'My Green Valley' helping them to expand. Produce grown will be consumed locally and also donated to the Food Bank.

The scheme has no further financial implications for NPTCBC as the Garden will be resourced through charitable donation and fund raising.

### **Recommendations**

The project is valued at £9,981.94, which is the full cost of building works, skilled trades, purchases and sundries. The Applicant, Councillor Rebeca Phillips would wish to fund this project in its entirety from her Members Fund allocation.

The project proposal is recommended for approval and financial support under the Members Community Fund.

## **Appendix D.**

### **Background or 'Project Specifics' – Application MF046/T2**

To provide handrails from the carriageway, along stepped access, to properties in Parc Glas, Skewen.

This bid has been developed to 'Enhance existing Council Services' adding to Highways infrastructure.

The funding will be used to supply and install single tubular handrails of 3 metre length to each of the properties numbering 1 to 16 Parc Glas, Skewen. Each handrail will be shaped on site and upstands and intermediate support legs will be ground anchored with concrete. 10 sites along the street scene will be improved.

The need for this initiative has come to the attention of the local Ward Member. The project proposal is to assist elderly residents negotiate the stepped access from the road into their properties. The steps are of concrete construction set in the grass verge and can be slippery in inclement weather. The handrails will make access a little easier and safer reducing the risk of accident.

The scheme has no further financial implications for NPTCBC as there will be little maintenance associated with the tubular steel.

### **Recommendations**

The project is valued at £4,500 (net). This cost has been arrived at from a reputable supplier. The Applicant, Councillor Angharad Aubrey would wish to fund this project from her Members Fund allocation.

The project proposal is recommended for approval and financial support under the Members Community Fund.

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## **Appendix E.**

### **Background or 'Project Specifics' – Application MF047/T2**

To supply and install a new four station outdoor gym facility at the Community Council's Vaughan Avenue Park in Resolven.

This bid has been developed to 'Enhance existing Council Services' working in close partnership with the Resolven Community Council.

The funding will be used to procure and install outdoor gym equipment which will include a Hand Bike, an Air Skier, a Rower and a Cross Trainer. Equipment to be installed using ground anchors with anti – tamper bolts set within 48 square metres of wet pour Safety Surfacing. Equipment to comply with the European Safety Standard EN16630:2015 and carry a 25 year structural warranty.

The need for this initiative has come to the attention of the local Ward Member. Representation has been made by Slimming World attendees, Mother and Toddler patrons, the WI, Sardis Youth Club and Resolven/Melincourt pensioners. The proposal was supported as it offers an inexpensive alternative to paying gym membership, it would augment the existing Park and would be available for all ages and abilities. Those that might be body conscious in using an indoor gym would enjoy free use of the proposed outdoor apparatus.

The Vaughan Avenue play area has been incrementally improved over the years with the addition of new play apparatus and a skate park. The Community Council wish to build upon this given the importance of outdoor recreation and exercise during a pandemic.

The scheme has no further financial implications for NPTCBC as the maintenance, inspection, upkeep and insurance of the new equipment will fall within the Resolven Community Council's Parks maintenance budget.

### **Recommendations**

The project is valued at £20,658 (net, with VAT recoverable) which is the full cost of procuring and installing the equipment, safety surfacing, signage, welfare and a post installation inspection (to ensure safety for

use). The Applicant, Councillor Dean Lewis, would wish to contribute £2,000 from his Members Fund allocation. The remainder of the total funding package comprises a NPTCBC Minor Projects Grant of £12,000 (Cabinet Finance Sub Committee, 15.12.21), a £5,000 grant for the local Ffynnon Oer Wind Farm Fund and £1,658 from Resolven Community Council Reserves.

The project proposal is recommended for approval and financial support under the Members Community Fund.



## **Appendix F.**

### **Background or 'Project Specifics' – Application MF048/T2**

To supply and install a new Swing Bay to the Vale of Neath Leisure Centre play area in Glynneath West.

This bid has been developed to 'Enhance Existing Council Services'.

The funding will be used to procure and install a new three bay 2 flat, 2 cradle, 1 basket swing unit to replace the existing 2 bay swing which has proven, from RoSPA Inspection, to have served its useful life. Existing rubber crumb surfacing, kerb edging to be removed, the swing base to be extended and drained and overlaid with 66 square metres of Eco Fleck Impact Absorbing Surface. Equipment and safety surfacing to comply with the Industry Standards BS EN 1176 & BS EN1177.

The need for this initiative has come to the attention of the local Ward Members. Representation has been made by residents, parents and grandparents stating that the play area looks tired and unappealing. This project proposal will build upon earlier investments made on the site from a previous tranche of the Members Fund. This investment will 'complete' the site which will then offer a range of rocking, rotating spinning and swinging apparatus.

The Vale of Neath Leisure Centre play area could, with this investment, again become a meeting point for the growing number of young families in the area, a place to play but also to socialise. It is a secure and safe environment for play. This investment will augment the dynamic play equipment that already exists on an adjacent site managed by the Glynneath Town Council.

The scheme has no additional financial implication for NPTCBC as the maintenance, inspection, upkeep and insurance of the new equipment will continue to fall within the 'Street Care' maintenance budget for equipped play areas. There will be less maintenance in the short term with new play equipment and safety surfacing benefiting from 5 and 10 year warranties on structural failure.

## **Recommendations**

The project is valued at £14,342.94, which is the full cost of procuring, removing old equipment and installing new equipment. The Applicants, Councillor Del Morgan and Councillor Simon Knoyle, would wish to fund this project equally (£7,171.47) using a proportion of their Members Fund allocation for the Ward of Glynneath.

The project proposal is recommended for approval and financial support under the Members Community Fund.