

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Scrutiny Committee

1st September 2016

Report of the Head of Engineering & Transport

D. W. Griffiths

Matter for Monitoring

Wards Affected: All

Engineering and Transport – Engineering Unit Report Card

Purpose of Report

1. To present for Scrutiny the Report Card for the Engineering Unit.

Executive Summary

2. The Environment and Highways Cabinet Board on the 26th May 2016 approved the Divisional Business Plan for Engineering and Transport.
3. Each Business Unit within the division is required to complete a Report Card for each financial year, outlining the following:-
 - Performance against last year's Action Plan and Targets.
 - The challenges and opportunities faced in the short and medium term.
 - The actions and targets for the 12 months from April 2016 to March 2017.
4. The Report Card, set out in Appendix A, summarises the service priorities, key measures and key actions for the Engineering Unit.

Consultation Outcome

5. Employees within the individual services and external customers where relevant have been consulted in the development of the Report Card.

Financial Impact

6. The work delivered is funded by a combination of existing revenue and capital budget, Grant and external fee income.

Equality Impact Assessment

7. Not applicable.

Workforce Impacts

8. These are covered in the appended report card.

Legal Impacts

9. Not applicable.

Risk Management

10. A Risk Matrix for the Directorate has been prepared which incorporates the risk within this service area.

Recommendation

11. This item is for monitoring purposes.

Reasons for Proposed Decision

12. Not applicable.

Implementation of Decision

13. Not applicable.

Sustainability Appraisal

14. The activities of the Environment Directorate have an impact on all themes of the Corporate Performance Plan. Operational Business Plans contribute to service improvement by setting out service specific priorities for the next 12 months and how they will be met. Managers are required to consider Corporate policies such as equalities and health when determining how they meet their service priorities.

Appendices

15. Appendix 1 Engineering Services Report Card.

List of Background Papers

16. Engineering & Transport Business Plan - Environment and Highways Cabinet Board – 26th May 2016.

Officer Contact

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Service Report Card 2016-2017

ENGINEERING SERVICES

Section 1: Brief description of the service

The Engineering Section consists of Twenty four staff undertaking a variety of Statutory and Regulatory functions.

The Engineering Services unit is a multi-disciplinary, in house service responsible for the design and site supervision of the construction of the civil engineering schemes in the Council's revenue and capital programme, including grant funded works. The unit includes the traffic section which is revenue funded. The unit also undertakes work for the South Wales Trunk Road Agency, other divisions/Directorates and neighbouring Authorities.

Programme Management and Commissioning unit is responsible for sourcing external funding through grants, programme monitoring and select list and framework contracts.

The Section is located under the Head of Engineering and Transport within the Environment Directorate.

Section 2:
Overall Summary of Performance for 2015-16 Financial Year

- The reduction in staff numbers has been managed to reflect ongoing reductions in the Councils Capital Programme.
- Use of the South West Wales Civil Engineering Contract and serial tenders has reduced the time and cost involved in procurement
- Collaborative working with City and County of Swansea on schemes and using sharing specialist resources has maintained continuity of workload and covered gaps in specialist skills. i.e. Telematics, Bridge schemes and Coastal Protection work.
- Integrated working between the design teams has smoothed out peaks/troughs in workload and capacity.
- The staff skill base has enabled the completion of significant projects.
- Working on SWTRA Schemes has maintained continuity of the work load.

Sickness levels were below the Councils average, making the FTE days lost equating to 3.3 per FTE.

**Section 3:
Service Priorities 2016-17**

Priority	Actions to deliver priority	Officer Responsible	Timescale	What will be different? Measures and/or Outcomes
1: Complete the A474 Neath River Bridge Bont Fawr Aqueduct Strengthening and A4107 Pontrhydyfen masonry Wall Schemes.	Construction Contracts have been signed, Contractors are on site and good progress is being made.	H.I.Hasan	March 2017	100% completed
2: A474 Alltwen Hill bridge strengthening	Design team progressing on the detailed design.	H.I.Hasan	September 2017	100% completed
3: Complete Safe Route to school and safe Route in communities schemes	Detailed design completed and work issued for construction.	H.I.Hasan	March 2017	100% completed
4: Train and develop staff in Technical and project management skills.	Training courses to be identified as part of Cooperate Performance Development Review.	H.I.Hasan	Reviews to be is undertaken at the end of each financial year	Subject to resources being available.
5: To contribute to transport policy, long term planning and prioritisation of projects for delivery through the capital programme.	Annual report prepared and submitted to the WG.	H.I.Hasan	January 2017	100% completed
6: Develop further communications between various units to improve dissemination of information.	Accountable managers meeting to be held and discuss progress.	H.I.Hasan	On-going	100% completed

**Section 4:
Service Performance Quadrant 2016-17**

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	Comparative Performance	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)	Target
Service Measure 1: e.g. % (Priority 1)	0%	0%	N/A	0%	10%	100%
Service Measure 2: e.g. % (Priority 2)	0%	0%	N/A	0%	5%	100%
Service measure 3: e.g. % (Priority 3)	0%	0%	N/A	0%	5%	100%
Service measure 4: e.g. % (Priority 4)	0%	0%	N/A	0%	10%	ongoing
Service measure 5: e.g. % (Priority 5)	0%	0%	N/A	0%		ongoing
Service measure 6: e.g. % (Priority 5)	0%	0%		0%	0%	ongoing
Corporate measure (CM01):			N/A			
a) Number of transactional services fully web enabled	None	None		N/A	N/A	
b) Number of transactional services partially web enabled	None	None		N/A	N/A	

**Section 5:
Financial Quadrant 2016-17:**

As at the end of March 2016, Engineering Service budget is £108,592.00

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	2016-17 Qtr. 1 (projected to year end)
Corporate Measure (CM02): % revenue expenditure within budget	223% overspend	236% overspend	0%
Revenue Budget £	£74,765	£108,592.00	£138,569.00
Corporate Measure (CM03): Amount of FFP savings at risk	No FFP items	No FFP items	No FFP items

Notes

1

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1. The net budget of the section was £74,765.00 in 2014/15 so the variance is a significant proportion. The main reason for the overspend was a £22,000 variance in bridges maintenance which was less than 5% of the budget.
2. As reported in the budget monitoring reports throughout 2015/16, due to a corporate accountancy change, the Engineering Services had an overspend of £103,000 which accounts for the majority of the reported overspend. This has now been financed corporately and will not arise in future years.

**Section 6:
Employee Quadrant 2016-17**

Sickness levels have decreased this year over last year equating to 3.3 days being lost per FTE employee and below the Council average. Staff have been advised accordingly of the sickness management procedures, and are looking to improve on their sickness record during 2016/17.

There was no unplanned employee departure during the last twelve months.

All team members are awaiting the new employee development review forms from the centre.

Measure	2015-16 Actual (Full Year)	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Corporate Measure (CM04): Average FTE (full time equivalent) working days lost due to sickness absence			
Service: Engineering			
Total Service FTE days lost in the period	3.3		
Directorate: Environment	10.2		
Council:	9.7 Days	2.2 Days	

	2015-16 Actual (Full Year)	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Corporate Measure (CM11): Staff engagement Measure	New	New	
Corporate Measure (CM05): % of staff who have received a performance appraisal during 2016-17 (Target 100%) Number of staff who have received a performance appraisal during 2016-17	100%	0%	0%
Corporate Measure (CM06): Number of employees left due to unplanned departures	0	0	0

Section 7: Customer

Engineering services has three complaints and three compliments during 2015/16 year. No customer surveys have been undertaken as the section undertakes both statutory and regulatory duties.

Measure	2015-16 Actual (Full Year)	2015-16 Qtr. 1 (cumulative)	2016-17 Qtr. 1 (cumulative)
Corporate Measure (CM07): Total number of complaints			
Internal	3	0	2
External (from the public)			
Corporate Measure (CM08): Total number of compliments			
Internal	3	0	1
External (members of the public)			
Corporate Measure (CM09): customer satisfaction measure/s	None	None	Customer satisfaction will be measured during 16/17