

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Economic & Community Regeneration Scrutiny Committee

3rd March 2017

Report of the Head of Property & Regeneration

Simon Brennan

Matter for Monitoring

Wards Affected: All

European & Strategic Funding Service Report Card

Purpose of Report

1. To present for Scrutiny the Report Card for the European & Strategic Funding Service.

Executive Summary

2. The Economic & Community Regeneration Cabinet Board on the 15th July 2016 approved the Divisional Business Plan for Property & Regeneration.
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 I, summarises the service priorities, key measures and key actions for the European & Strategic Funding Service.

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 of the service is funded by a combination of existing revenue budget, and grant income from both European and Welsh Government sources.

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 I – European & Strategic Funding Service Report Card.

List of Background Papers

16. Property & Regeneration Operational Business Plan - Economic & Community Regeneration Cabinet Board - 15th July 2016

Officer Contact

17. Lisa Willis,
European & Strategic Funding Manager
Tel. 01639 686074
Email: l.willis@npt.gov.uk

Service Report Card 2016-2017

European & Strategic Funding Service

Quarter 3 update – (1st April 2016 – 31st December 2016)

Section 1: Brief description of the service

The European and Strategic Funding service is responsible for ensuring the county borough of Neath Port Talbot maximises the opportunities of European and strategic funding opportunities.

The key activities of the service include:

- To identify European and strategic funding opportunities;
- To support the development of business cases to submit to funding organisations including UK and Welsh Governments aligned with council priorities;
- To support the compliant delivery and closure of European funded projects;
- To chair and co-ordinate the internal cross-Directorate Strategic Funding Forum with the aim of coordinating strategic funding opportunities to deliver Council priorities.

In addition, we provide the Secretariat support function to the Swansea Bay City Region Board and associated working groups including City Deal related development work.

The service supports council Directorates and external public, private and third sector organisations. It is not a statutory service.

There are 1.8 FTEs delivering the service.

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

During the 2015 – 16 financial year, the European & Strategic Funding service achieved all service priorities within budget, including:

- Successfully supported the compliant closure of Neath Port Talbot's projects funded under the 2007 – 2013 Convergence European funding programmes mitigating risk of clawback to the local authority;
- Supported the Workways+ business plan development which was submitted to WEFO in December 2015. Workways+ was subsequently awarded £7.5m European Social Fund (ESF) funding in February 2016;
- Supported the development of the Port Talbot Integrated Transport Hub business plan development which was submitted to WEFO in March 2016 seeking £2.5m European Regional Development Fund (ERDF) funding;
- Delivered an effective Neath Port Talbot Specialist European Team (SET) function which ended in September 2015. The Team supported all council Directorates and sectors across the county borough with the aim of identifying European funding opportunities and supporting organisations through the application process and support compliant delivery of projects;
- Successfully provided a targeted European and strategic funding information and advisory service, including providing advice and support in relation to State aid, compliance and other project related queries;
- Provided an effective Secretariat support function to the Swansea Bay City Region Board;
- Supported and coordinated the development of the Swansea Bay City Region City Deal proposal which was initially launched in February 2016;

- Developed the Neath Port Talbot Destination Management Plan (DMP) which was endorsed by the Economic and Community Regeneration (ECR) Board in June 2015. This plan allows the local authority and organisations in Neath Port Talbot to apply for funding linked to the development of the visitor economy.

Financial summary:

- Our revenue budget for 2015/16 was £65,236 and we had a 13% underspend. This was due to the ability to part-fund posts from other sources and two posts were vacant for several months.

Summary of employee measures:

- Our 2015/16 average full time equivalent days lost figure of 2.4 days was below the Council's average 9.7 days. There were three unplanned employee departures during 2015, two of the posts were fixed term contracts until end of September 2015, and one was a permanent post and this vacancy has been filled.
- We carried out a number of informal staff development reviews in 2015/16 to identify training requirements and to ascertain staff satisfaction. We plan on carrying out formal reviews in Quarter 4 of 2016/17.
- We did not have any recorded complaints during the year.

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

Priority	Actions to deliver priority	Officer Responsible	Timescale	What will be different? Measures and/or Outcomes
1: To maximise the opportunity of European funding for the 2014 – 2020 programme period.	<p>Raise awareness of funding opportunities and identify funding opportunities linked to the council's strategic priorities.</p> <p>Provide advice and development support in relation to European funding programmes.</p>	Lisa Willis	On-going	<p>Project specific outputs e.g. Workways+ has employment outputs, Cynnydd has reduction in NEETs outputs.</p> <p>Delivery of strategic regeneration programme and council priorities.</p>
2: To ensure the compliant and successful delivery of European funded projects in Neath Port Talbot.	<p>Support the delivery and closure of European funded projects including Workways+, Cynnydd, and Port Talbot Integrated Transport Hub.</p> <p>Provide on-going advice and support during the delivery and closure of European funded projects.</p>	Lisa Willis	On-going	<p>Project specific outputs e.g. Workways+ has employment outputs, Cynnydd has reduction in NEETs outputs.</p> <p>Delivery of strategic regeneration programme and council priorities.</p>

3: To provide the Secretariat support function to the Swansea Bay City Region Board and associated working groups including City Deal related development work.	<p>On-going Secretariat support to the Swansea Bay City Region Board and sub groups.</p> <p>On-going support in the development of the City Deal proposal to UK and Welsh Governments including business case development.</p>	Lisa Willis	On-going	The Swansea Bay City Deal will create 9,465 gross jobs over 15 years and will have a £3.3bn total GVA impact.
4: To coordinate strategic funding opportunities to deliver Council priorities.	<p>Chair and co-ordinate the Strategic Funding Forum (formerly External Grants Group).</p> <p>Provide advice and support, including an internal funding e-bulletin and funding searches in relation to strategic funding opportunities to deliver Council priorities.</p>	Lisa Willis	On-going	Income generation opportunities to deliver against Council priorities.

Section 4: Service Performance Quadrant 2016-17

Progress on Service Priorities up to Quarter 3 (1st April 2016 – 31st December 2016):

Priority 1: To maximise the opportunity of European funding for the 2014 – 2020 programme period.

- Port Talbot Integrated Transport Hub - supported the development of the business plan which secured £2.5m European Regional Development Fund in August 2016.
- Supported the development and submission of an application for £3m European Regional Development Fund to develop Harbourside Strategic Employment Site. Full business plan submitted to the Welsh European Funding Office (WEFO) in December 2016.
- Building for the Future – on-going business plan development support for three projects to submit under Welsh Government's European Regional Development Fund regeneration scheme.
- Energy – on-going development of a business case aligned to distribute heat generation including discussions with the Welsh European Funding Office (WEFO).

Priority 2: To ensure the compliant and successful delivery of European funded projects in Neath Port Talbot.

- Supporting the compliant delivery of the European Social Fund (ESF) Workways+ project which was approved in February 2016.
- Supporting the compliant delivery of the European Social Fund (ESF) Cynnydd project which was approved in May 2016.

Priority 3: To provide the Secretariat support function to the Swansea Bay City Region Board and associated working groups including City Deal related development work

- Supported and coordinated the submission of the Swansea Bay City Region City Deal proposal to UK and Welsh Government which was submitted in October 2016. Work continues to develop the business cases further to ensure successful funding decisions.

Priority 4: To coordinate strategic funding opportunities to deliver Council priorities.

- Quarterly meetings arranged to co-ordinate strategic funding opportunities to support the Council's priorities

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	Comparative Performance	2015-16 Qtr. 2 (cumulative)	2016-17 Qtr. 2 (cumulative)
Corporate measure (CM01):					
a) Number of transactional services fully web enabled	N/A	N/A	If available	N/A	N/A
b) Number of transactional services partially web enabled	N/A	N/A		N/A	N/A

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

Summary of financial performance:

The underspend in 2015/16 was due to two unplanned departures prior to the end of the fixed term contracts (September 2015) and the posts remained vacant. In addition the service ensures it maximises all funding opportunities to part-fund posts.

We are on target to deliver the service within budget for 2016/17.

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	2016-17 Qtr. 2 (projected to year end)
Corporate Measure (CM02): % revenue expenditure within budget	100%	13% underspend	100%
Revenue Budget £	£35670	£65236	£63966
Corporate Measure (CM03):			£
Amount of FFP savings	N/A	N/A	0
Amount of FFP savings at risk	N/A	N/A	0

Section 6: Employee Quadrant 2016-17

Summary of employee performance:

FTE delivering the service is 1.8 FTE.

Sickness levels have increased this year, equating to 100.5 FTE days lost in the period 1st April 2016 – 31st December 2016 (quarter 3) this is due to one employee on long term sickness. This employee has now returned to work on a phased basis. Staff have been advised of the managing sickness procedures and the section is continually monitoring sickness absence and is looking to improve on its sickness record.

Staff development reviews are scheduled to take place and staff satisfaction surveys will be undertaken.

Measure	2014-15 Actual (Full Year)	2015-16 Actual (Full Year)	2015-16 QTR. 3 (cumulative)	2016-17 QTR. 3 (cumulative)
Corporate Measure (CM04): Average FTE (Full time equivalent) working days lost due to sickness absence				
Service: European & Strategic Funding Team				
Total Service FTE days lost in the period	59.7	7	2	100.5
Average FTE working days lost per employee	13.7	2.4	0.7	55.8

Directorate: Environment Average FTE working days lost per employee	9.8	10.2	7.3	8.3
Council: Average FTE working days lost per employee	9.4	9.7	6.8	7.3
		2015-16 Actual (Full Year)	2015-16 QTR. 3 (cumulative)	2016-17 QTR. 3 (cumulative)
Corporate Measure (CM11): Staff engagement Measure		New	(See NB. 2)	
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		0%	0%	0%
Corporate Measure (CM06): Number of employees left due to unplanned departures		3 (2 employees left in May 2015, 1 employee left in June 2015)	3 (2 employees left in May 2015, 1 employee left in June 2015)	0

Section 7: Customer Quadrant 2016-17

Summary of customer performance:

European & Strategic Funding Team has no complaints or compliments to report during 2015/16 or 2016/17.

The service will start to issue client satisfaction surveys to other departments and key stakeholders to seek feedback on performance.

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