

Agenda

Newport City Council

Date: Tuesday, 26 July 2016
Time: 5.00 pm
Venue: Council Chambers - Civic Centre
To: **All Members of the City Council**

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If you have any queries regarding this, please contact the Chief Democratic Services Officer.

Item	Wards Affected
1. <u>Agenda Welsh Version/ Cym</u> (Pages 5 - 8)	
2. <u>Preliminaries</u> i. To receive any apologies for absence. ii. To receive any declarations of interest iii. To receive any announcements by the Mayor.	
3. <u>Minutes</u> (Pages 9 - 34) To confirm and sign the minutes of the meetings held on 26 April; 17 May; and 19 May 2016	All Wards
4. <u>Appointments</u> To consider any proposed appointments.	
5. <u>Police Issues</u> To discuss local police issues with the Local Commander	

Contact: Richard Jefferies
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Date of Issue: 19 July 2016

NB: Would members please ensure no printed copies of the agenda are left in the room at the conclusion of the meeting. Leaving paper copies of reports where they can be accessed by unauthorised persons could present a data breach.

6. Notice of Motion: Hate Crime

To consider the following motion to Council for which the appropriate notice has been provided :

"We are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in our country. Our council condemns racism, xenophobia and hate crimes unequivocally. We will not allow hate to become acceptable.

We will work to ensure that local bodies and programmes have the support they need to fight and prevent racism and xenophobia.

We reassure all people living in this area that they are valued members of our community."

To be moved by Councillor Debbie Wilcox, Leader of the Council and Seconded by Councillor Matthew Evans, Leader of the Opposition.

7. Notice of Motion: Local Traders

To consider the following motion to Council for which the appropriate notice has been provided

"This Council supports the City's small businesses and market traders and recognises that occupancy levels in the market have recently fallen. The Council encourages the cabinet member for regeneration and investment and Newport Norse to provide additional assistance, as a matter of urgency, to increase occupancy levels and footfall in the market."

To be moved by Councillor Matthew Evans and Seconded by Councillor Margaret Cornelious

8. Annual Report by the Director of Social Services (Pages 35 - 108) All Wards

9. Annual Report by the Democratic Services Committee (Pages 109 - 116)

10. Welsh Language Scheme Annual Report (Pages 117 - 126) All Wards

11. Financial Policies (Pages 127 - 168) All Wards

12. Treasury Management (Pages 169 - 182) All Wards

13. Questions to the Chair of the Cabinet

To provide an opportunity for councillors to ask questions to the Chair of the Cabinet in accordance with the Council's Standing Orders.

Process: No more than 30 minutes will be allocated at the Council meeting for oral questions to the Leader

If members are unable to ask their question orally within the allocated time, remaining questions will be answered in writing. The question and response will be appended to the minutes.

The question must be addressed through the Mayor or the person

presiding at the meeting and not directly to the person being questioned

14. Questions to Cabinet Members

All Wards

To provide an opportunity to pose Questions to Cabinet Members in line with Standing Orders

Process: No more than 10 minutes will be allocated at the Council meeting for questions to each Cabinet Member.

Members will have needed to submit their proposed questions in writing in accordance with Standing Orders. If members are unable to ask their question orally within the allocated time, remaining questions will be answered in writing. The question and response will be appended to the minutes.

The question must be addressed through the Mayor or the person presiding at the meeting and not directly to the person being questioned.

Questions will be posed to cabinet members in the following order:

- Deputy Leader and Cabinet Member for Environment Sustainability and Transport
- Cabinet Member for Education & Young People
- Cabinet Member for Finance and Resources
- CM for Community Services, Work and Skills
- Cabinet Member for Regulatory Functions
- Cabinet Member for Regeneration & Investment
- Cabinet Member for Adult Social Services & Housing
- Cabinet Member for Culture, Leisure and Sport

For Information: A digest of recent decision schedules issued by Cabinet, Cabinet Members and Minutes of recent meetings of Committees has been circulated electronically to all Members of the Council.

15. Questions to Chairs of Committees

All Wards

To pose questions to the Chairs of the Committees in the following order:

- I. Scrutiny Committees
 - Community Planning and Development
 - Learning, Caring and Leisure
 - Street Scene, Regeneration and Safety
- II. Planning Committee
- III. Licensing Committee
- IV. Democratic Services Committee

Process: No more than 10 minutes will be allocated at the Council meeting for questions to each Chair.

Members will have needed to submit their proposed questions in writing in accordance with Standing Orders. If members are unable to ask their question orally within the allocated time, remaining questions will be answered in writing. The question and response will be appended to the minutes.

The question must be addressed through the Mayor or the person presiding at the meeting and not directly to the person being questioned.

16. Standards Committee (Pages 183 - 188)

All Wards

Agenda



Cyngor Dinas Casnewydd

Dyddiad: 26/07/2016

Amser: 5.00 pm

Lleoliad: Siambrau'r Cyngor - Canolfan Ddinesig

At sylw: **Pob aelod o'r Cyngor Dinas**

HYSBYSIAD GWE-DDARLLEDU

Gall y cyfarfod hwn gael ei ffilmio ar gyfer darllediad byw neu ddarllediad wedi hynny trwy wefan y Cyngor.

Ar ddechrau'r cyfarfod, bydd y Maer, Cadeirydd neu'r Person sy'n Llywyddu yn cadarnhau os yw cyfan neu ran o'r cyfarfod yn cael ei ffilmio. Efallai y bydd y delweddau a recordiad sain yn cael eu defnyddio hefyd at ddibenion hyfforddiant o fewn y Cyngor.

Yn gyffredinol, nid yw'r ardaloedd eistedd cyhoeddus yn cael eu ffilmio. Fodd bynnag, wrth fynd i mewn i'r ystafell gyfarfod a defnyddio'r ardal seddau cyhoeddus, rydych yn rhoi caniatâd i chi gael eich ffilmio a defnydd posibl o rhai delweddau a recordiadau sain ar gyfer gwe-ddarlledu a/neu ddibenion hyfforddiant.

Os oes gennych unrhyw ymholiadau ynghylch hyn, cysylltwch â Phrif Swyddog Gwasanaethau Democrataidd.

1. **Agenda Cym**
2. **Rhagarweiniadau**
 - i. Derbyn unrhyw ymddiheuriadau am absenoldeb.
 - ii. Derbyn unrhyw ddatganiadau diddordeb
 - iii. Derbyn unrhyw gyhoeddiadau gan y Maer.

3. **Cofnodion**

4. **Penodiadau**

5. **Polisi Taliadau a Gwobrwyo**

6. **Troseddau casineb**

Ystyried y canlynol

“Rydym yn falch o fyw mewn cymdeithas amrywiol a goddefgar. Does dim lle i hiliaeth, estrongasedd na throseddau casineb yn ein gwlad. Mae ein Cyngor yn llwyr ymwrthod ag unrhyw hiliaeth, estrongasedd a throseddau casineb yn ddiamod. Ni fyddwn yn caniatáu i gasineb ddod yn dderbyniol.

Byddwn yn gweithio er mwyn sicrhau bod cyrff cyhoeddus a chynlluniau’n derbyn y gefnogaeth angenrheidiol er mwyn mynd i’r afael â, ac atal, hiliaeth ac estrongasedd.

Hoffem galonogi pawb sy’n byw yn yr ardal hon trwy eu hatgoffa eu bod nhw'n aelodau gwerthfawr yn ein cymuned.”

Bydd y Cynghorydd Wilcox yn cynnig a’r Cynghorydd M. Evans yn cefnogi.

7. **Masnachwyr lleol**

Ystyried y canlynol

“Mae’r Cyngor yn cefnogi busnesau bychain a masnachwyr marchnad y ddinas, ac mae’n cydnabod bod lefelau deiliadaeth y farchnad wedi gostwng yn ddiweddar. Mae’r Cyngor yn annog Aelod Cabinet dros adfywio a Buddsoddi a Newport Norse i roi cymorth ychwanegol fel mater o frys, er mwyn cynyddu lefelau deiliadaeth a nifer y bobl sy’n mynd i’r farchnad.”

Bydd y Cynghorydd M Evans yn cynnig a’r Cynghorydd Cornelious yn cefnogi.

8. **Cyfarwyddwr Gwasanaethau Cymdeithasol: Adroddiad blynyddol**
9. **Adroddiad Blynyddol gan Bwyllgor y Gwasanaethau Democrataidd**
10. **Cynllun Iaith Gymraeg**
11. **Polisiau Ariannol – Archebion Sefydlog a Rheoliadau Ariannol**
12. **Rheolaeth y Trysorlys**
13. **Cwestiynau i Gadeirydd y Cabinet**

I roi'r cyfle i gynghorwyr ofyn cwestiynau i Gadeirydd y Cabinet yn unol â Rheolau Sefydlog y Cyngor.

Proses: Ni chaiff mwy na 30 munud eu cadw yng nghyfarfod y Cyngor ar gyfer cwestiynau llafar i'r Arweinydd

Os nad yw'r aelodau yn gallu gofyn eu cwestiwn ar lafar o fewn yr amser a glustnodwyd, bydd y cwestiynau sy'n weddill yn cael eu hateb yn ysgrifenedig. Bydd y cwestiwn ac ymateb yn cael eu hatodi i'r cofnodion.

Rhaid i'r cwestiwn cael sylw drwy'r Maer neu'r sawl sy'n llywyddu yn y cyfarfod ac nid yn uniongyrchol at y person a holir

14. **Cwestiynau i Aelodau Cabinet**

I roi'r cyfle i ofyn cwestiynau i Aelodau'r Cabinet yn unol â Rheolau Sefydlog

Proses: Ni chaiff mwy na 10 munud eu cadw yng nghyfarfod y Cyngor ar gyfer cwestiynau i bob Aelod Cabinet unigol.

Bydd angen i'r Aelodau cyflwyno eu cwestiynau arfaethedig yn ysgrifenedig yn unol â'r Rheolau Sefydlog. Os nad yw'r aelodau yn gallu gofyn eu cwestiwn ar lafar o fewn yr amser a glustnodwyd, bydd y cwestiynau sy'n weddill yn cael eu hateb yn ysgrifenedig. Bydd y cwestiwn ac ymateb yn cael eu hatodi i'r cofnodion.

Rhaid i'r cwestiwn cael sylw drwy'r Maer neu'r sawl sy'n llywyddu yn y cyfarfod ac nid yn uniongyrchol at y person a holir

Bydd y cwestiynau yn cael eu gofyn i aelodau'r cabinet yn y drefn ganlynol:

- Dirprwy Arweinydd / Aelod Cabinet dros yr Amgylchedd, Cynaliadwyedd a Thrafnidiaeth
- Aelod Cabinet dros Addysg a Phobl Ifanc
- Aelod Cabinet dros Gyllid ac Adnoddau
- Aelod Cabinet dros Wasanaethau yn y Gymuned, Gwaith a Sgiliau
- Aelod Cabinet dros Swyddogaethau Rheoleiddio
- Aelod Cabinet dros Adfywio a Buddsoddi
- Aelod Cabinet dros Wasanaethau Cymdeithasol i Oedolion a Thai
- Aelod Cabinet dros Ddiwylliant, Hamdden a Chwaraeon

Er Gwybodaeth: Mae crynodeb o amserlenni penderfyniad diweddar a gyhoeddwyd gan y Cabinet, Aelodau Cabinet a Chofnodion cyfarfodydd diweddar y Pwyllgorau wedi cael ei gylchredeg yn electronig at bob Aelod o'r Cyngor.

15. Cwestiynau i Gadeiryddion Pwyllgorau

Bydd y cwestiynau yn cael eu gofyn i Gadeiryddion Pwyllgorau yn y drefn ganlynol:

I. Pwyllgorau Craffu

- Cynllunio a Datblygu Cymunedol
- Dysgu, Gofalu a Hamdden
- Gwasanaethau Stryd yn Un, Adfywio a Diogelwch

II. Pwyllgor Cynllunio

III. Pwyllgor Trwyddedu

IV. Pwyllgor Gwasanaethau Democraidaidd

16. Pwyllgor Safonau

Minutes



Council

Date: 26 April 2016

Time: 5.00 pm

Present: Councillors H Thomas (Chair), J Cleverly, P Cockeram, E Corten, K Critchley, D Davies, V Delahaye, C Evans, M Evans, C Ferris, D Fouweather, E Garland, G Giles, J Guy, P Hannon, D Harvey, I Hayat, P Huntley, R Hutchings, R Jeavons, M Kellaway, D Mayer, S Mlewa, R Mogford, R Poole, J Mudd, M Rahman, J Richards, M Spencer, C Suller, T Suller, K Thomas, R Truman, T Watkins, M Whitcutt, R White, K Whitehead, D Wilcox and D Williams

Apologies: Councillors D Atwell, M Al-Nuami, O Ali, T Bond, R Bright, M Cornelious, C Jenkins, M Linton, C Maxfield, A Morris and E Townsend

1. Preliminaries

Declarations of Interest

The Mayor stated that he had been advised that all members of the Council had a personal interest in Item 6 'Members Allowances' and that each member's declaration would be assumed.

The Monitoring Officer confirmed to Councillor Hannon that Members had a "personal" interest in relation to this Report regarding the Scheme of Remuneration but this is not deemed to be a "prejudicial" interest because of the saving provisions in paragraph 12 of the Members Code of Conduct.

Mayor's Announcements

Recent events

The Mayor informed members of the Council that, since the last meeting, there had been news of the loss of former Councillors John Bird and Hugh Clark as well as former Mayoress Mrs Pat Watson. The Council had also received the sad news that Emily Clark who was an Ambassador for Teenage Cancer Trust during Matthew Evans's year as Mayor has also passed away. Members and officers stood in silence as a mark of respect to each of them.

Councillor Margaret Cornelious

The Mayor informed members that Councillor Margaret Cornelious had broken her leg. All members wished Councillor Cornelious a speedy recovery.

Councillor Bright

The Mayor referred to Councillor Bright's intention to stand down as Leader of the Council at the end of this month. He mentioned that Councillor Bright had served as a Councillor for some 45 years and elected as Leader of the Council between 2004 and 2008 and again from

May 2012. He was also Newport's Mayor 1997/98 and was named Welsh Politician of the Year in 2014.

Councillor Truman, Councillor Matthew Evans and Councillor Williams agreed that members from all parties would wish to thank Councillor Bright for his excellent service as Leader, referred to some of his major achievements and passed on best wishes for the future.

2. **Minutes**

The minutes of the meeting held on 24 February 2016 were confirmed as a true record by the Council and signed by the Mayor

3. **Appointments**

The following appointments as LEA governors were agreed:

Alway Primary School: Ms M Miles

High Cross Primary School: Ms T Mckim

Maesglas Primary School: Mr G Williams

Malpas CiW Primary School : Ms K Slade

St Joseph's RC Primary School: Ms C Gibbons to replace Councillor Christine Jenkins

St Julian's School: Ms L Moore

Ysgol Gymraeg Casnewydd: Mr M Rushworth

4. **Improvement Plan 2016-2018**

The Deputy Leader introduced a report to the Council and stated that the proposed Plan was considered by the Cabinet earlier in the month.

Cabinet had recommended eight priority areas in which improvement should be demonstrated during the coming two years. The Improvement Objectives relate directly to the priorities of the Corporate Plan and were selected by Cabinet in January 2016 after consideration of consultation responses.

The eight improvement objectives were:

- Improving independent living for older people
- Ensuring people have the right social services to meet their needs
- Ensuring people have access to suitable accommodation
- City Regeneration and Development
- Supporting young people into education, employment or training
- Ensuring the best educational outcomes for children
- Increasing recycling Preventing Offending and Re-offending of young people

Councillor Matthew Evans supported the general principles but made a general comment about the need to address basic issues which were of concern to residents in all wards.

Resolved

To adopt the Improvement Plan

5. **Pay and Reward Policy**

The Council was informed by the Deputy Leader that local authorities were required to produce a "pay policy statement" for the financial year.

The Council was informed that the Pay and Reward Policy had been updated to take account of changes which have taken place during the last 12 months which included the new Single Status pay and grading arrangements agreed on 18 May 2015 by way of collective bargaining. In addition minor revisions had been made to the body of the Policy to better reflect the purpose, scope and application.

The Policy had been recommended to Council by Cabinet

Resolved

To approve the Pay and Reward Policy

6. **Members' Allowances**

The Deputy Leader informed the Council that the Independent Remuneration Panel had issued its annual report. He stated that normally the report provided determinations on all members' allowances.

This year however there was an element of flexibility introduced in terms of special responsibility payments to cabinet members (other than the Leader and Deputy) and chairs of committees.

The Council always has had the flexibility to pay or not pay the Mayor and Deputy.

This report presented to the Council suggested no change to current arrangements in the current year and asked the Democratic Services Committee to consider recommendations to the new Council next year.

The report also suggests payments would be made to the Mayor and Deputy in the manner that the Democratic Services Committee has recommended in the past

The report sets out all details of the Independent Remuneration panel's suggested rates of allowances.

Resolved

- (1) To note the key determinations by the Independent Remuneration Panel for 2016-2017
- (2) To agree that all cabinet posts be remunerated at the maximum level of senior salary as determined by the Panel
- (3) To agree that all Chairs of Committees receive Senior salaries
- (4) To agree that all Chairs are paid at the recommended higher level of salary as determined by the Panel
- (5) To note that the Leader of the Opposition receives the salary as determined by the Independent Remuneration Panel
- (6) To maintain the current banding on the remuneration of the City's Mayor and Deputy Mayor for 2016/2017
- (7) To note the publicity and information Schedules requirement
- (8) To ask the Democratic Services Committee to work towards making recommendations to the new Council in May 2017 as to the levels of senior salaries to be allocated to posts

7. **Community Infrastructure Levy**

The Council received a presentation on a report which sought approval for proposals for a Community Infrastructure Levy for Newport to be submitted to the Planning Inspectorate for independent examination.

It was explained that the Community Infrastructure Levy (CIL) was a new charging mechanism for securing contributions from developers. It is a levy that will apply to certain types of new development.

The Council would need to identify the total cost of infrastructure it wishes to fund (wholly or partly) through the levy. In doing so, it must consider what additional infrastructure is needed to support development, and what other sources of funding are available. As such, evidence of a 'funding gap' must be demonstrated to justify a CIL.

Infrastructure needs and associated costs will be identified in an Infrastructure Plan (known as a Regulation 123 List), alongside known site-specific S106 items.

CIL will provide a 'contribution' towards the overall provision, improvement, replacement, operation and maintenance of 'city-wide' projects or 'types' of infrastructure (that support the LDP). Examples include roads and transport facilities, flood defences, educational facilities, sporting and recreational facilities, open spaces that are required to support development in the LDP. Whilst core public funding will fund most infrastructure, CIL will provide 'additional' funding. The Regulation 123 List will be continually reviewed to reflect corporate priorities

The CIL rates will be set out in a Charging Schedule and therefore developers will know exactly what they will be expected to pay.

Members were informed that the CIL rates, once set, are effectively non-negotiable; therefore lengthy negotiations over planning contributions between the local planning authority and developers are expected to decrease. Section 106 contributions for affordable housing and other site specific infrastructure will still be sought.

In setting the CIL rates, the Council must submit its proposals and evidence to the Planning Inspectorate to undergo independent examination. Proposed CIL rates were set out in detail in the report for consideration by members.

Following questions from Councillor Whitcutt, members were informed that it was very difficult to make an accurate assessment of income from continuing Section 106 agreements as this would depend on smaller schemes coming forward. The estimated £8.4 m income from CiL was a cumulative total to 2026.

It was explained to Councillor Chris Evans that the school on the Alcan development had been justified by the scope of the development. The cabinet member for Education and Young People confirmed that all Newport Schools are available to all Newport schoolchildren

Councillor Williams was concerned that the CIL levy would effectively be a rise in house price as the costs would fall to house purchasers and that remediation costs could result in developers shying away from development in Newport. He asked for the level of CiL to be kept under review. Councillor Mogford was also concerned this would be a tax on house purchasers

In response to Councillor Watkins, the Monitoring Officer confirmed that the contributions under CIL will be pooled for the purpose of the Section 123 list and to serve the whole of Newport.

Councillor Hannon supported the proposals saying that this would be an equitable way of raising funds for improvements as a result of investment in community infrastructure. The CiL would not stop development and it would provide an opportunity for the Local Authority to provide necessary infrastructure.

Councillor Richards supported the proposals in the report stating that all of the enquiries were addressed in the report.

Resolved

To approve the following documents, as presented, for submission to the Planning Inspectorate for independent examination

- a) The Newport Draft CiL Changing Schedule
- b) Draft Charging Schedule – Report of Consultation
- c) Draft Infrastructure Development Plan & Infrastructure/Regulation 123 List

8. Questions to the Chair of the Cabinet

No questions had been submitted for this meeting

9. Questions to Cabinet Members

No questions had been submitted for this meeting

10. Questions to the Chairs of Committees

No questions had been submitted for this meeting

11. Standards Committee

The minutes of the meeting of the Standards Committee held on 14 January were received

The meeting terminated at 5.50pm

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Minutes



Council

Date: 17 May 2016

Time: 5.00 pm

Present: The Mayor: Councillors H Thomas (part 1) and D Atwell (part 2) in the Chair.
Councillors: O Ali, R Bright, J Cleverly, P Cockeram, M Cornelious, K Critchley, D Davies, V Delahaye, C Evans, M Evans, C Ferris, D Fouweather, G Giles, J Guy, D Harvey, I Hayat, P Huntley, R Hutchings, R Jeavons, M Kellaway, M Linton, D Mayer, S Mlewa, R Mogford, R Poole, J Mudd, M Rahman, J Richards, M Spencer, C Suller, T Suller, H Thomas (Chair), K Thomas, R Truman, T Watkins, M Whitcutt, R White, D Wilcox and D Williams

Apologies: Councillors M Al-Nuami, T Bond, E Corten, E Garland, P Hannon, C Jenkins, C Maxfield, A Morris and K Whitehead

1. Preliminaries

The Mayor referred to the very sad loss of a friend and Councillor colleague, Councillor Ed Townsend. Members, officers and visitors stood in silence in memory of Councillor Townsend

2. Appointment of the Leader of the Council

Councillor Deborah Wilcox was appointed as Leader of the Council.

The Leader of the Council announced that the Cabinet she had appointed would comprise:

Deputy Leader and Cabinet Member for Environment,
Sustainability and Transport
Cabinet Member for Education & Young People
Cabinet Member for Finance and Resources
CM for Community Services, Work and Skills
Cabinet Member for Regulatory Functions
Cabinet Member for Regeneration & Investment
Cabinet Member for Adult Social Services & Housing
Cabinet Member for Culture, Leisure and Sport and
Business Manager

Cllr Ray Truman
Cllr Gail Giles
Cllr Mark Whitcutt
Cllr Roger Jeavons
Cllr Robert Poole
Cllr John Richards
Cllr Paul Cockeram

Cllr Deborah Harvey

3. Appointments

Opposition Spokespersons:

Councillor M. Evans announced that he would act as Leader of the Opposition. Opposition spokespersons would be as follows:

Deputy Leader	Cllr Margaret Cornelious
Education & Young People	Cllr David Williams
Community Services, Work & Skills	Cllr Tom Suller
Regeneration & Investment	Cllr Martyn Kellaway
Regulatory Functions	Cllr Margaret Cornelious
Environment, Sustainability & Transport	Cllr Richard White
Adult Social Services & Housing	Cllr David Fouweather
Culture, Leisure & Sport	Cllr Charles Ferris
Finance & Resources	Cllr Ray Mogford

Chairs of Committees:

Following nominations by the Leader of the Council and, where appropriate by the Leader of the Opposition the following appointments were agreed by the Council:

Chair of Planning Committee: Councillor Paul Huntley

Chair of Licensing Committee: Councillor Cliff Suller

Scrutiny Committee for Learning Caring and Leisure: Councillor John Guy to be Chair

Scrutiny Committee for Street Scene, Regeneration and Safety: Councillor Omar Ali to be chair.

Scrutiny Committee for Community Planning and Development: Councillor David Williams to be chair.

Democratic Services Committee: Councillor Charles Ferris to be Chair

(Councillors Huntley, Suller, Guy, Ali, Williams and Ferris each declared an interest in this item and did not vote on the specific appointments)

Committees and Outside Bodies

Councillor Wilcox announced that appointments of members to the committees and to outside bodies will be passed to the proper officer and recorded in the minutes (See the appendix to these minutes)

Councillor M Evans also announced that appointments of members to the committees will be passed to the proper officer and recorded in the minutes (See the appendix to these minutes)

Governors:

The following were agreed:

- Bassaleg School: Cllr Tom Bond re-appointed
- Duffryn High School; Cllr Omar Ali
- Kimberley Nursery: Cllr Paul Cockeram
- Liswerry Primary : Cllr Debbie Harvey
- Millbrook Primary: Sarah Craven
- Mount Pleasant Primary: Tom Bond re- appointed
- Ringland Primary: Tim Harvey

4. **Members Code of Conduct**

The Monitoring Officer reported that The Local Authorities (Model Code of Conduct) (Wales) Amendment Order 2016 has amended the mandatory provisions of the current Members Code of Conduct.

The Council was required to formally adopt this new Model Code of Conduct before 26th June 2016. All elected members and voting co-opted members of the Council would be automatically bound by the revised Code of Conduct following its adoption and there is no requirement for members to sign a fresh declaration or undertaking to abide by the revised Code.

The main changes were set out in the report. The Monitoring Officer reported that, for the most part, the revisions to the previous model Code of Conduct are technical in nature and reflect changes introduced by the Local Government (Democracy) (Wales) Act 2013 (“the 2013 Act”) but there are some substantive changes which clarify previous uncertainty regarding conflicts of interest, reporting of misconduct and registration of interests.

Resolved

To formally adopt the new Model Code of Conduct

5. **Adjournment**

The meeting adjourned following the above items of business and reconvened for the following items at 5.30 pm

6. **Election of the Mayor**

It was proposed by the Leader of the Council and seconded by Councillor M Evans and unanimously:

Resolved

That Councillor David Atwell is elected as the Mayor of the City of Newport for the ensuing year. Councillor Atwell, having made and subscribed the Declaration of Acceptance of Office and taken the Official Oath and Oath of Allegiance, expressed thanks for the honour conferred upon him.

Vote of Thanks

It was proposed by the Mayor and seconded by the Leader of the Council and unanimously

Resolved

That the Council’s thanks be given to Councillor Cliff Herbie Thomas and Ms Jacqueline Mitchell for the manner in which they had discharged the duties as Mayor and Mayoress.

Response

Councillor Herbie Thomas congratulated the Mayor on his election. He expressed pride in serving the City as Mayor.

He mentioned in particular the support he has received from Sian Isgrove, his PA and Ms Sue Griffiths. He also thanked the Chauffeurs and made particular mention of the

contribution of Mr Peter Howells who was retiring from his role as Chauffeur after the Annual Meeting

Councillor Thomas thanked his chaplain and referred to the teamwork that had helped in his successful year. He mentioned the wonderful people from all walks of life he and the Mayoress had met in the past year. He described a number of highlights of his year and mentioned the good times he and the Mayoress had enjoyed.

Councillor Thomas thanked Councillor Kate Thomas and Dr Worden for their support as Deputy Mayor and Deputy Mayoress over the past 12 months.

Councillor Thomas thanked his son and family for their support and paid particular tribute to his Mayoress, Ms Jacqueline Mitchell.

7. Appointment of the Deputy Mayor

It was proposed by the Mayor, seconded by the Leader of the Opposition and unanimously

Resolved

That Councillor David Fouweather is appointed Deputy Mayor for the ensuing year. Councillor Fouweather, having made and subscribed the Declaration of Acceptance for the role of Deputy Mayor expressed thanks for his appointment.

NEWPORT CITY COUNCIL - APPOINTMENTS AT AGM - May 2016

Cabinet:

Post	Appointed
Leader & Chair of Cabinet	Cllr Debbie Wilcox
Deputy Leader and Cabinet Member for Environment Sustainability and Transport	Cllr Ray Truman
Cabinet Member for Education & Young People	Cllr Gail Giles
Cabinet Member for Finance and Resources	Cllr Mark Whitcutt
CM for Community Services, Work and Skills	Cllr Roger Jeavons
Cabinet Member for Regulatory Functions	Cllr Robert Poole
Cabinet Member for Regeneration & Investment	Cllr John Richards
Cabinet Member for Adult Social Services & Housing	Cllr Paul Cockeram
Cabinet Member for Culture, Leisure and Sport and Business Manager	Cllr Deborah Harvey

Opposition Spokespersons:

Post	Appointed
Leader of the Opposition	Cllr Matthew Evans
Deputy Leader	Cllr Margaret Cornelious
Education & Young People	Cllr David Williams
Community Services, Work & Skills	Cllr Tom Suller
Regeneration & Investment	Cllr Martyn Kellaway
Regulatory Functions	Cllr Margaret Cornelious
Environment, Sustainability & Transport	Cllr Richard White
Adult Social Services & Housing	Cllr David Fouweather
Culture, Leisure & Sport	Cllr Charles Ferris
Finance & Resources	Cllr Ray Mogford

Planning Committee:
(8 Labour, 2 Conservative, 1 Independent)

Chair (Labour)	Cllr P Huntley
Labour (Deputy Chair)	Cllr V Delahaye
Labour	Cllr O Ali
Labour	Cllr M Linton
Labour	Cllr J Mudd
Labour	Cllr R Hutchings
Labour	Cllr K Critchley
Labour	Vacant
Conservative	Cllr D Fouweather
Conservative	Cllr R White
Independent	Cllr C Evans

Licensing Committee:
(8 Labour, 2 Conservative, One Independent)

Chair (Labour)	Cllr C Suller
Labour	Cllr J Guy
Labour	Cllr C Jenkins
Labour	Cllr E Garland
Labour	Cllr D Davies
Labour	Cllr M Rahman
Labour	Cllr T Watkins
Labour	Cllr H Thomas
Conservative	Margaret Cornelious
Conservative	Charles Ferris
Independent	vacant

Audit Committee:**(6 Labour, 2 Conservative, 1 Independent)****LAY MEMBER CHAIR**

Labour	Cllr RC Bright
Labour	Cllr H Thomas
Labour	Cllr J Guy
Labour	Cllr D Davies
Labour	Cllr E Garland
Labour	Cllr M Spencer
Conservative	Cllr R White
Conservative	Cllr R Mogford
Independent	Vacant
Lay Member (Chair)	Mr John Baker

*** Chair appointed by the Committee****Democratic Services Committee:****(7 Labour, 2 Conservative, 1 Independent)**

Chair (Conservative)	Cllr C Ferris
Labour	Cllr T Bond
Labour	Cllr M Linton
Labour	Cllr A Morris
Labour	Cllr D Mayer
Labour	Cllr J Mudd
Labour	Cllr K Thomas
Labour	Cllr T Watkins
Conservative	Cllr M Evans
Independent	Cllr C Evans

Scrutiny Committees:

Learning, Caring & Leisure

(7 Labour, 2 Conservative, 1 Independent)

Chair (Labour)	Cllr J Guy
Labour	Cllr S Mlewa
Labour	Cllr C Maxfield
Labour	Cllr E Garland
Labour	Cllr C Suller
Labour	Cllr M Spencer
Labour	Cllr D Mayer
Conservative	Cllr D Fouweather
Conservative	Cllr C Ferris
Independent	Cllr K Whitehead

Streets Scene, Regeneration & Safety

(7 Labour, 2 Conservative, 1 Independent)

Chair (Labour)	Cllr O Ali
Labour	Cllr D Davies
Labour	Cllr T Bond
Labour	Cllr M Rahman
Labour	Cllr K Critchley
Labour	Cllr P Huntley
Labour	Cllr S Mlewa
Conservative	Cllr M Cornelious
Conservative	Cllr M Evans
Independent	Cllr C Evans

Community Planning & Development

(7 Labour, 2 Conservative, 1 Independent)

Chair (Conservative)	Cllr D Williams
Labour	Cllr J Mudd
Labour	Cllr A Morris
Labour	Cllr V Delahaye
Labour	Cllr T Watkins
Labour	Cllr K Thomas
Labour	Cllr H Thomas
Labour	vacancy
Conservative	Cllr T Suller
Independent	Cllr J Cleverly

Standards Committee:

Cllr H Thomas	Labour appointment
Cllr J Guy	Labour appointment
Cllr D Fouweather	Conservative appointment

Also: Mrs H Taylor OBE (Chair), Mr J Pickering, Mr G Hancock, Mr P Westwood, Mr B John and Ms T Britton

SACRE: The Standing Advisory Council on Religious Education:

Cabinet Member for Education & Young People	Chair
Cllr A Morris	Labour appointment
Cllr C Jenkins	Labour appointment
Vacancy	Labour appointment
Cllr D Williams	Conservative appointment

Social Services Rota Visits:

Cllr Kate Thomas
Cllr Paul Huntley
Cllr R Hutchings
Cllr S Mlewa
Cllr O Ali
Cllr D davies
Cllr M Cornelious
Cllr C Ferris

Corporate Parenting Forum:

Chair (Labour)	Cabinet Member for Education and Young People
Labour	Cllr T Bond
Labour	Cllr D Davies
Labour	Cllre M Linton
Labour	Cllr K Critchley
Labour	Cllr R Hutchings
Labour	Cllr C Maxfield
Labour	Cllr H Thomas
Labour	Cllr K Thomas
Conservative	Cllr M Evans
Conservative	Cllr T Suller

HR Appeals:

Members to be appointed to be used in rotation:

Cllr's Jane Mudd, Allan Morris, Malcolm Linton, Trevor Watkins, Tom Bond, Paul Huntley, Mark Spencer, David Mayer, Herbie Thomas, Kate Thomas, Debbie Davies; David Fouweather Charles Ferris, David Williams, Richard White

Employee Partnership Forum

- The Cabinet Member for Finance & Resources;
- CM for Community Services, Work and Skills;
- and Cabinet Member for Education and Young People

Champions:

Older Persons Champion: Cllr Trevor Watkins

Disabled and Vulnerable Persons Champion: Cllr Kate Thomas

Carers Champion: Cllr Cliff Suller

Equalities Champion: Cllr O Ali

Member Development Champion: Deputy Leader

Poverty Champion: Cllr Tom Bond

Armed Forces Champion and Veterans Champion: Cllr Mark Spencer

Homelessness and Supporting People Champion: Cllr Jane Mudd

APPOINTMENTS TO OUTSIDE BODIES: May 2016

Body	No	2016 appointments
Adoption Panel	1	Cllr Rhys Hutchings
Aneurin Bevan Health Board (Stakeholder Reference Group)	2	Cllr Debbie Davies Cllr Maxfield
Arts Council for Wales: SE Wales Regional Committee	1	Cllr Debbie Harvey as Cabinet Member for Culture, Leisure and Sport
Caldicot & Wentlooge Internal Drainage Board Advisory Body	4+ 4 Sub	<p>4 Members Cllr Trevor Watkins Mr Rob Hepworth Cabinet Member for Environment, Sustainability & Transport Mr William Langsford</p> <p>4 Substitutes Cllr Paul Huntley Cllr Herbie Thomas Cllr Christine Jenkins Mr Alan Speight</p>
Careers Wales (Gwent) Ltd	1	Cllr Roger Jeavons as CM for Community Services, Work and Skills
Capital Region Tourism	1	Cllr John Richards as Cabinet Member for Regeneration & Investment
Citizens Advice Bureau	1	Cllr Cliff Suller
Coleg Gwent	1	Cllr Roger Jeavons as CM for Community Services, Work and Skills
Community Centres Management Committees		
Community Chest Local Panel	3	Cllr Mark Spencer Cllr Emma Garland Cllr David Fouweather
Communities First Partnership	1	Cllr Roger Jeavons as CM for Community Services, Work and Skills

Communities First Cluster Groups	4 (+4)	Central: Cllr Miqdad Al-Nuaimi (sub: Cllr Majid Rahman) East: Cllr Debbie Harvey (sub: Cllr Emma Corten) North: Cllr Jane Mudd (sub:Cllr Val Delahaye) West: Cllr Trevor Watkins (sub:Cllr Debbie Wilcox)
Community Health Council, Newport Committee	3	Cllr John Guy Mrs Elaine Bryant Vacant
Connecting South East Wales (CSEW)	1 + 1	Leader of the Council Chief Executive
Consortium of Local Authorities in Wales (CLAW)	1	Cllr Mark Whitcutt as Cabinet Member for Finance & Resources
Credit Union	1	Cllr Val Delahaye
Education Achievement Service board member (Company Board)	1	Cllr Roger Jeavons as CM for Community Services, Work and Skills (sub: Cllr Debbie Harvey)
Education Achievement Service Commissioning Group (Education) (JEG)	1	Cllr Gail Giles as Cabinet Member for Education and Young People (sub: Cllr Debbie Davies)
EAS Scrutiny Panel	2	Cllr David Mayer Cllr Sally Mlewa
EAS Programme Board	1	Leader of the Council (sub Deputy Leader)
EAS Audit & Risk Assurance Committee	2	Cllr David Mayer Cllr Sally Mlewa
East Newport Social Care Centre	1	Cllr John Guy
Fairness Commission	2	Cllr Kate Thomas
Friends of Newport Transporter Bridge	1	Cllr Charles Ferris

Food Waste Treatment Partnership	2	Cllr Ray Truman as Cabinet Member for Environment Sustainability and Transport Cllr Robert Poole as Cabinet Member for Regulatory Functions
Foster Panel	1	Cllr Rhys Hutchings
Flood Risk Management Wales	2	Temp Vacant Cllr Paul Huntley as Chair of Planning Committee
Frailty Project Joint Committee	1	Cllr Paul Cockeram
Greater Gwent Archives Joint Committee	2	Cllr John Guy Cllr David Mayer
Greater Gwent Cremation Joint Committee	2	Cllr Paul Huntley Cllr Val Delahaye
Greater Gwent Pension Fund Joint Committee	3	Cllr Mark Whitcutt as Cabinet Member for Finance and Resources Cllr Herbie Thomas Mr J Baker
Growing Space	1	Cllr M Cornelious
Gwent Association of Voluntary Organisations Local Committee	1	Cllr Omar Ali
Gwent Police & Crime Panel	3	Cllr Omar Ali Cllr John Guy Cllr David Williams
Gwent Police Animal Welfare Lay Visitor	1	Cllr Tom Bond
Gwent Level Wetlands Reserve	1	Cllr Allan Morris
Indoor Bowling Association	1	Cllr David Fouweather
Jerome Gatehouse Collection Trust	1	Cllr Mark Spencer
Joint Council for Wales	2	Cllr Mark Whitcutt as Cabinet Member for Finance and Resources

		Cllr Robert Poole as Cabinet Member for Regulatory Functions
Merchant Navy Welfare	1	Cllr John Guy
Mon Brecon Canal Joint Steering Group	3	Cllr Ray Truman as Cabinet Member for Environment Sustainability and Transport Cllr John Richards as Cabinet Member for Regeneration & Investment Cllr David Mayer
Newport City Homes	4	Cllr Jane Mudd Cllr Val Delahaye Cllr Sally Mlewa Sheila Davies
Newport Harbour Commission	2	Cllr John Guy Mr Alan Speight
Newport Now BID	1	Cllr John Richards as Cabinet Member for Regeneration & Investment
Newport Transport Board	6	Cllr Herbie Thomas Cllr Mark Spencer Cllr Rhys Hutchings Cllr Tom Bond Cllr David Fouweather
Newport Women's Aid	1	Cllr Emma Corten
Norse Joint Partnership Board (Norse Newport and NPS Newport)	2	Cllr Cliff Suller
Pill Millennium Centre Trust	2	Cllr O Ali
Prosiect Gwyrdd Joint Committee	2	Cllr Robert Poole as Cabinet Member for Regulatory Functions Cllr Ray Truman as Deputy Leader
Prosiect Gwyrdd Scrutiny Panel	2	Cllr Mark Spencer Vacancy
Public Service Board	2	Deputy Leader Chief Executive
Raven House Trust	1	Cllr David Fouweather

Reserve Forces & Cadet Association	1	Cllr Matthew Evans
River Usk Management Group	1	Cllr John Richards
Roger Williams & Queen Victoria Alms Houses (Stow Hill)	1	Cllr Miqdad Al-Nuaimi
South East Wales Racial Equality Council (SEWREC)	1	Cllr Majid Rahman
South East Wales Strategic Planning Group	1	Cllr John Richards as Cabinet Member for Regeneration & Investment
South Wales Fire Authority	2	Cllr Debbie Davies Cllr Ken Critchley
Wastesavers Limited	4	Cllr Omar Ali Cllr Mark Spencer Cllr Tom Bond Cllr Ray Truman
Welsh Church Fund	2	Cllr Mark Whitcutt Mr J Baker
Welsh Joint Education Committee (WJEC)	1	Cllr Gail Giles as Cabinet Member for Education and Young People
Welsh Local Government Association (WLGA)	3	Leader of the Council Deputy Leader Cllr Paul Huntley
WLGA Coordinating Committee	1	Leader of the Council
Welsh Purchasing Consortium (Joint Arrangements)	1	Cllr Mark Whitcutt as Cabinet Member for Finance and Resources
Williams Trust	4	Cllr Cliff Suller Jason Hughes Caroline McLachlan Stephen Marshall

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Minutes



Council

Date: 19 May 2016

Time: 5.00 pm

Present: The Mayor (Cllr D Atwell) in the Chair

Councillors O Ali, P Cockeram, K Critchley, J Cleverly, D Davies, V Delahaye, C Evans, M Evans, C Ferris, D Fouweather, G Giles, J Guy, P Hannon, D Harvey, P Huntley, R Jeavons, M Kellaway, D Mayer, R Mogford, J Richards, M Spencer, C Suller, T Suller, H Thomas, K Thomas, R Truman, T Watkins, M Whitcutt and R White

Apologies: Councillors M Al-Nuami, T Bond, R Bright, M Cornelious, E Corten, E Garland, I Hayat, R Hutchings, C Jenkins, M Linton, C Maxfield, S Mlewa, A Morris, R Poole, J Mudd, M Rahman, K Whitehead, D Wilcox and D Williams

1. Preliminaries

Declarations of Interest

Councillor D Wilcox forwarded her apologies explaining that she had a personal and prejudicial interest as a governor of Duffryn High School

Councillor T Watkins declared an interest in the item but retained his right to speak as Local member and withdrew from the meeting following his contribution

2. Development Management: Planning Application Schedule

Resolved

(1) That decisions be recorded as shown on the Planning Applications Schedule attached below

(2) That the Development Services Manager be authorised to draft any amendments to/additional conditions in respect of the Planning Applications Schedule, attached.

3. Appendix- Decision Schedule

DECISION SCHEDULE

No	Site/Proposal	Ward	Additional Comments	Decision
16/0222	<p>Duffryn High School, Lighthouse Road, Newport, NP10 8YD</p> <p><i>CONSTRUCTION OF 2NO. 3 STOREY NEW TEACHING BLOCKS ON THE CURRENT DUFFRYN HIGH SCHOOL SITE. SUBDIVISION OF THE SITE TO FACILITATE THE PROVISION OF A WELSH MEDIUM SCHOOL IN BLOCKS 1 AND 5 AND ENGLISH MEDIUM SCHOOL IN BLOCK 2, 3 AND 4. NEW INTERNAL SECURITY FENCING AND GATES AND SOME REPLACEMENT EXTERNAL SECURITY FENCING, NEW SPORTS PTICHES, MUGA'S AND PLAYING FIELD ON THE EXISTING SITE. FLOODLIGHTING OF 3G ALL WEATHER PITCH. NEW VEHICLE AND PEDESTRIAN CROSSING ON DUFFRYN WAY AND CONTROLLED PEDESTRIAN CROSSING ON LIGHTHOUSE ROAD. MINOR INTERNAL ALTERATIONS AND NEW ENTRANCE WITH CANOPY AND GLAZED SCREEN AND ACCESS</i></p>	Tredegar Park	<p>The Head of Regeneration, Investment and Housing referred to late representations previously circulated.</p> <p>Mr J Harris, Chief Education Officer, the Applicant spoke in support of the application.</p> <p>Ms E Maher, Chair of Welsh Medium School Governors spoke in support of the application.</p> <p>Councillor Watkins, Tredegar Park Ward Member spoke in support of the application.</p> <p>As recorded above, Councillor D Wilcox forwarded her apologies explaining that she had a personal and prejudicial interest as a governor of Duffryn High School</p> <p>Councillor T Watkins declared an interest in the item but retained his right to speak as Local member and withdrew from the meeting following his contribution</p> <p>Officers had recommended refusal of the application</p>	<p>Planning Application No.16/0222 be granted, subject to any standard planning conditions that the Development Control Manager considers necessary, on the grounds that the educational need for this development outweighs the planning policy objections set out in the officer Report</p>

	<i>RAMP TO BLOCK 2. (RESUBMISSION FOLLOWING REFUSAL OF PLANNING APPLICATION 15/1103)</i>			
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The meeting terminated at 6.50 pm

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Report

Council

Part 1

Date: 26 July 2016

Item No:

Subject Annual Report of Director of Social Services

Purpose To present to Council the Annual Report of the Director of Social Services.

Author Mike Nicholson, Strategic Director (People)

Ward City wide

Summary This report is an evaluation of 2015/16 performance for Social Services and it identifies, 'Key Messages,' that we have learned from our experience during the year and from listening to the views of key stakeholders, particularly service users and carers. It provides a view of the service and the challenges that we continue to face and I conclude that we provide good quality social care services with a clear vision and with excellent collaborative working, we are seeing significant evidence that we are helping to 'Improve People's Lives'.

Social Services has the confidence and support it needs from the political administration, and I am confident that we are well placed to meet the challenges of the Social Services and Wellbeing Act 2014.

Proposal To receive the Annual Report of the Director of Social Services.

Action by Mike Nicholson

Timetable Immediate

This report was prepared after consultation with:

- Social Services staff
- Cabinet Member for Education and Young People
- Cabinet Member for Adult Social Services and Housing
- Monitoring Officer
- Head of Finance
- Head of People and Transformation

Signed

Background

The year 2015/16 has been a period of great challenge and also opportunity for Social Services staff and for people who have been receiving our services.

We have faced the challenges of significant budget reductions at a time of increasing need. Our population is growing quickly and indicators for deprivation in Newport show that we have some of the highest rates of vulnerable children and adults in Wales.

In addition, we have been preparing for April 6th 2016 which was the 'go live' date for the Social Services and Wellbeing Act 2014 (SS+WB Act). This Act is a once in a generation opportunity to move away from traditional models of providing social care services to one which, 'promotes the wellbeing of people and carers who need care and/or support.' The guidance says that 'where intervention is needed, it should always be proportionate and timely' and 'local authorities must consider personal outcomes and co-produce solutions with people themselves.'

Put simply, we are to see the people we serve as the greatest resource and work together with them to find solutions that help them to secure 'what matters to them.'

Social Services and Health colleagues must promote wellbeing by including a 'focus upon delaying and preventing the need for care and/or support to stop people's needs from escalating.' In order to do this, local authorities must promote co-operation' across its services and with, 'relevant partners.' We must empower people to seek, 'innovative solutions and ensure that people have greater voice and control over the care and/or support they receive. Where people are isolated we must arrange for an independent advocate to support them.

Local Authorities and Health Boards must establish a Regional Partnership Board that will aim to improve outcomes and well-being of people, as well as improving the efficiency and effectiveness of service delivery. The key aims of the board will be to facilitate cooperation, partnership and integration as follows:

- To improve care and support, ensuring people have more say and control.
- To improve outcomes and health and wellbeing.
- Provide co-ordinated, person centred care and support.
- Make more effective use of resources, skills and expertise

Newport is already the lead agency for a number of regional services including the Integrated Family Support Team (IFST), the Area Planning Board (APB) for substance misuse and the Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) co-ordinating team.

Whilst we have much to do in relation to complying with the expectations of the SS+WB Act 2014 in relation to Information, Advice and Assistance, we are well advanced on delivering prevention and early intervention services for vulnerable adults, children and families. The Director's Annual report sets out developments in our Integrated Family Support Service (IFSS) relating to Team around the (School) Cluster and the Older Person's Preventions Pathway with a range of services designed to prevent unnecessary delayed transfers of care from hospital to community services.

Performance during 2015/16 was mixed with notable improvements for Adult Services but for Children's Services the year on year trajectory of improvement has dropped and we only achieved out target performance on 60% of indicators. We set our targets at or above the last recorded Wales performance and compared to the previous year 2014/15 Children's Services dropped from 85% better than Wales average to 60% and compared to our benchmark group from 77% in 2014/15 to 70% in 2015/16. . Performance outcomes for children in care and young offenders have not hit target for educational outcomes and for those in appropriate education, training or employment when they leave school or leave care. As a result we have arranged for Education colleagues to provide joint leadership in these areas in order to see improved performance.

Despite the disappointment in performance in relation to our indicators, we have a better story to tell in relation to inspection reports of our services which show good performance across the board with particularly good performance in relation to services that were seen as poor in 2014/15 (Youth Offending Service and Adult Residential Services).

Safeguarding services are strong and there have been significant developments in protecting children who are at risk of sexual exploitation

Our workforce indicates that they are settled and positive about their experience at work with a clear sense of purpose. There are some concerns expressed by Adult Services who have undergone a great deal of change as we modernise working practices and there is a challenge to us as managers and leaders to communicate our vision better to adult social workers.

We are doing more to engage citizens in the design and delivery of our services and we have designed our, 'stay well' plans for older people based on feedback from users of the service.

We have much to do to be compliant with Welsh Language Standards and this will be an area of significant activity in 2016/17


Newport benefits from a thriving Carers Forum, Carers Co-ordinators and Carers Connectors

We have updated the Newport Carers Handbook and a new comprehensive directory of resources completed by community and carers connectors. The Carers forum has good attendance and engagement from the cabinet member and they have created a smaller community based drop in service. We have a Carers Champion in 17 GP surgeries and we have developed a new carer's assessment which is compliant with the SS+WB Act 2014.

Our commissioning team have successfully negotiated with providers to manage the additional costs relating to the new living wage and we have re-tendered domiciliary care services. We have also prepared a new tender for a number of voluntary sector services in order to ensure that they are closely aligned with the expectations of the SS+WB Act 2014.

AREAS FOR DEVELOPMENT IN CSSIW PERFORMANCE EVALUATION REPORT 2014/15

In the review of 2014/15 completed by our regulator CSSIW, they identified areas for improvement required during the year 2015/16 and the table below sets out how we have responded to the challenge.

Identified for Improvement Last Year	Progress in 2015/16
<p>Effective implementation of action plan submitted in response to CSSIW's adult services inspection report</p>	<p>All action are completed (See Attached) apart from the Workforce Strategy which has been incorporated into the Culture and Values work stream for the delivery of the SSWB Act. See below.</p> <div style="text-align: center;">  <p>CSSIW Improvement Plan April 2016.doc</p> </div>
<p>Effective implementation of any re-tendering of domiciliary care planned for 2015-16, which</p>	<p>Social Services currently contracts with several private providers to deliver 8,000 hours of domiciliary care per week.</p> <p>2,500 of those 8,000 hours are subject to a block contract arrangement with 3 providers that is not due for renewal until March 2017.</p> <p>The remaining 5,500 hours were put out to tender in January 2016 with</p>

<p>provides an opportunity to re-shape services, focussing on improving outcomes for users.</p>	<p>a total budget of £3.42 million per annum (exclusive of VAT).</p> <p>The intention was to award 9 block contracts of 1,500 – 100 and 7 x 500 hours.</p> <p>22 providers submitted bids and were subject to evaluation in the normal way.</p> <p>During the evaluation of the bids and combined with an analysis of future need, market stability and sustainability it was agreed by the panel that it would be counter-productive to award the contracts as originally intended for the following reasons:-</p> <ol style="list-style-type: none"> 1. The pool of available providers would be reduced thereby creating conditions for increased costs, 2. Two providers would have lost their business and they have proved to be reliable and trustworthy. Likely impact on the local economy 3. The diversity and geographical flexibility currently available would be compromised. <p>As a compromise it was agreed to award the two larger block contracts of 1,500 and 1,000 hours and to establish a list of 18 approved providers at the agreed hourly rates established via the tender process</p> <p>Conclusion:-</p> <ol style="list-style-type: none"> 1. Six new providers submitted successful bids 2. Limited need to transfer hours to new providers thereby ensuring continuity of care for the majority of service users <p>It was anticipated that due to the Living Wage and Pension cost pressures the overall budget would increase by £250k. Finally the increase was limited to £150k, creating a cost avoidance figure of approximately £100k.</p>
<p>Address the continuing high sickness rates amongst the adult social care workforce.</p>	<p>The overall target for sickness absence for 2015/2016 was 15.83 days. This was in line with achievement in 2013/2014 and was a challenging target following an increase in sickness in 2014/2015.</p> <p><u>Summary</u></p> <p>Adult & Community Services achieved a 3.17 day overall improvement against actual sickness for 2014/2015. Although amber, this was against a challenging target and showed a demonstrable improvement over the year. This outcome was only impacted by long term sickness as short term sickness improved throughout the year.</p> <p>Through review, it was highlighted that the predominance of long term sickness cases were in Care & Support Provision (previously Provider) Services. Strategies were developed to target both this area directly and across the Service area as a whole. These included:</p> <ul style="list-style-type: none"> • Monthly management information reviewed across the Service including missed management actions against policy and late return to works. Email/conversation by HR Business Partner with either Team or Service Manager to challenge and give feedback • In addition, HR Business Partner attended the Care and Support Provision Services monthly management meeting to discuss the above and review the long term sickness tracker on a case by case basis to improve movement through the

	<p>sickness process and promote early intervention/action by Managers</p> <ul style="list-style-type: none"> • Increased support from HR Business Partner to progress long term sickness cases to conclusion • Additional review of Occupational Health reports by HR Business Partner to ensure correct action being undertaken by Managers • Monthly meeting with HR Business Partner and Head of Service which would include sickness KPI's and long term sickness cases
<p>Effective implementation of YOS action plan.</p> <p>Effective monitoring and oversight of re-shaping adult services and YOS.</p>	<p>At a strategic level, the YOS local management board and the Youth Justice Board (YJB) monitored and reviewed progress against the action plan throughout the year, and addressed issues as they became apparent. Managerially and operationally, the plan was also monitored and reviewed on a weekly basis by the YOS management team.</p> <p>In February 2016, the YOS was re-inspected by HMIP. Whilst the official report has not yet been published (due to be released on June 6th), the draft report and feedback following the inspection evidenced that significant progress had been made in all areas inspected.</p> <p>Areas which were highlighted as in need of further development were ones the YOS had already identified and was, and is developing plans to address.</p> <p>Once the report is published, a new improvement plan to address recommendations will be required. This is already in hand and initial feedback from the YJB indicates the draft action plan is fit for purpose. Positively, the plans for the YJB to monitor and oversee the new action plan are far less stringent than following the last inspection. The YOS is no longer included in the YJB list of 'poor performing' - indicating that there was effective implementation of the previous action plan.</p>
<p>Quality of care management and planning to inform residential placements and matching for LAC with more complex needs.</p>	<p>With the support of the Business Improvement team the processes for planning for placements for children with complex needs were interrogated and individual contracts revisited. The review was undertaken using project management methodology and included consultancy support from Peopletoo. The project team consulted with a wide range of stakeholders, visited placements, attended relevant meetings, benchmarked against other Welsh LAs using recent work completed by 4Cs and reported regularly to a small steering group. Overall the project concluded that the processes currently in place are effective. Some small improvements were recommended to tighten contract management. These have been implemented.</p>
<p>Investigate reasons for persistently high levels on CPR, and deteriorating timeliness of core group meetings, and take action to remedy.</p>	<p>In order to address the upward trajectory of the number of children on the CPR work was undertaken to ensure a timely offer of support using the full range of resources within the IFSS is fully in place. An additional gatekeeping process has been introduced with team managers and the IROs to ensure proceeding to Initial Child Protection Conferences is fully agreed. The registration figures in the second half of the year have dropped and the steps taken have halted, indeed reversed, the upward trend.</p> <p>In 2015/16 there were 188 children placed on the CPR, compared to 221 last year. During the course of the year a total of 370 children were on the CPR as compared with 409 last year. At the conclusion of the year 136 children were on the CPR compared to 184 last year.</p>

	<p>In the work to develop preparedness for the SSWA processes for CP Conferences have been reviewed and all documentation revised and simplified.</p> <p>The improved planning for Care and Support Plans and the introduction of CCM 28.2 have assisted in prompting for Core Groups. The timeliness of Initial Core Groups has improved this year from 55.8% to 71.7%. However, this is still below the Welsh average and work will continue in 16/17.</p>
<p>Member development in more effective oversight of performance and further understanding of the implications of SSWBW Act.</p>	<p>Member development in more effective oversight of performance and further understanding of the implications of SSWBW Act</p> <p>We have introduced a number of new practices in the last year to improve focus and oversight by the Committees, including for Social Services issues:</p> <ul style="list-style-type: none"> - Introduction of pre-meetings for all Committees: an opportunity ahead of each meeting to clarify the role of the Committee in each item with Members, address any queries and formulate questioning strategies. - Information reporting mechanism: issues which are low risk / for information now go through an information report process. Reports are sent by email with an option for Members to raise questions and issues with the Chair, if necessary. This stops Committee time being taken up by lower priority items, while still keeping Members informed, providing an audit trail, and allowing a greater number of issues to be monitored in the background. This has worked particularly well for example with the service plan reviews, where Members received full progress reports by email but were able to focus on exception reports in Committee. - Member Seminar and Training Programme: we have also introduced a training programme to run alongside the work programme, to keep Members updated on key issues and developments. This included a session on the implications of the SSWBW Act on 13 April 2016, with Members from both Community Planning and Development SC (for Adult Services) and Learning Caring and Leisure SC (for Children's Services). As this issue is of importance and interest to all Councillors, we also filmed the meeting and circulated the broadcast and slides to all Members after the event, so that the training could be shared more widely.

CONCLUSION

015/16 has been a year where we have focussed upon strengthening the quality of our services and preparation for the Social Services and Wellbeing Act 2014. As we move forward to implement the vision set out in our 2020 document we will develop our use of mobile technology, self-assessment particularly for adults, demand management by developing self-service through better information, advice and assistance with targeted prevention services and an outcome focus for those who need care and/or support.

Looking ahead, our greatest challenge will be to maintain the safety and wellbeing of vulnerable adults and children at a time of continuing budget savings. We will need to ensure that every member of staff is cost conscious and working efficiently as well as effectively.

We will need to develop more integrated services and shared assets with the Health Board as we create integrated teams based on the three Neighbourhood Care Networks (NCNs) in Newport. Place based

integration will develop at pace on a regional and local footprint and in 2016/17 will see closer links particularly in NCNs with adult community and primary care health services, team around the school clusters, community hubs for anti-poverty services and libraries and community centres.

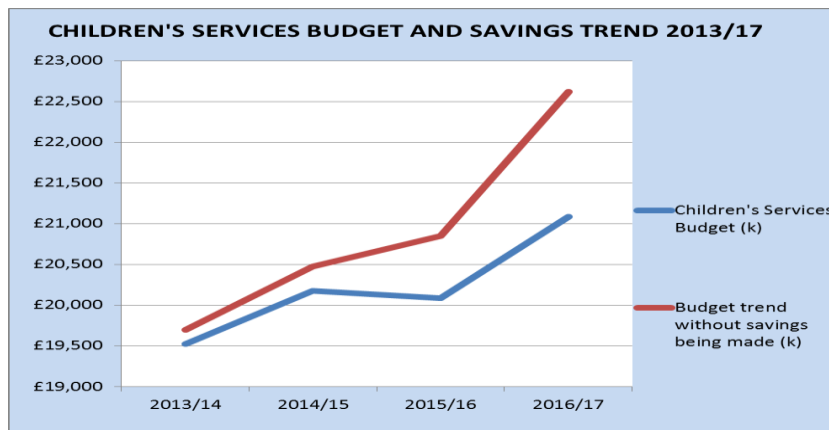
Together we will see a greater focus on community, individual and family wellbeing

Financial Summary

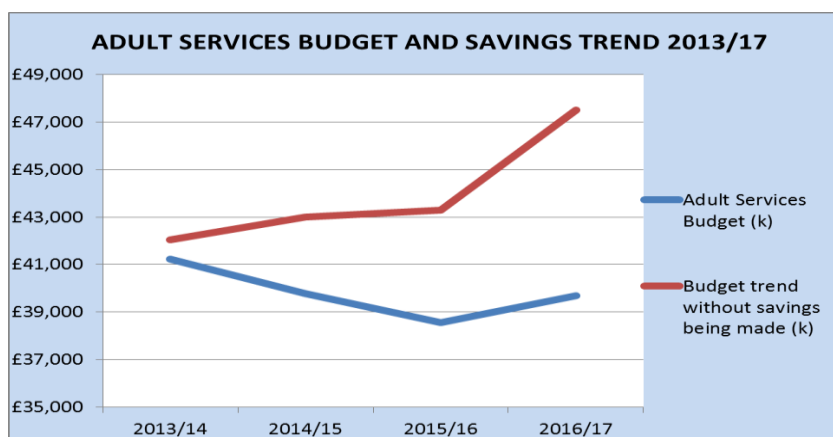
Since 2013/14, the council budget has actually increased by 3.59% which is around 1.2% per annum.

As a result of an extensive programme of savings Adult Services budget has actually decreased by 3.77% which is around a reduction of 1.2% per annum. Children’s Services have had a more modest programme of savings and as a result their budget has increased by 7.99% which is an increase of 2.7% per annum.

Despite the fact that there has been a net increase in Council budgets over the past 4 years, cost pressures in Social Services have been increasing at a greater rate. The graph below shows the extent of savings required to maintain services within budget each year.



The savings total for Children’s Services represents 15% of the 2013/14 budget (5% per annum).



The savings total for Adult Services represents 20% of the 2013/14 budget (6.7% per annum).

Risks

Risk	Impact of Risk if it	Probability of risk occurring	What is the Council doing or what has it done to avoid the risk or	Who is responsible for dealing with the risk?

	occurs (H/M/L)	(H/M/L)	reduce its effect	
That the new duties identified in the Social Services and Wellbeing Act 2014 will bring unsustainable financial pressure	H	M	Directors of Social Services (and WLGA) fully engaged with Wales Government on the drafting of regulations and guidance. We are maintaining strong financial controls on day to day decision making in the service	Mike Nicholson, Strategic Director (People) Chris Humphrey Head of Adult Integrated Services (Social Care and Health) and Sally Jenkins, Head of Children and Family Services
That users and carers will not have the opportunity to contribute further to our understanding of their experience to inform the development of services in future years	H	L	The plan will be to continue to hold regular and frequent service user and carer forum meetings, as well as making use of a wide variety of other consultative mechanisms that we have put in place for users and carers. We will continue to develop imaginative ways of capturing people's views, comments and experiences	Mike Nicholson, Chris Humphrey, Head of Adult Integrated Services (Social Care and Health) and Sally Jenkins, Head of Children and Family Services
The members of staff are not given the opportunity to use this report to gain a greater sense of ownership for the future direction of services and their part in continuous improvement	H	L	The report will continue to be used widely amongst members of staff and partner agencies and used as a vehicle for ensuring a wide ranging discussion in team meetings and management to ensure that it provokes a healthy debate.	Mike Nicholson

Links to Council Policies and Priorities

- Single Integrated Plan
 - Skills and Work – Youth Opportunity
 - Safe and Cohesive Communities – Antisocial behaviour
 - Safe and Cohesive Communities – Youth Justice
 - Health and Wellbeing – Mental Wellbeing
- Newport City Council's Corporate Plan 2012-17
- Newport 20/20

Options Available

Option 1 -That Council endorses the Annual Report of the Director of Social Services for 2014/15

Option 2 – That Council does not endorse the Annual Report of the Director of Social Services for 2014/15 and sets out specific reasons and recommendations for action

Preferred option and why

Option 1 since the Annual Report of the Director of Social Services allows for any additional work to take place in response to the coming CSSIW annual report and this will serve as the basis for CSSIW's evaluation of 2016/17.

Comments of Chief Financial Officer

There are no direct financial consequences stemming from the annual report itself, although it does emphasise the volume of budget cuts that have already been achieved. Further savings will therefore be very challenging in a challenging and complex service area. The report also makes reference to the Social Services and Wellbeing Act, which has now been implemented from April 2016 and which will bring new financial and operational challenges to the service area. It is encouraging that the strategic change programme is continuing and delivering on its proposals. It is essential that due to the high risk nature of the service it continues with robust financial management.

Comments of Monitoring Officer

The Director of Social Services has a statutory obligation to report annually to the Council on the delivery, performance and risks in relation to the whole range of social services functions, and to identify plans for improvement. This annual reporting requirement is in accordance with statutory guidance issued under Section 7 of the Local Authority Social Services Act 1970 and also the Local Government (Wales) Measure 2009, insofar as it relates to the continuous improvement of service delivery. In accordance with the Council's performance management framework, the Joint Scrutiny Committee is being asked to consider and comment on the adequacy of the draft report in addressing the issues identified. The Report confirms that the Council is discharging its statutory social care duties and that good progress has been made in addressing issues raised following previous regulatory inspections in areas such as the YOS and Adult Residential Services. The Council is also well placed in preparing for the additional duties imposed by the Social Services and Well-Being (Wales) Act. The one slight disappointment is that performance has dipped slightly in meeting performance indicators in Children's services. The final Report will need to be presented to full Council.

Staffing Implications: Comments of Head of People and Business Change

This report sets out the Director of Social Services' own assessment of performance of Social Services in 2015-16 and as such there are no specific HR implications.

The progress that has been made in 2015-16 supports one of the key focuses of the Single Integrated Plan (SIP) which is the improvement of the lives and life chances of the people of Newport, focusing on those groups and individuals who are most vulnerable, most at risk and most disadvantaged.

Comments from Joint Scrutiny (Learning, Caring and Leisure Committee and Community Planning and Development Committee) – June 15th 2016

The Joint Committee made the following comments with Director of Social Services response in italics:

- **The good support provided by other agencies, especially Gwent Police, regarding safeguarding.**

Comment noted and appreciated

- **The rise in safeguarding referrals and the reasons associated with the increase, including better reporting procedures. The Director would investigate actual figures for this matter**

and report back. It was noted that safeguarding issues would be dealt with at a joint meeting with the Community Planning and Development Scrutiny Committee in autumn 2016.

We will prepare further information for Scrutiny on the 28% increase in referrals to the Adult Protection Service, but presently we believe that this relates to better communication with and reporting from health partners, provider agencies and our own social work teams

- **The percentage of complaints made via the Contact Centre or directly to Social Services staff and the unacceptable length of time some callers waited when accessing through the Contact Centre. This however was partly because of service cuts and staff sickness.**

There have been real challenges in callers to the Contact Centre gaining swift access to an operator. There have been problems with staff sickness and although this has improved this issue is subject to review by the Senior Leadership Team to ensure improvements

- **The mode of operation of the appointed Carers Champion and how individuals were made aware or referred to the Champion for assistance. Adequate access to a Carers Champion was considered necessary throughout the city.**

It is agreed that Carers should be a priority for assessments and services in their own right and the Social Services and Wellbeing Act 2014 makes this an absolute duty for Social Services to meet this challenge. We are offering assessments to all our known carers and through Carers Champions in GP surgeries, our Carers Connectors and the Carers Forum we are communicating this message widely

- **The preparedness of the Council to meet the requirements of the Social Services and Wellbeing (Wales) Act. The Council was well placed to meet its obligations by 1 April 2017 and was working on remaining elements of the Act's requirements that would bring services together regarding project management and delivery.**

Agreed

- **Part of the challenge involved the promotion the message of self-care and better health and wellbeing.**
- **Whilst systems and staffing would be in place, effecting culture change in the public at large would involve a longer process including improved lifestyles.**

We do have a challenge in persuading citizens that self-care and maintaining healthy lifestyles is the key to a happy old age, but we are spreading the message through our duty to provide information, advice and assistance using electronic resource banks and supporting voluntary sector and resident led activities that promote wellbeing

- **The existence of three neighbourhood Care Networks to increase the opportunity to work more closely with other health workers in the communities, and challenges to success including working with partner agencies.**
- **The role of the Health Board in meeting its commitments concerning frailty. Frailty was being approached in partnership with other agencies, within which relationships were maturing, leading to a clearer understanding and positive dialogue regarding challenges faced concerning transfers. This could help reduce delays.**

We have strong relationships with Health colleagues and we are seeing new innovative projects having a significant impact on reducing unnecessary hospital stays for vulnerable people.

- **The ability of the Council to manage the level of adult referrals involving dementia. Newport had subscribed to become a dementia friendly city. An event had been held promoting dementia friendly attitudes. The Council's offer concerning residential provision was being strengthened. The challenge remained in managing demand and pressures to deal with cases with diminishing resources.**

We are committed to supporting Newport as a, 'Dementia Friendly' city and we are seeing the local business sector responding and the voluntary sector supporting us so that we are maintaining the balance between local authority funded services and self and community led services. If there is another recession this will become more and more challenging

- **The full level of support provided for children in care in education, training and employment, including considerable resource dedicated to meeting their educational needs.**

We need to do better in ensuring children in care achieve better educational outcomes and when they are old enough to pass into suitable further education, training or work and that they live in suitable accommodation. We are benefiting from additional support from our Education colleagues and the Corporate Parenting Forum but there is much yet to be done.

- **The progress made in reducing the level of children categorised as NEET. The percentage of year 11 pupils in NEET last year was 3.1% compared with 10.4% in 2009. There were sometimes complex issues involved relating to individuals. The Head of People and Business Change agreed to provide information for Members regarding issues raised concerning NEET statistics following the meeting.**

Rhys Cornwall will be preparing a response to this issue

Comments from Cabinet – July 11th 2016

The cabinet was presented with my report at its meeting held earlier this month.

Cabinet members responded positively to the report and recognised the significant progress made in some areas and the efforts made by all Social Services staff and cabinet members to provide the best possible services to Newport's vulnerable people.

The cabinet recognised there remains some work to done in other areas of the service and encouraged staff and members to redouble their efforts in these areas.

Cabinet members recognised

- **The significant work required in preparation for and, implementation of, the Social Services and Wellbeing Act 2014.**

Comment noted and appreciated

- **There remains some concerns around meeting targets but external reviewers had pointed out the quality of service was good. Some indicators were counter intuitive in nature and this needed to be pointed out**

Comment noted and perversity of some targets noted in the Director's report

- **Budget pressures remain and those with responsibilities for budget setting need to take account of the changing population demographics and the requirement of the Social Services and Wellbeing Act**

Comment noted and will be actioned

- **Collaborative working was moving forward in a positive manner with integrated teams based on the three Neighbourhood Care Networks. Closer links were to be forged in the coming year as described in the report.**

Comment noted and appreciated

- **Significant improvements in terms of delayed transfer of care**

Comment noted and appreciated

- **The important , often unpaid, role of carers and the success of the carers forum**

Comment noted and the debt we owe to unpaid carers is appreciated

Local issues

None

Equalities Impact Assessment

The report reviews performance in 2015/16 and does not set out new policies and so an equalities impact assessment is not indicated in this case

Consultation

There is a continuing programme throughout the year of meeting with users and carers to help people make their contribution to the continuing intelligence on which my annual report to Council will be built

Background Papers

The Director of Social Services Annual Report 2015/16

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Newport City Council

ANNUAL REPORT OF THE
DIRECTOR OF SOCIAL SERVICES
2015/16

*Preparing for the implementation of the
Social Services and Wellbeing Act 2014*

‘IMPROVING PEOPLE’S LIVES’

Mike Nicholson

STRATEGIC DIRECTOR - PEOPLE

CONTENTS

1. INTRODUCTION	page 1
2. DIRECTORS OVERVIEW	pages 1-19
3. APPENDIX: TECHNICAL REPORTS	
A. CHILDREN'S AND FAMILY SERVICES	pages 20-37
B. ADULT SOCIAL SERVICES	pages 40-56
4. PROGRESS REPORT ON 'AREAS FOR DEVELOPMENT' IDENTIFIED IN CSSIW PERFORMANCE EVALUATION 2014/15	pages 57-60

DIRECTOR OF SOCIAL SERVICES ANNUAL REPORT 2015/16

1. INTRODUCTION

This is my third report as Director of Social Services. Over the course of the past 3 years I can look back on a period of considerable transformation caused partly by the financial environment but more importantly by the need to modernise and develop social services in Newport.

The Social Services and Wellbeing Act 2014 is a once in a generation consolidation of legislation relating to vulnerable children and families and the Act 'went live' on April 6th 2016. The Act requires a major change in culture for the delivery of social services with an emphasis on prevention, on developing the voluntary and independent sector and upon proportionate care and support designed to promote wellbeing.

It has been a challenge to maintain a focus on continuous improvement with reducing resources and increasing need in the population and last year we started to show some signs of strain in that we posted the first significant overspend in Children's Services in 6 years and performance has slipped a little. Despite this I believe that the quality of our service continues to improve and a number of our services have been commended in inspection reports as well as in independent reviews,

The council has set out its vision for the transformation of services in a document called, 'Newport 2020' and the vision for transforming Social Services includes a focus on the better use of technology, using community capacity more effectively, managing demand and alternative delivery models.

I believe that we are well placed to meet the challenge of the Social Services and Wellbeing Act 2014 and the years 2016/17 to 2019/20 will see a positive trajectory of service improvement.

2. DIRECTOR'S OVERVIEW

KEY MESSAGE: It's all about the Social Services and Wellbeing Act 2014

Context

The Social Services and Wellbeing Act 2014 is a once in a generation opportunity to move away from traditional models of providing social care services to one which, 'promotes the wellbeing of people and carers who need care and/or support.' The guidance says that 'where intervention is needed, it should always be proportionate and timely' and 'local authorities must consider personal outcomes and co-produce solutions with people themselves.'

Put simply, we are to see the people we serve as the greatest resource and work together with them to find solutions that help them to secure 'what matters to them.'

Social Services and Health colleagues must promote wellbeing by including a 'focus upon delaying and preventing the need for care and/or support to stop people's needs from escalating.' In order to do this, local authorities must promote co-operation' across its services and with, 'relevant partners.' We must empower people to seek, 'innovative solutions' and ensure that people have greater voice and control over the care and/or support they receive. Where people are isolated we must arrange for an independent advocate to support them.

Local Authorities and Health Boards must establish a Regional Partnership Board that will aim to improve outcomes and well-being of people, as well as improving the efficiency and effectiveness of service delivery. The key aims of the board will be to facilitate cooperation, partnership and integration as follows:

- To improve care and support, ensuring people have more say and control.
- To improve outcomes and health and wellbeing.
- Provide co-ordinated, person centred care and support.
- Make more effective use of resources, skills and expertise

Newport is already the lead agency for a number of regional services including the Integrated Family Support Team (IFST), the Area Planning Board (APB) for substance misuse and the Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) co-ordinating team.

Progress on delivering the expectations of the Act in Newport

We decided, that such an important piece of work required different methodology and so are utilising a project management approach. Our programme 'The Act in Action' is divided into work-streams and will be delivered through a formal governance structure which ultimately reports through to the senior leadership team of the local authority.

The project method will also support effective communications developing a comprehensive marketing and communications plan to ensure we engage both internal and external audiences and provide links into the work on the *Future Generations Act*.

➤ Population Assessment

Regional Boards will oversee the production of a population assessment that will identify, the extent to which there are people and carers who need care and/or support. This assessment will identify the extent to which needs are not being met and the range and level of services required to meet the needs, to deliver preventive services and how they will be delivered in the Welsh language.

Wales Government has set out statutory requirements for assessing the needs of the population under the Social Services and Wellbeing Act 2014 and the first report must be published in April 2017. The regional Partnership Board will produce this assessment for the Gwent region.

A complication arises from the fact Wales Government has also required each individual local authority to undertake another population assessment under the Wellbeing of Future Generations (Wales) Act 2015. This Act focusses on an individual local authority and requires the assessment to be published in April 2017 and the local wellbeing plan in April 2018.

In addition the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 also requires a needs assessment and this will be at regional level.

Despite the different timescales and the fact that some assessments are regional and others based on the local authority boundary, there are clearly synergies and dependencies between the objectives of the three acts. As a result I have negotiated with colleague Directors of Social Services, local senior managers in Newport and the Violence against Women, Domestic Abuse and Sexual

Violence (VAWDASA) regional board that we can complete a 'fast track' population assessment for Newport in which guidance from all three acts can be integrated to produce a single population assessment. We aim to complete this by July 2017 and we will then share learning across the region.

➤ **Providing Information, Advice and Assistance**

We have reorganised our adult services teams to be co-terminus with the Aneurin Bevan University Health Board's three Neighbourhood (Primary Care) Care Networks. In addition we have created a single point of entry service for information advice and assistance for Adults and also for Children's services.

The council website has an information link called 'My Newport' that allows people to identify services near to their postcode and we also have extensive ward profiles showing services, deprivation, performance etc. Whilst we believe this to be a helpful service, we are also looking into adopting the national information tool 'Dewis' designed by Wales Government.

We are also working with an external company and colleagues in primary and secondary care, to develop a Newport version of the product 'Ask Sara', the first authority in Wales to do so. This tool allows citizens to assess their needs and will signpost to a range of solutions for low level intervention initially concentrating on occupational therapy needs including trusted suppliers for self-purchase.

Should this pilot prove to be successful, in phase two it is anticipated the tool will also allow citizens to have more control and ownership for all of their individual needs. Through the on line self-assessment it will signpost a range of community based alternatives to traditional social care. Ask Sara could then become the first point of contact for all citizens who wish to access or feel they may have a need for social care. Our colleagues in primary care are also looking to jointly fund the year 1 pilot as it fits into our joint preventative agenda.

Prevention and Early Intervention

In my last report I highlighted our investment in preventive services and during 2015/16 we have seen established services growing and developing and we have also initiated a number of new services.

Children's Preventive Services

- Integrated Family Support Services (IFSS) are a seamless pathway of family support services from early intervention through to acute prevention. Services to the value of £3m are delivered through our strategic partnership with Barnardo's (Cymru).
- The establishment of education social work posts in the prevention service and deploying them into school clusters under the 'Team around the Cluster' initiative has progressed well and we are seeing strong leadership shared between head Teachers and the IFSS in delivering wellbeing panels and services leading to impressive outcomes for vulnerable young people and their families.

Adult Services

- We already have a well-established Frailty service that provides re-ablement services to the most vulnerable people but we recognised that we needed to

provide more help to people who were just short of needing Frailty services and those who had repeated need for Frailty. We therefore developed the Older Person's Prevention Pathway pilot and have now seen the start of the phase 2 roll out. Care Facilitators based in GP practices are providing 'stay well plans' for the 4-7% of adults identified by our risk stratification tool as most vulnerable for hospital and residential care admissions. Early indications are encouraging and the Health Board are continuing to prioritise investment through the ICF.

- We also have an excellent resource bank of information created by our Community and Carers Connectors and early evidence is that their services are welcomed by vulnerable people and they are achieving significant success

➤ **Re-commissioning of voluntary sector services**

- We are re-tendering our voluntary sector services so that they provide services aligned to the priorities of the Act and individual needs, in particular that they are focussed on supporting the information, advice and assistance elements of the Act. We have also re-tendered the advocacy contract for children
- Based upon our market analysis we have re-tendered our domiciliary care services and we have ensured more consistency in the hourly rates across the city and greater market stability by ensuring smaller providers are sustainable.
- We have worked closely with adult residential services providers in order to manage the new living wage and avoid any unnecessary top ups for residents and their families.
- We have led for the Gwent region on the procurement of adult substance misuse services and we are preparing to tender for young people's substance misuse services
- We continue to procure supporting people services and this year we have commissioned a number of new services including three jointly funded schemes to support homeless people and a new family intervention project worker, several floating support workers including for domestic abuse and we are leading on the development of a supported housing scheme for people with enduring alcohol problems.

➤ **Developing the workforce**

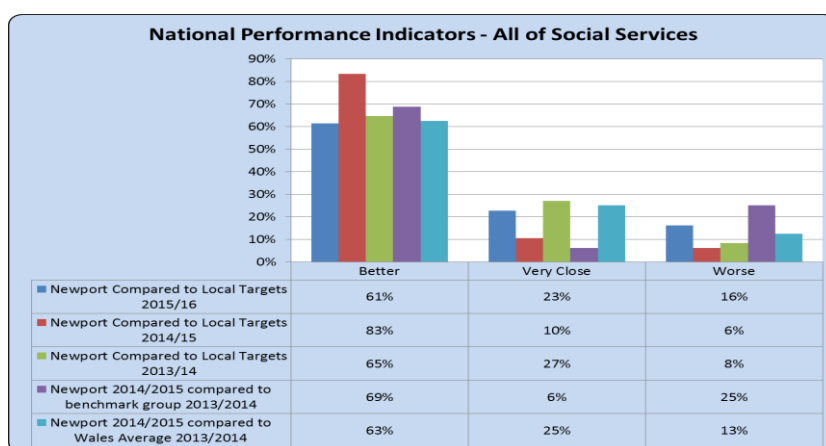
- We have provided training on the Act for managers and front line professionals and this will continue into early 2017. We have amended our care management tools so that they are compliant with the expectations of the Act and we now have a proportionate assessment, care and support plans and reviews with a focus on outcomes and using a distance travelled tool to measure progress of 'What Matters' goals set by the people we support.
- It is our intention to adopt the new all Wales case management tool (CCIS) at the earliest opportunity in 2017.
- One of the project work streams supporting our implementation of the act is a marketing and communications strand. As part of that work we are planning training/awareness raising, not only for all council employees but for our partner organisations across the city.

KEY MESSAGE: A year of mixed performance

We set all our targets for 2015/16 at the level of the Wales average or better and as a result we have not achieved the high level (83% green) seen in 2014/15. The graph below shows that we achieved our target for 61% of indicators (green) and 23% were just below target (amber). Our performance was 63% better than the Wales average and 69% better than our benchmark group of authorities.

Children’s Services had 60% green and 20% amber with 60% better than the Wales average and 70% better than our benchmark group. Performance outcomes for children in care and young offenders have not hit target for educational outcomes and for those in appropriate education, training or employment when they leave school or leave care. As a result we have arranged for Education colleagues to provide joint leadership in these areas in order to see improved performance.

Adult Services had 64% green and 27% amber with 60% better than the Wales average and 60% better than our benchmark group. It is to be noted that we had two performance indicators relating to the discharge of vulnerable people from hospital and in March the figures reported by the Health Board were inaccurate and this affected our performance and we moved from green to amber. If the correct figures had been reported then Adult Services would have achieved 80% green.



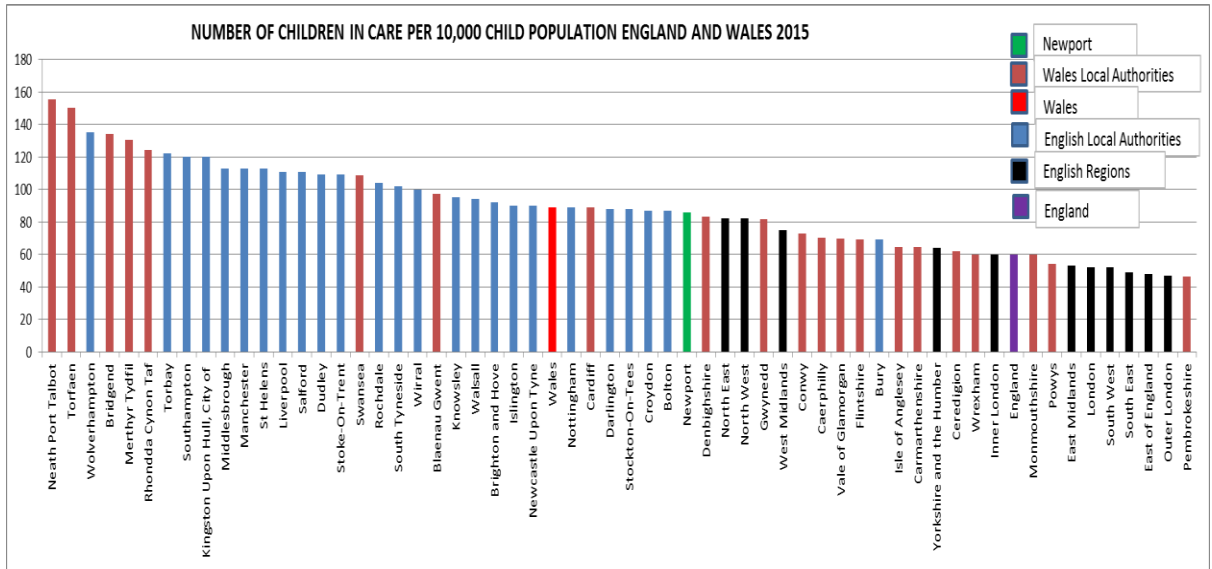
Wales Government has responded to the concerns expressed by Directors of Social Services about the perversity of many current targets such as counting a move to an adoptive placement or reducing numbers of people in adult residential care as a negative.

Under the Social Services and Wellbeing Act 2014 Wales Government has developed a new outcomes framework and next year we will be reporting against outcomes for individuals including their views on the quality of our services. This will be a much more meaningful approach and mirrors the approach we have taken in our Integrated Family Support services since 2010.

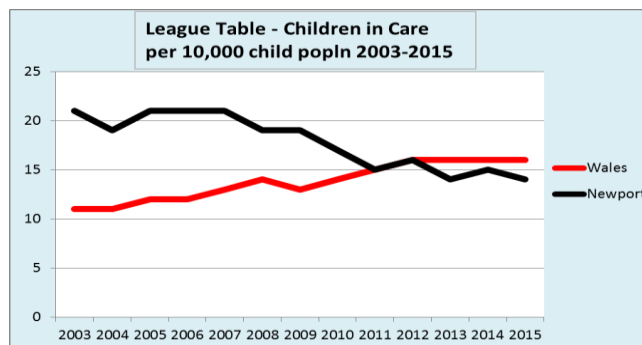
Responding to the Performance Priorities of Wales Government

a) Children’s Services: Reducing the number of children in care

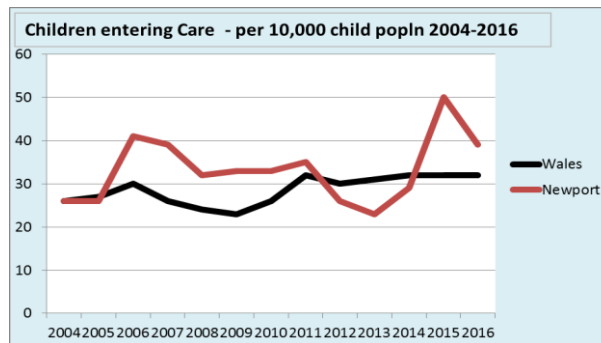
The Minister has set the challenge to Wales Local Authorities to, ‘safely reduce the number of children in care’. The graph below shows that there are 5 Welsh local authorities in England and Wales top ten for the highest rate of children in care. Newport (green) is below the Wales average and close to the figure for the North East and North West regions of England (black).



The graph below shows that Newport used to have amongst the highest rate of children in care but that since 2010 when we introduced the IFSS model of family support we have seen the rate reduce dramatically to our current position (14th out of 22 Welsh local authorities).

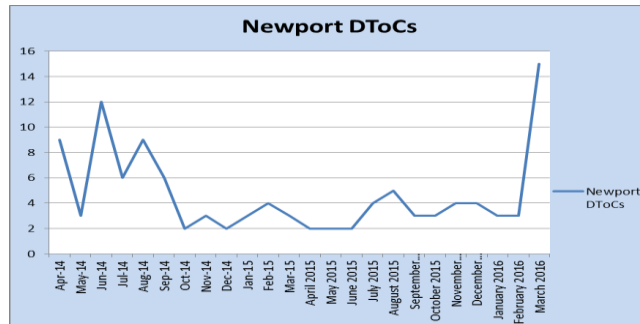


In the past couple of years we have seen much more stability in our front line workforce with the majority of staff having more than 2 years post qualification experience. Strong management and clear decision making pathways together with a stable and experienced workforce together with an outstanding family support service has led to a reduction in the number of children entering care during the past year (see below).

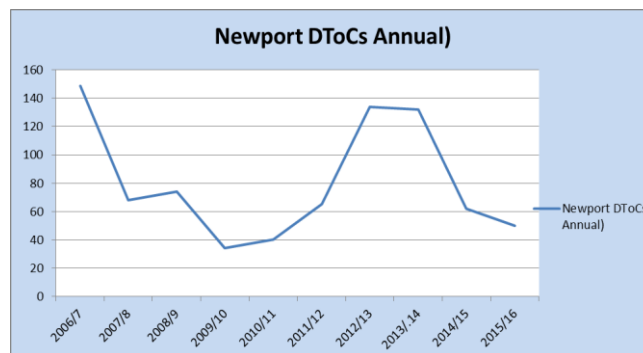


b) Adults Services: Reducing Delayed Transfers of Care

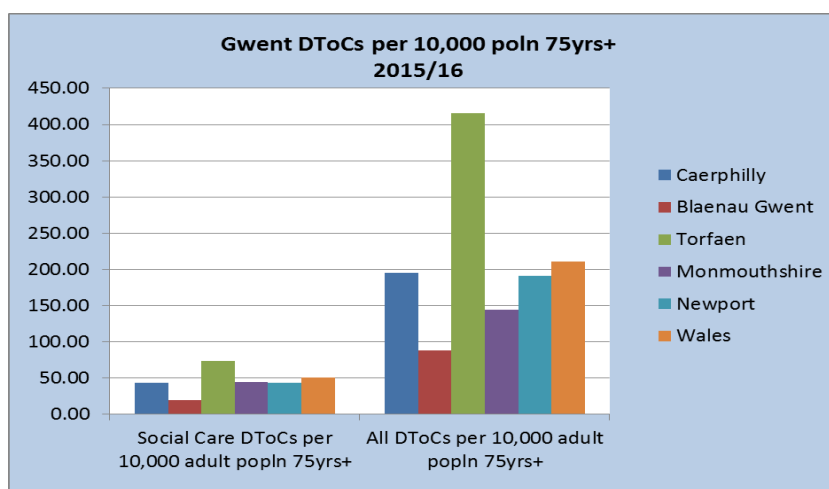
The Minister has identified the problem of people being unable to move out of hospital as soon as they are medically fit. The following graphs demonstrate that Newport’s delayed transfers of care (DToC) figures have maintained a positive trajectory up to the point of a single extraordinary month (March 2016). Monthly figures for Newport Social Services DToCs have been below the Wales average since October 2014 (see below).



Annual figures since 2008/9 show significant variation but a downward trend since 2013/14 (see below).



Looking at the graph below which shows Gwent DTOC figures (2015/16) for adults over 75yrs per 10,000 population. Newport has a lower rate of DToCs than the Wales average and a lower rate than Monmouth and Torfaen and about the same as Caerphilly.



What is noticeable is that the figures for health and social care in Torfaen are noticeably greater than might be expected. This chimes with figures for the complex list in the Royal Gwent hospital that show Newport as having 40% of the people on the complex list and Torfaen as having 37% despite the smaller population (18% less than Newport).

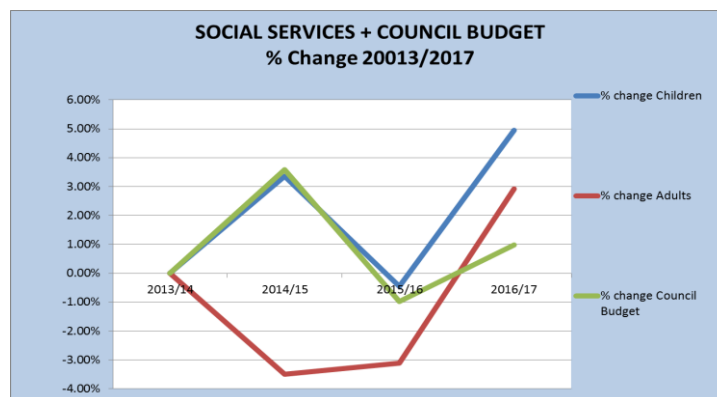
In order to further improve DToC figures at the Royal Gwent together with colleagues from the ABUHB we are piloting an intensive, 'In-Reach' programme. A multi-disciplinary, 'In-Reach' team will visit each key ward on a daily basis and a Social Work/Occupational Therapist/Frailty/Health Case Manager will examine people's needs for discharge support and ensure that timely discharge decisions are made and where necessary referrals are directed to the appropriate agency. This will enhance discharge planning and avoid the current situation where around 30% of referrals to social care are inappropriate or result in no further action.

KEY MESSAGE: It is getting harder to manage within our budgets

a. Budget Variation since 2013/14

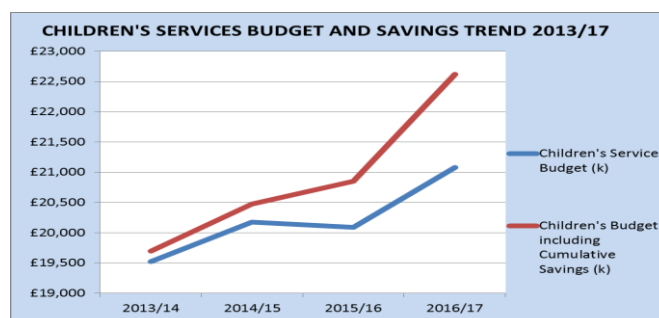
Since 2013/14, the council budget has increased by 3.59% which is around 1.2% per annum.

As a result of an extensive programme of savings Adult Services budget has actually decreased by 3.77% which is around a reduction of 1.2% per annum. Children's Services have had a more modest programme of savings and as a result their budget has increased by 7.99% which is an increase of 2.7% per annum.

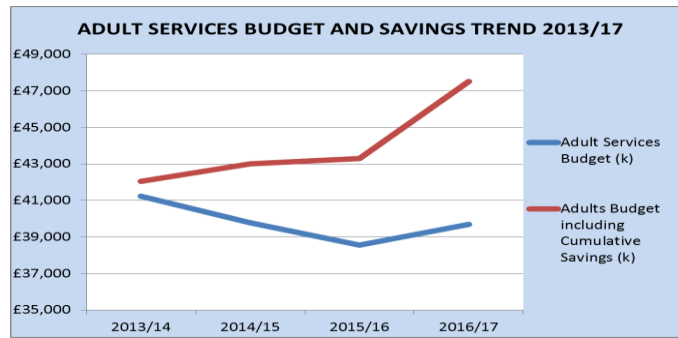


b. Budget Savings since 2013/14

Despite the fact that there has been a net increase in Council budgets over the past 4 years, cost pressures in Social Services have been increasing at a greater rate and the graph below shows the extent of savings required to maintain services within budget each year.



The savings total for Children’s Services represents 15% of the 2013/14 budget (5% per annum).



The savings total for Adult Services represents 20% of the 2013/14 budget (6.7% per annum).

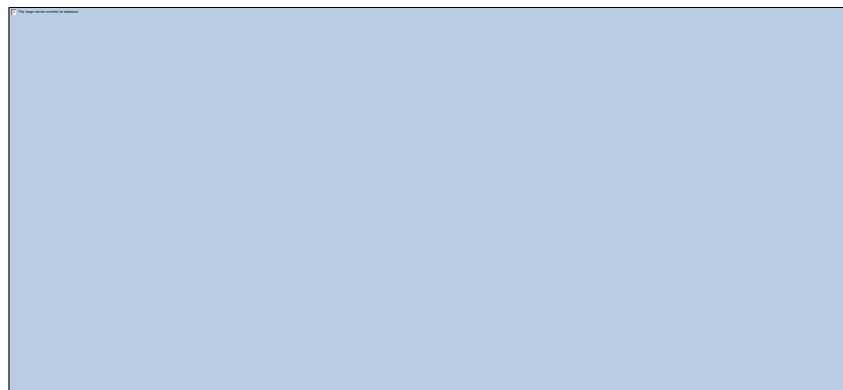
c. Budget Outturn 2015/16

The Social Services budget for 2015/16 was £58,990k and the final figure for expenditure during the year was £58,638k giving an overspend of £352k (0.6%)

Adult Services ended the year with a £91k overspend which is a considerable improvement on the January projection of £334k. Children’s Services struggled last year with a number of expensive independent agency residential placements for vulnerable children. This led to a budget overspend of £296k which is £66k better than the January projection.

KEY MESSAGE: Despite some set-backs in previous years, the quality of our services are improving

Following a disappointing full joint inspection in 2014, we have seen a very good outcome from the YOS re-inspection. The illustration below shows the scale of improvement.



Dusty Kennedy, Director of Youth Justice Board (Cymru) describes progress in his blog as being:

“The biggest turn around we've ever seen between inspection and re-inspection. It's been earned by their hard work and dedication to doing the best for the young people they supervise and care for.”

Dame Glenys Stacey, HMI Chief Inspector, Probation in the YJB media release said:

“I am pleased to see that Newport have stepped up and made real improvements that are helping to turn children away from crime. Managers know what they have to do and they have some good plans in place. I hope that our recommendations will help them to go further and focus on education and keeping children safe.”

An independent assessment by the Institute of Public Care of our Integrated Family Support Service has identified outstanding practice and the consultancy Peopletoo has undertaken a number of diagnostic reviews and they have concluded that service thresholds are appropriate and where there is a need to improve we have generally already identified this and are making plans to improve the service. They described the IFSS as:

“One of the most consistently evidence based, genuinely preventative and complementary set of family support services evaluated to date by the researchers involved.”

–Institute of Public Care, Evaluation of the Integrated Family Support Service (April 2016).

The three children’s residential units Cambridge House, Forest Lodge and Oaklands were subject of unannounced inspections between December 2015 and January 2016. Cambridge House provides accommodation for children in the short term, including one emergency bed. Forest Lodge provides longer term residential accommodation. Oaklands offers short breaks for children with disabilities.

The three inspections presented a positive experience for children in the residential care units. In Cambridge House overall CSSWIW found the quality of care provided to children and young people was good. All young people have a voice and have opportunities to express their ideas and opinions. Forest Lodge was reported as a service supporting young people with considerable and complex needs in an environment where group dynamics can be challenging and persistent.

However, the units all require some physical maintenance. Capital monies have been sourced in the coming year to improve the basic fabric of Cambridge House, Forest Lodge and Oaklands.

Previously I reported concerns about our residential provision for older adults, but inspections now show a satisfactory service and our Supported Living Agency was described by inspectors in October 2015 as follows:

“The agency actively encourages the involvement of service users in the decision making processes of the agency through various forums and participation events. Individuals lacking capacity are supported to access independent advocates and mental capacity assessors to ensure that their views on their accommodation and care are gained. The service has a robust development plan and continually reviews best practice in regard to services for adults with learning disabilities.”

Inspectors described our Homecare Service in October 2015 as:

“Facilitating a holistic approach to people’s social and housing needs which means that people have improved quality of life. The service has piloted and now instigated a rapid response falls service. This 24 hour service means that trained carers can respond to and assess if people can be safely moved after a fall and reduces the need for frequent hospital admissions.”

KEY MESSAGE: Safeguarding is an absolute priority

Safeguarding is an absolute priority for the city council and Social Services has a lead role. We attend the regional safeguarding board and we have appointed a Service Manager for Safeguarding and she manages safeguarding teams for Adult, Children and Education Services.

a) Safeguarding Children

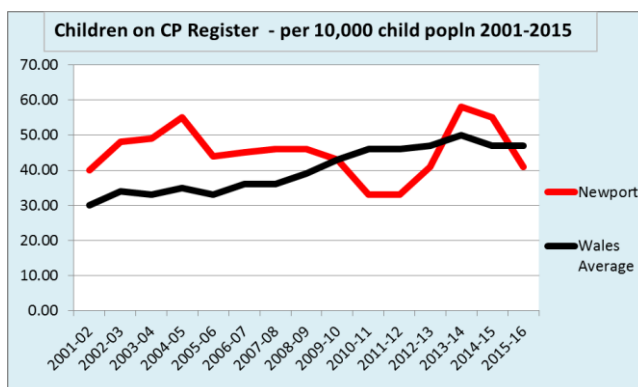
Our Education Safeguarding Officer is a highly capable and experienced individual and has developed excellent working relationships between schools, Childrens Social Services and Education management through the use of communication and engagement meetings

We regularly report to the Senior Leadership Team, Corporate Management Team and Scrutiny and Cabinet. A corporate safeguarding policy has been agreed and launched and there is information on our website

During our staff conference hosted by the Chief Executive we had a safeguarding workshop in order to raise the profile of safeguarding across the city council.

Over the period 2012/2014 we saw a significant increase in the number of children on the Child Protection Register (CPR). In order to better understand the reason for the sharp increase we conducted a thorough review of cases and concluded that children were not being referred to our intensive family assessment and support service in advance of an initial conference. We have subsequently developed a pre-conference Independent Reviewing Officer (IRO) panel meeting to ensure all that can be done – has been done to prevent the risk of harm to any children in the family.

As a result we have seen a steady reduction this year in the number of children on the CPR (see graph below) and figures are now closer to the normal for Wales.



We have the lead role for the region on implementing the requirements of the Violence against Women, Domestic Abuse and Sexual Exploitation Act 2016. We have seen the roll out of, ‘Ask and Act’ training and the implementation of the regional board.

In relation to the challenge of the sexual exploitation of children, we have established leadership and, reviewed all local policy and procedures. A multi-agency practitioner forum meets regularly and we are engaged in Operation Quartz. We have also created an opportunity for a specialist Barnardo’s Child Sexual Expolitation worker to join the IFSS and we have jointly delivered a workshop for schools and other agencies to support schools to manage risky behaviours.

a) Adult safeguarding themes

The protection of Vulnerable Adult (POVA) service has continued to provide an accessible and open door service both within the Council and with partner agencies in the community throughout 2015/16. The data evidences a significant rise in referrals from across the community.

The increase in referrals to the Adult Protection service,

Year	No. of referrals received.
2014/15	253
2015/16	325

A couple of reasons for the increase of referrals can be found in the training and education for care managers, provided by the training department and the POVA team. The open door policy within the POVA service allows care managers and partner agencies access to the team in an informal and supportive manner, which enables practitioners within Newport City Council and partner agencies to have confidence that the referral is appropriate or sign posted elsewhere at the earliest opportunity. The three main sources for the increased referrals have come from Health partners, Provider agencies and Newport internal care managers.

The ethnic profile of the victim has remained similar to the previous year,

Ethnic group	2015/16	2014/15
white	306	243
Mixed ethnic group	2	0
Asian or Asian British	13	6
Black, African, Caribbean or British Black	0	3
Refused information	4	1

The vulnerability category of referrals largely remained the same for 2015/16 with a slight rise in referrals for females with a learning disability or a substance misuse. The data detailing where abuse occurred evidenced that the largest number of referrals all related to people in their own homes in the community. The increase from 128 in 2014/15 to 163 in 2015/16 is consistent with the overall rise in referrals. The second increase in referrals came from registered care homes - residential placements. The trend that did alter throughout 2015/16 is with the number of nursing care referrals which reduced from 32 in 2014/15 to 25 in 2015/16.

The type of abuse reported continued to be consistent with the overall figures and mirrors a similar pattern to 2014/15, beside an increase in males experiencing emotional/psychological abuse. The perpetrator data again mirrors the statistics from last year covering the overall increase in the same categories. The only reduction is for unknown staff in the independent sector, this has been reduced from 56 in 2014/15 to 48 in 2015/16, evidencing improved and more accurate reporting.

The table below is a record of the formal investigations completed by the POVA team.

Types of POVA investigation	Total 2015/16	Total 2014/15
Criminal investigation	111	42
Non- criminal Investigation	102	91
Total Investigations	213	133

The Social Services and Well-being (Wales) Act 2014, which came into effect on 6th April 2016 created a new legal system for social services. Part 7 of the Act, relates to safeguarding, and has placed new duties for adult safeguarding and shape the way safeguarding practice is to be delivered.

NCC Social Services have been part of two domestic homicide reviews. One resulted in a clear action plan for Adult social services (including POVA) to address some areas of practice, consultation and referral pathways with Police on all domestic abuse referrals received and to review case recording with of case managers. Both of these actions are complete and we have audit and performance measures in place for adults at risk referrals.

KEY MESSAGE: Listening and responding to our workforce and the people we serve

a) Workforce

Our workforce is more stable and content than it has ever been with a high rate of experienced practitioners to newly qualified staff and low vacancy rates. The recent workforce review highlights a confident and motivated workforce with good working relationships with managers and a clear sense of purpose.

The Council's Employee Survey was undertaken over winter 2015/2016. Of the 22 questions, 19 showed an improved response and one was a new question to this year's survey. The overall response rate stands at 29.8% of the workforce. Over 90% of respondents agree that they understand both the organisational and service area aims and objectives, including the role that they play as individuals in achieving these objectives. Relationships between colleagues and teams within service areas also continued to be rated positively and have increased since the last survey.

Here are some of the responses for Children's Services staff where they 'strongly agree' and 'agree' with the question asked:

- I have the necessary knowledge and skills to do my job (100%)
- I understand my own service area's aims and objectives (99%)
- I understand how my own work plays a part in delivering the Council's aims and objectives (99%)
- My colleagues work well as a team (99%)

Responses where Children's Services staff disagreed with the question were:

- My working environment is comfortable and safe
- Equipment and supplies are adequate

These concerns relate to child care social workers at the council's information station and where there have been longstanding complaints about parking arrangements for staff who are going in and out of the building and problems with our IT system. These matters are under corporate review.

Here are some of the responses for Adult Services staff where they 'strongly agree' and 'agree' with the question asked:

- I have the necessary knowledge and skills to do my job (99%)
- I understand how my own work plays a part in delivering the Council's aims and objectives (97%)
- I understand my own service area's aims and objectives (94%)

Responses where Adult Services staff disagreed with the question were:

- My ideas and opinions are valued by my Manager
- I am involved in planning change
- My colleagues work well as a Team
- We treat each other with respect
- My good performance is recognised
- I get positive, timely feedback from my managers
- My managers give me enough flexibility to do my job, in terms of choosing my approach and method

Only 22% of Adult Services staff responded to the questionnaire compared to 30% from Children's Services. There has been a great deal of change as we have been modernising Adult Services and also achieving challenging savings targets. There has also been a considerable turnover in senior management with a new Head of Service arriving in September 2015 and a new Commissioning Service Manager joining the team in the last few months.

These concerns are understandable in the context of major challenge and change for staff and are a clear message to managers that we need to improve our communication and engagement with staff and ensure that they feel that they have greater influence in the design and delivery of services.

b) People who receive services

We have a number of consultation and participation groups including our children in care council (CICC), junior safeguarding children board and Young Carers Groups.

The CICC led on the rebranding and identity of information leaflets and consultations with disabled children and children in residential care. The regional safeguarding board conducted a consultation with year 8 pupils and all 58 Newport schools were represented and they indicated that the highest concern related to substance abuse/social media/keeping safe in the community and peer pressure.

This year we have been developing a preventions pathway for older people by using a risk stratification tool to identify people who are at risk of needing acute services including our hospital provision. Care Facilitators who are based in GP practices offer to visit people who are identified by the risk stratification tool and they work with the person and their family to prepare a 'stay well' plan which is designed to promote emotional, physical and mental wellbeing.

In order to ensure that the stay well plan is effective we have been working with older people to improve and adapt the plan. The work is led by Doctors Richard Gilpin and Charlotte Williams. They have arranged wellbeing workshops for older people, voluntary sector organisations, council and health practitioners and managers.

At the last Integrated Health and Social Care Board for Newport, we were presented with the new stay well plan and a distance travelled evaluation tool that had been designed with the help of older people who were present at the workshops.

Our Community Connectors provide preventive services to adults and have conducted individual surveys of people who have received services and also workshops such as Age Friendly Newport, Dementia Supportive Communities, One Newport postal questionnaire and engagement event, Compassionate Communities, Time to Talk', and 50+ Forums Consultation.

There has also been extensive consultation with service users affected by transformation programmes in day opportunities, extra-care, residential support and supporting people.

c) Complaints and Complements

Children and Family Services received 70 statutory complaints; a decrease of 25 from last year. The two Stage 2 external investigations were carried over from 2014-2015. There were no statutory complaints received in 2015-2016 progressing to a Stage 2 external investigation.

Child Protection Teams received the highest amount of complaints; a total of 23, of which 10 related to the quality of provision. Many of these complaints were in connection with cases in adoption, care proceedings or child protection.

Often, formal complaints are made by parents and carers to deflect scrutiny of their care of their children in the hope that the complaint will change the outcome of operational decisions.

For example, it is common for complainants to personalise their disagreement with decisions made or to focus their distress about the situation they find themselves in onto the worker/team with whom they have most contact. A large number of these complainants requested a change of social worker as the outcome. The complaints reflect a public perception that decisions are taken by individual social workers in isolation and that a change of social worker could result in a different decision.

It is important to note that just because a particular team receives a relatively high volume of complaints this does not reflect in the quality of the services.

Children and Family Social Service also received 8 complaints from non-service users. They were not representing the service user therefore the Corporate Complaints procedure was applied. Many of these complaints related to financial matters, specifically SGO/foster carer payments. This was due to the change in the assessment process. Children's Services also received 9 compliments last year

Adult Services received 39 complaints across all Adult Social Care in 2015/2016, an increase of 3 from the previous year.

Adult Services received 33 complaints about assessment, care management and review in 2015/2016 – an increase of 5 on the previous year. The most common complaints were about delays to care assessments and reviews, and reductions in packages of care.

It should be noted that just because a particular service area has a relatively high number of complaints, this does not necessarily reflect on the quality of service provided. Over the past few years, Social Services has gone through a series of changes in responsibilities which often conflicts

with service user expectations, prompting complaints. Adult Services received 10 compliments during last year

KEY MESSAGE: The Welsh Language

During the past year, the council has made substantial progress in implementing the Welsh Language Standards, changing the culture of the organisation and offering a bilingual service.

There has been representation from Social Services on the corporate Welsh Language Implementation Group, the work of which is monitored by the strategic leadership team and Cabinet of the council. There has been a break in representation at the Implementation Group because the manager leading on the work left the Authority and it has taken time for us to identify a new lead for this work. This has meant we have lost momentum and haven't made as much progress as we would have wanted. An action plan for implementing the Welsh Standards has been drafted for Social Services and is being reviewed by our new lead manager to ensure the pace of implementation increases and to ensure on-going compliance across the service. None the less, information has been widely distributed to employees in the form of leaflets, posters, post cards and a short video, to raise awareness of legislative responsibilities and bi lingual greetings.

A Welsh language skills audit of employees found that of those that responded, 9.3% in Adult Services and 15.3% in Children and Young People's Services classified themselves as beginners; 1.7% in Adults and 2.3% of Children's employees classifying themselves as having advanced Welsh language skills. Welsh Language Awareness training has been mandatory for managers. Recruitment to vacant posts are now fully accessible in Welsh and prior to advertising, consideration is given to whether a Welsh speaker is required for the role.

KEY MESSAGE: A New Offer to Carers

Newport benefits from a thriving Carers Forum with support from our Carers Co-ordinator and Carers Connectors

We have updated the Newport Carers Handbook and a new comprehensive directory of resources completed by community and carers connectors. The Carers forum has good attendance and engagement from the cabinet member and they have created a smaller community based drop in service. We have a Carers Champion in 17 GP surgeries and we have developed a new carer's assessment which is compliant with the SS+WB Act 2014. We have completely transformed our approach to offering carers assessments and we have stopped the previous practice of sending out letters to everyone on our books asking if they would like a carer's assessment. Our approach is now personal and face to face.

We are commissioning new services from 3rd sector to support carers and carers can receive a reduction in leisure and adult education fees

We continue to support ABUHB together with Gwent local authorities to progress information for carers and the development of a consultation strategy. We are also providing induction training for staff.

Young Carers have been consulted on the update of their strategy and we have a Young Carers card

KEY MESSAGE: Commissioning for Successful Outcomes

After a period when Torfaen Borough Council provided leadership for our commissioning function we have been successful in appointing our own Service Manager for Commissioning and Service Development. Together with the appointment of an excellent commissioning team manager we believe we are in a stronger position to develop our commissioning and procurement capability.

We have re-tendered our domiciliary care contracts and developed new outcome focussed contracts and undertaken a review of call monitoring for all providers. Our approach has ensured that larger providers do not dominate the market and ensured that users get more flexible call times. The re-tender has also allowed us to make savings of £325k.

Despite the challenge of the new living wage we have successfully negotiated a new fee structure across the city, developed outcome focussed contracts, improved relationships with providers and ensured that there are sufficient placements available within the market place. Importantly we have been able to respond positively to the challenge laid down by the Older Person's Commissioner and we have ensured that no user has to pay inappropriate 'top up' payments.

Contract Monitoring and Safeguarding include unannounced visits and we review performance of all providers irrespective of whether they are in-house or independent.

We have re-tendered children's services advocacy and manage respite allocation for service users with learning disabilities. Our commissioning team also provide support to the regional procurement of services for people who misuse substances under the direction of the Area Planning Board. In addition we also support the procurement of Supporting People services.

CONCLUSION

2015/16 has been a year where we have focussed upon strengthening the quality of our services and preparation for the Social Services and Wellbeing Act 2014. As we move forward to implement the vision set out in our 2020 document we will develop our use of mobile technology, self-assessment particularly for adults, demand management by developing self-service through better information, advice and assistance with targeted prevention services and an outcome focus for those who need care and/or support.

Looking ahead, our greatest challenge will be to maintain the safety and wellbeing of vulnerable adults and children at a time of continuing budget savings. We will need to ensure that every member of staff is cost conscious and working efficiently as well as effectively.

We will need to develop more integrated services and shared assets with the Health Board as we create integrated teams based on the three Neighbourhood Care Networks (NCNs) in Newport. Place based integration will develop at pace on a regional and local footprint and in 2016/17 will see closer links particularly in NCNs with adult community and primary care health services, team around the school clusters, community hubs for anti-poverty services and libraries and community centres.

Together we will see a greater focus on community, individual and family wellbeing

3. APPENDIX

A. CHILDREN AND FAMILY SERVICES

1. Introduction

Looking back on my third year as Head of Children's Services it is encouraging to note the high degree of stability across the workforce and increasing coherence between elements of the service. Both of these elements are key to delivering high quality support with children, young people and families. Against a background of financial pressures and legislative change it is inspiring to see staff quietly and consistently improving practice and always placing children at the heart of their work.

The positive re-inspection of the Youth Offending Service was a tremendous testament to the hard work and commitment of all those involved in turning the service around. The staff very recently presented aspects of their work to all of Children's Services and their willingness to honestly describe their journey was both impressive and moving.

The purpose of the service is:

- i) To play a lead role in the protection of children at risk of harm.**
- ii) To aim for children looked after to have the same life chances we would want for our own children.**
- iii) To commission, develop and participate in the delivery of high quality preventative services to vulnerable children and families.**

The challenges and opportunities faced by children's social care during 2015/16 include preparation and thinking for the changes for the Social Services and Well-being (Wales) Act 2014 (SSWA), the continued implications and still emerging issues for practice from the implementation of the Family Justice Review, working with appropriate but nonetheless demanding challenge from our regulators, societal pressures linked to perceptions of risk and perceived failings, implementing a challenging programme of improvement across the Youth Offending Service, managing increasing budgetary pressures. Despite the challenges our staff and partner agencies have continued to strive to deliver the best possible services with children, young people and their families as they continue to improve, innovate and embrace positive developments.

2. Findings from Inspections

During the year we have had four inspections conducted by CSSIW and a follow up inspection of Bryn Glas Bungalow.

Our Fostering Service announced inspection took place in February 2016. CSSIW reported that the Service provides a good level of support to foster carers, children and young people from an experienced, knowledgeable and well established team. There were good training opportunities for carers and staff. MAPS continues to develop a therapeutic approach. Since the last inspection the services had improved the completion of reviews and in January 2016 98% were completed on time.

The three residential units Cambridge House, Forest Lodge and Oaklands were subject to unannounced inspections between December 2015 and January 2016. Cambridge House provides accommodation for children in the short term, including one emergency bed. Forest Lodge provides longer term residential accommodation. Oaklands offers short breaks for children with disabilities.

The three inspections presented a positive experience for children in the residential care units. In Cambridge House overall CSSIW found the quality of care provided to children and young people was good. All young people have a voice and have opportunities to express their ideas and opinions. Forest Lodge was reported as a service supporting young people with considerable and complex needs in an environment where group dynamics can be challenging and persistent. Staff are committed to meeting the needs of young people. At Oaklands young people experience warmth, attachment and belonging. Children and young people have choice and are encouraged to express their opinions.

However, the units all require some physical maintenance. Capital monies have been sourced in the coming year to improve the basic fabric of Cambridge House, Forest Lodge and Oaklands. As part of the proposed savings during 2016 -18 Bryn Glas bungalow will close while changes to provision particularly in Forest Lodge to enhance the placements offer to young people will lead to significant change for staff and an improved range of services. The reports will be presented to Scrutiny early in the Autumn.

Following on from the very poor inspection in June 2014 the Youth Offending Service has worked to a challenging Improvement Plan overseen by both the Youth Justice Board and the Local Management Board. A restructuring of the service, an overhaul of all processes, in depth examination of identified areas of weakness and poor practice, continuous quality checking of all aspects of provision, rethinking of partner arrangements to offer effective services have all required sustained input from staff and partner agencies. The service underwent a second inspection in February 2016.

A young person told the inspection team "As part of helping me to understand my arson offence I had to visit the Fire Service. The Fire officers talked to me in a friendly way and helped me realise how much more harm could have been caused. I could have killed someone. I'm glad I was able to speak to them. I won't be getting into any more trouble."

The inspection feedback observed 'significant improvement noticed and a major step change reflecting the hard work'. The improvement in the scores attributed across both inspections is outlined below

Inspection Category	2014	2016	2016 Grade
Reducing re-offending	41%	73%	Satisfactory (***)
Protecting the public	51%	68%	Satisfactory (***)
Protecting young people	41%	63%	Unsatisfactory (**)
Ensuring sentence is served	62%	82%	Good (****)
Interventions	43%	77%	Satisfactory (***)

While the improvement is hugely impressive there is still considerable work to embed sustained improvement to deliver the best possible outcomes with children and young people.

In addition to formal inspections Children's Services have taken part and provided evidence for a plethora of reviews, information requests and research. This included

- Data and documentation for the CSSIW National review of the quality of care planning for children and young people subject to the Public Law Outline pre proceedings process
- Data, documentation and a focus group as one of five LAs taking part in the Welsh Government commissioned review of Local Authority processes
- Data and documentation for the Welsh Government commissioned review of IROs
- Data, documentation, interviews, file access and focus groups for the commissioned research undertaken by IPC of the IFSS
- Data, documentation, interviews and file access for Peopletoo for the Children's Services Demand Review
- Data and documentation for Bristol University research in respect of outcomes of for children following care proceedings reform
- Data, documentation and a shared application to the Nuffield Foundation with Cascade in respect of longitudinal outcomes for young people at risk of CSE
- Focus group and workshops with Welsh Government consultant in respect of the use of Bed and Breakfast

As part of Improving Outcomes for Looked After Children social workers, managers and legal staff took part in two workshops to review and complete the self-assessment of systems in place to safely reduce the number of looked after children. A third workshop is planned with partner agencies.

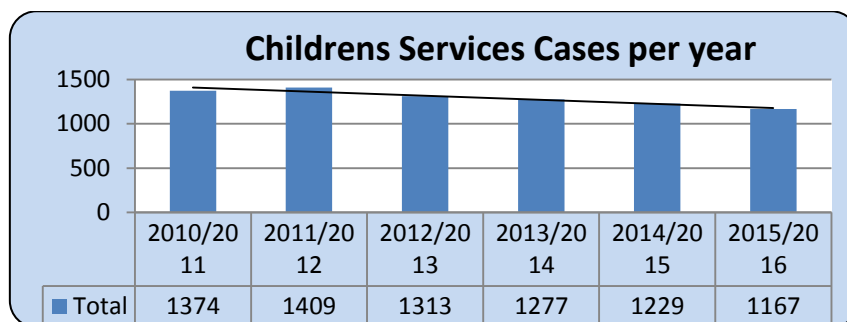
3. Children in Need Commissioning Strategy 2012 - 2015

Our Children in Need Commissioning Strategy sets out 3 strategic aims.

- A. to support children to safely remain with their families**
- B. to improve outcomes for children in care and care leavers**
- C. to make the best use of resources.**

Work has commenced to build on the past three years and develop the Commissioning Strategy for 2016 – 2020.

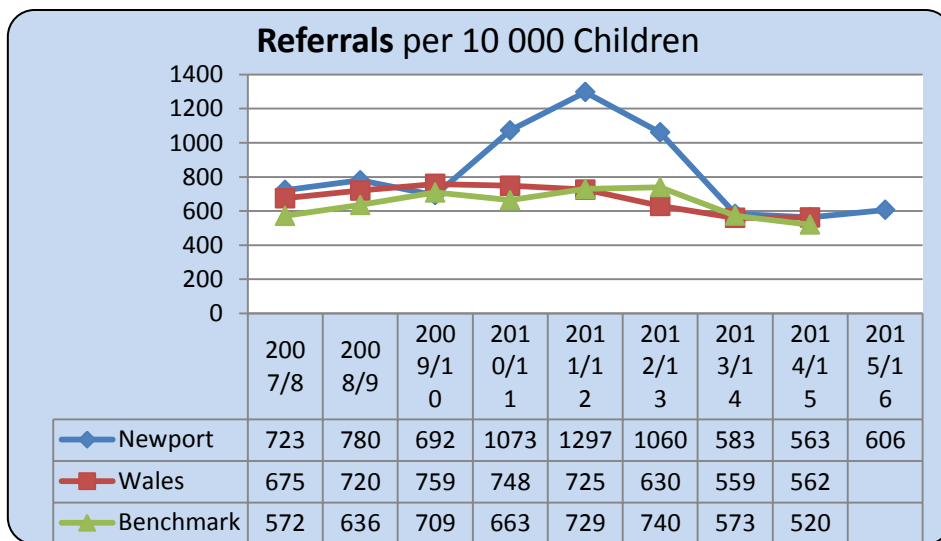
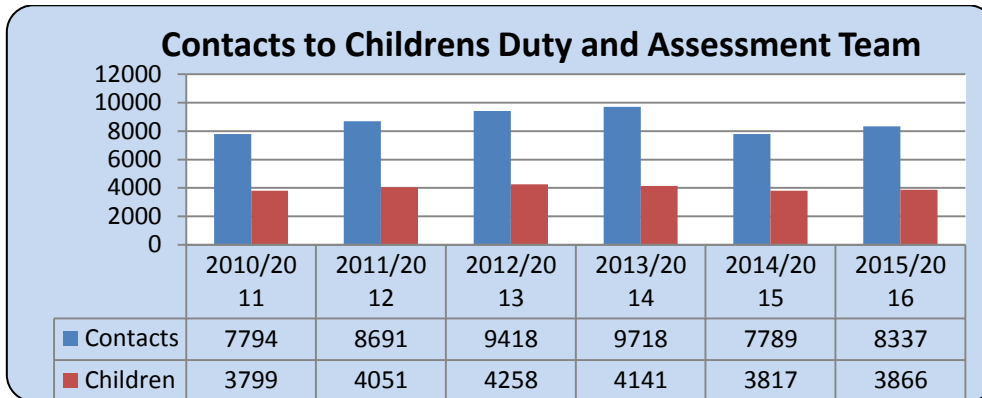
A. TO SUPPORT CHILDREN TO SAFELY REMAIN WITH THEIR FAMILIES



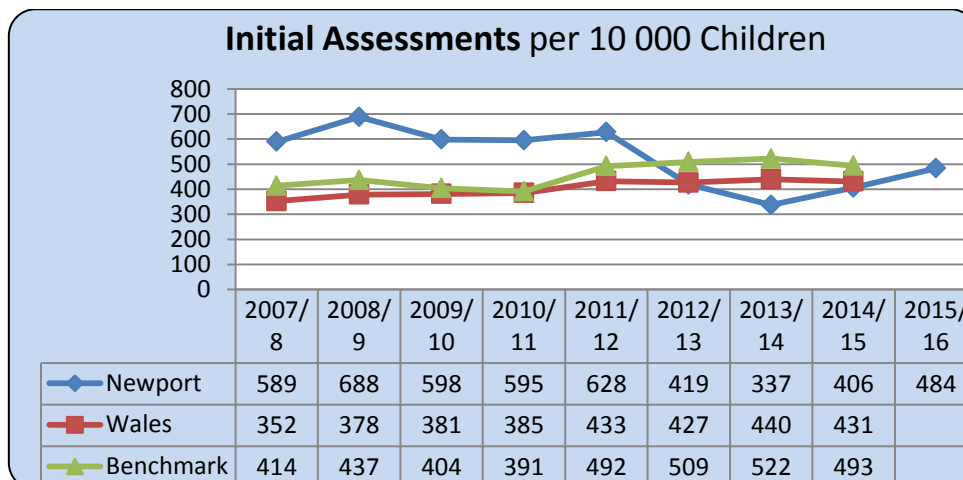
Our frontline Child Protection teams supported by the work of our Integrated Family Support Service (IFSS) and quality assurance teams are our primary resources for supporting vulnerable families and ensuring that children are safe. The total number of cases worked within Children’s Services again decreased.

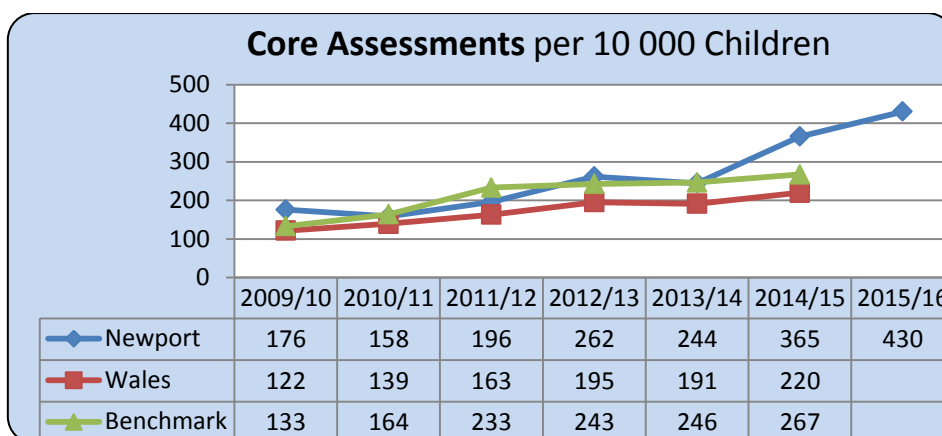
a) Duty and Assessment and Child Protection Teams

How much did we do?

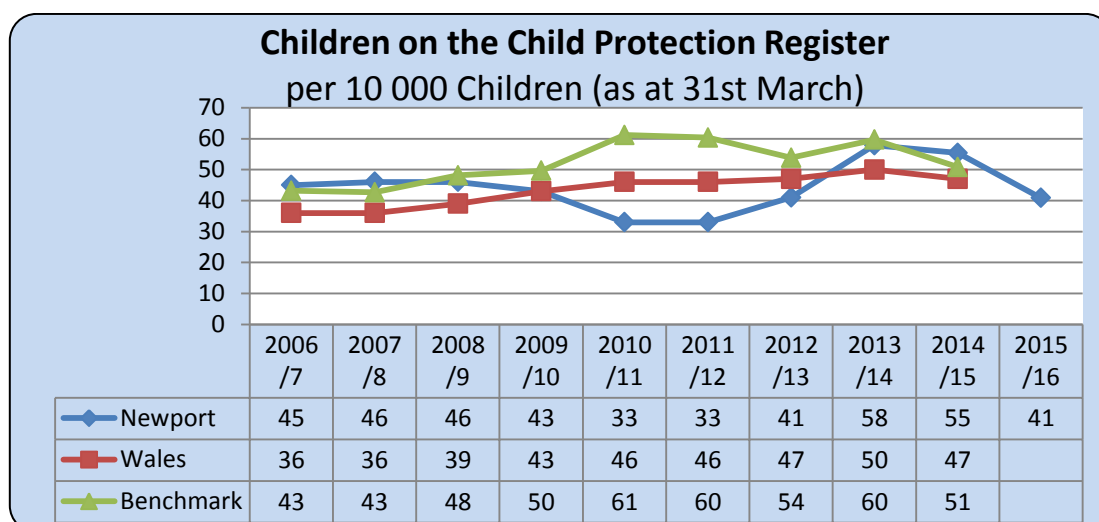


For the Duty and Assessment team there were 8,337 contacts compared to 7,789 contacts in 2014/15. The increase in contacts is reflected in the corresponding increase in referrals per 10,000 children from 563 in 2014/15 to 606. There was an increase in police contacts from 4,513 last year to 4,704. The number of calls taken from the domestic abuse conference calls decreased from 864 to 796.





There were 1,609 initial assessments completed as compared to 1,350 last year. There were 1,431 core assessments compared to 1,214 last year. Again this is a rise as compared to last year and is at dissonance with the benchmark group. The overall rise in contacts and referrals in part explains the shift but the coming year with a more stable and permanently staffed duty and assessment team will give us the stability to explore the pattern of increases.



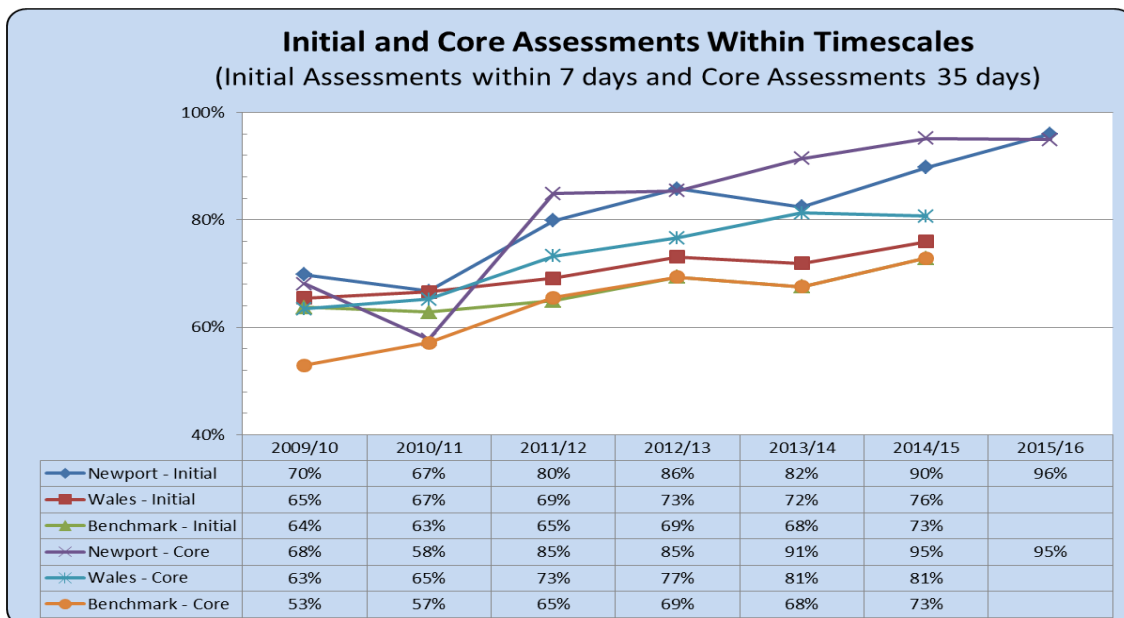
In 2015/16 there were 188 children placed on the CPR, compared to 221 last year. During the course of the year a total of 370 children were on the CPR as compared with 409 last year. At the conclusion of the year 136 children were on the CPR compared to 184 last year.

The numbers of children on the Child Protection Register having risen significantly in 2013/14 and fallen very slightly in 2014/15 was during the early part of 2015/16 again moving along a rapidly rising trajectory. After analysis the service management team and the IROs introduced a weekly panel meeting to gate keep all requests for Child Protection Conferences and to ensure the support of the Integrated Family Support Services were being fully explored in a timely manner. This has resulted in a significant reduction in registration figures for the second half of the year. This reduction is being closely monitored.

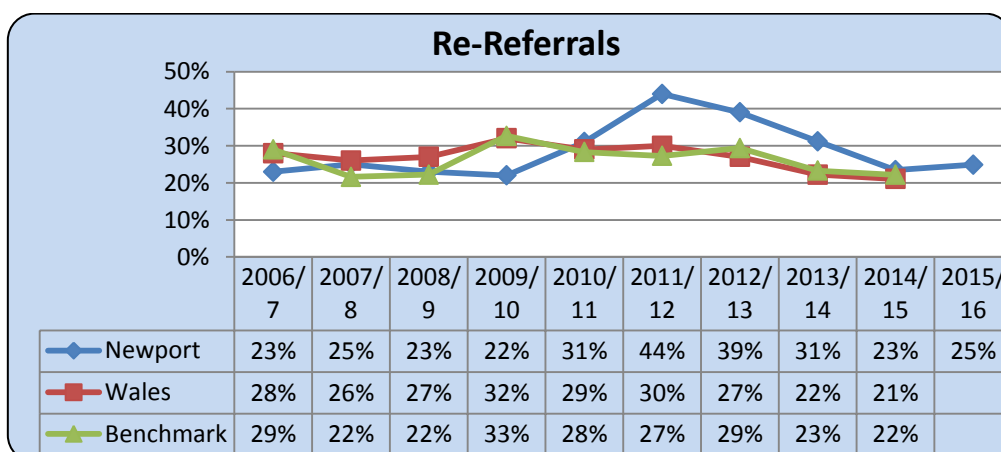
Over the coming year we will continue to analyse the trend and audit cases. In addition the service has seen the introduction of multi-agency supervision under the auspices of a framework from the

SEWSCB. While it is anticipated that the number of case requiring this approach will be very small it does bring in a further point of analysis for particularly challenging/stuck cases.

How well did we do it?



96% of initial assessments were completed within 7 days while 95% of core assessments were completed within 35 days. This is a further improvement against a backdrop of steadily improving performance and compares extremely well to other Welsh LAs.



The rate of re-referrals saw a slight increase of 2% to 25%.

All assessment and case management is undertaken by qualified social workers. During the course of the year we have worked towards ensuring processes are aligned and meet the requirements of the SSWA. The preparatory work has led to an early adoption of a single planning document to ensure all children have robust and coherent care and support plans. In addition all documentation for Child Protection Conferences, case management and legal meetings, Resource Panel, Brighter Futures and Complex Needs Panels have been revised and where possible unified.

100% of Young Carers received an assessment of their needs.

On 31.3.2016 22 children were the subject of Interim Care Orders, 215 children were subject to Full Care Orders. There were 198 children subject to Special Guardianship Orders. The work in the courts continues to place significant demands with challenging timescales. The support of the Mentoring, Assessment and Consultancy team along with effective legal meetings and case management meetings are vital in supporting effective work in the court arena. The fostering team have continued to complete Regulation 38 and Viability assessments to give greater consistency and alleviate some of the pressures on the Child Protection teams. The fostering team have this year trialled the completion of the SGO assessments and adopted the use of the Connected Person's template. The quality and consistency of the assessments has improved but the shifts in workloads between teams will require ongoing monitoring.

"I must say at this stage what a pleasure it was to work with this team and in particular note the quality of the two social workers. They both presented their written evidence in a clear and understandable form, basing their conclusions on well identifiable events or facts. Their oral evidence was also second to none that I have encountered. They were sympathetic to mother and recognised the affection she has for her children. I have told the team manager directly of my opinion that they are a credit to themselves and to Newport CC".

Counsel March 2016

Has it made a difference?

DAT and the Child Protection teams have received positive feedback from service users, partner agencies and the judiciary. The introduction with the SSWA of the outcomes questions and move towards introducing the use of distance travelled methodology will over the coming year give the body of evidence required to demonstrate making a qualitative difference by our frontline teams.

The quality of the work within the courts has continued to improve and in line with the Family Justice Review timescales are now in line with the needs of children for permanency.

For both the Child Protection and Duty Teams positive management alerts from the Independent Reviewing Officers highlight good practice and evidence positive outcomes for children and families.

Case closures demonstrate individual improvement for some children in the areas of social isolation, education and training and social acceptable behaviour.

b) Disabled Children's Team

How much did we do?

There are 373 children on the disability index and at 31.3.2015 the Disabled Children's Team were working with 145 children a reduction from the figure of 165 last year. There were 24 disabled children subject to a care plan while a further small cohort is awaiting transfer following court proceedings. 21 disabled children are placed with in house foster carers, 5 with agency carers and 6 are placed in residential units. 17 disabled children are on the Child Protection Register. Over the

past three years there have been year on year increases in the number of disabled children subject of proceedings and child protection processes.

The Occupational Therapy Service worked with 57 children. The Transitional Planning Officer supported 73 young people. The team have worked with 10 young people not in employment, education or training.

A Family Liaison officer, play workers and psychologist and assistant at Serennu and CANs are able to offer advice and intervention to disabled children and their parents/carers. A duty worker is available daily.

34 children used Oaklands for short breaks and received 1,092 nights of care.

How well did we do it?

We have employed a specialist family support who supports disabled children within their families and facilitates building the skills of the wider family support team. The staff from Oaklands have supported staff from Cambridge House to care for children with additional needs rather than those children being placed away from Newport with all the accompanying changes in school and leisure activities as well as more difficult arrangements for contact.

Our residential respite service for disabled children (Oaklands) is highly regarded by parents and children. Oaklands has been able to manage referrals and packages of care to ensure the resource is used to full capacity without generating a waiting list.

The Disabled Children's Team have successfully negotiated the use of specialist placements and collaboration with partner agencies ensures timely access to the full panoply of resources. With support from the Business Improvement Team all Out of Authority residential placements for disabled children were reviewed this year. The review recognised that the current processes in place to source placements, review and monitor contracts are robust.

Staffing within the Disabled Children's Team has been less stable this year with a number of significant changes including in the management arrangements. As the year ended the team has once again settled. Despite the changes there has been no diminution in service quantitatively or qualitatively.

Has it made a difference?

The better access to information and advice for families with an increased use of signposting has reduced the referrals to DCT. Referrals to CANS have increased but re referral post CANS intervention remains negligible at 2.5%. All partner agencies report positively in respect of CANS while parents rate the service highly.

The Short Breaks policy, guidance and information was again presented and scrutinised by the Corporate Parenting Forum. The current service meets and exceeds the types and levels of provision recommend by Welsh Government.

Families supported throughout Newport and parent support groups are positive about the services.

Parents, children and other agencies regularly provide positive feedback for the provision from our Disabled Children's Services. Children, young people and parents involved in the making of a film for the staff conference all reported the positive difference made by the service offered by DCT.

The number of complaints received has again diminished this year as the service has worked proactively to manage expectation and improve communication. One complaint was investigated the office of the Ombudsman. The investigation found that the service had assessed and offered appropriate care and responses.

c) Safeguarding Unit

How much did we do?

The safeguarding and quality assurance team undertook 71 professional strategies this year, in 15 cases the allegations were substantiated. While this represents a small increase in the number of strategy meetings undertaken it is static in relation to substantiated allegations.

Throughout the year we have worked with the South East Wales Safeguarding Board. NCC staff have chaired Child Practice Reviews, attended the Board, sub groups, training and development days. The Violence against Women Domestic Abuse and Sexual Violence (VAWDASV) team have worked with closely with the Board to deliver relevant training including specialist provision.

Staff from Newport facilitated with the business unit of the Board a workshop to develop the planned restructuring of the Board including a local Safeguarding Forum with wider representation. Attendance has been excellent at the local meetings with active engagement across agencies.

The Unit completed a multi-agency audit in respect adolescents involved in risky behaviours.

Work focussing on child sexual exploitation continues to be a key area of concern and therefore focus. The CSE forum brings together all key agencies and includes an intelligence gathering role. NCC staff have worked closely with the police to support young people to avoid risky behaviour through Operation Quartz. Training has been provided for hotel staff and taxi drivers to identify patterns of behaviour associated with child sexual exploitation. Training has been developed for key education staff which will be jointly delivered by the education safeguarding officer and the CSE coordinator.

The appointment of a single service manager for safeguarding across children's, adults and education has resulted in regular briefings to the Strategic Leadership team, a programme of reporting to Scrutiny and greater coherence in responding to corporate safeguarding requirements.

The IRO group has continued to develop and embed the signs of safety risk analysis process into its processes. This model is the core risk analysis tool within core assessments. The IROs have worked with colleagues across the teams to improve and refine the documentation for child protection conferences. The IROs continue to use management alerts to raise positive and constructive challenge.

How well did we do it?

The improving processes in Child Protection Conferences will bring about a reduction in documentation but also enhance accessibility for children and parents.

The work to safely reduce the number of children on the Child Protection Register has resulted in a significant reduction.

The duty role of the IRO ensures advice to social workers is via an easy access basis. Social workers therefore receive timely professional advice.

What difference has it made?

Following the launch of CCM v 28.2 and the development of more integrated planning across children's services the quality and recording of plans has improved. In the last quarter of the year work was completed to update to align with the SSWA. Again this will improve the quality of planning.

The profile of safeguarding continues to be highlighted across NCC with increased awareness of safeguarding among all members and staff across NCC

Consistency in Professional Strategy meetings and the sharing of good practice has improved the understanding of the issues for all professionals.

A closer working relationship between children's safeguarding, education, VAWDASV and the Adults at Risk team has developed.

d) Integrated Family Support Services

"The Newport CC / Barnardo's Partnership and the services offered under its aegis to vulnerable children and families have undoubtedly been on a journey since their inception. This journey has led to the development of a consistently evidence based, preventative and cost effective set of family support services – one of the most impressive overall models to be evaluated by IPC to date. Although attribution is complicated, this innovative continuum of support on offer to families at or just below the statutory thresholds appears to have impacted very positively on demand for (Social) Care and Support Services"

IPC 2016

How much did we do?

Our approach is to integrate city council services with Barnardo's, ABUHB, and other agencies as appropriate into a single Integrated Family Support Service (IFSS). IFSS does not subsume the professional identities of agencies but it does ensure a seamless service for families. The distinct services within the IFSS are as follows

Preventions (Team around the Family Service) - provides early support for vulnerable children and families, where no formal social work intervention is required.

The Family Contact Centre (FCC) - provides supervised and personalised contact for children who are subject to care proceedings, contact orders or have a requirement for supervised contact as part of a families support plan.

The Integrated Family Support Team (IFST) and Family Assessment and Support Service (FASS) and Family Support Team (FST) - provide highly structured short term 'whole family' services where there is an acute need to protect children from harm.

How well did we do it?

All of the services within the IFSS have continued to develop their services. Preventions have worked closely with the Youth offending Service in respect of ASB. The rate of first time entrants to the criminal justice system is the lowest in Wales and the early interventions of the Preventions team along with the support of the YOS is key to this success.

A team manager has been appointed jointly with Barnardo's to further develop and deliver the Team Around the Cluster structures. Dedicated management time has significantly improved the consistency of TATC meetings and built on the existing relationships with schools. TATC is firmly established across six of the eight clusters. Joint work with the Duty and Assessment team and the building of relationships has improved not just the quality of referrals but enhanced understanding. The Education Social Workers have worked closely with the Education Safeguarding officer to deliver training to all schools.

Preventions allocates referrals on a weekly basis and has managed work to ensure there has been no build-up of a waiting list. The weekly allocation meeting is well established and acts as a single point of entry for all the Families First strands. Work has commenced this year to build into the allocations meeting all primary mental health referrals with support of colleagues from health to improve allocations and build in consultations from all across the preventative services.

The IFSS reports to the Family Support Board and links to all key planning and strategic groups across the Local Authority.

What difference has it made?

The IPC evaluation has examined in detail FASS, CANS and Preventions. IPC clearly state throughout their evaluation that the services offer consistently evidence based, effective interventions to safely reduce risk and improve children's lives. The reports by IPC are available on their website and will be shared over the coming year in a series of workshops and events.

B. TO IMPROVE OUTCOMES FOR CHILDREN IN CARE AND CARE LEAVERS

The services for children in care, care leavers and children supported within their families but with additional protection provided by legal orders are provided by our Looked After Children team and 16+Teams

a) Looked After Children

“During the LAC review that I chaired today the IFCS Support Worker and the foster carer wanted it specifically noted that, whenever there is an issue the social worker immediately responds and has helped tremendously in providing help and support whenever there are problems with B’s behaviour. In addition, B is more likely to accept responsibility and advice and support to address his behaviour when the social worker and foster carers work together to address the concerns. This is a big commitment as B’s behaviour fluctuates quite considerably and can change very quickly.

In addition, I would like to comment that the social work report for the Review is excellent and gave me a really good picture of what has been happening during the review period before I chaired the series of meetings. Also, she has been doing fortnightly life story work with B, which is proving very beneficial and is helping him start to come to terms with his family and care background. This is intensive and detailed work, she has earned B’s trust and this is forming a good basis for the work.

I am extremely impressed with the social worker’s commitment to B and am in no doubt that the work that she is doing with him is vital to his future emotional development and wellbeing.”

How much did we do?

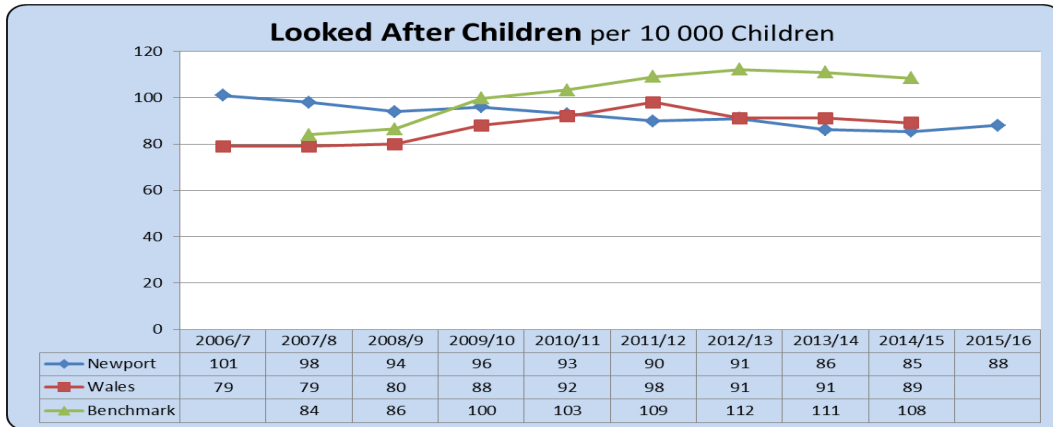
Where family support is unsuccessful in managing the risk of harm, children come into care. In Newport 75% come into care as a direct result of abuse. The pattern of children entering care and remaining in care has shown a downward trend in the past few years. Again this trend has continued with a very small reduction in the number of children in care.

On 31.3.16 there were 293 children in care compared to 284 last year. The increase in the figure is in contrast to the numbers of children coming into care and the number of episodes of care. In 2014/15 168 individual children became looked after while in 2015/16 this reduced to 131. In 2014/15 there were 236 episodes of care while in 2015/15 this reduced to 190 episodes.

During the course of the year 3 children were in proceedings for more than 26 weeks. On 31.3.2016 20 children were on Interim Care Orders compared to 32 children on 31.3.2015.

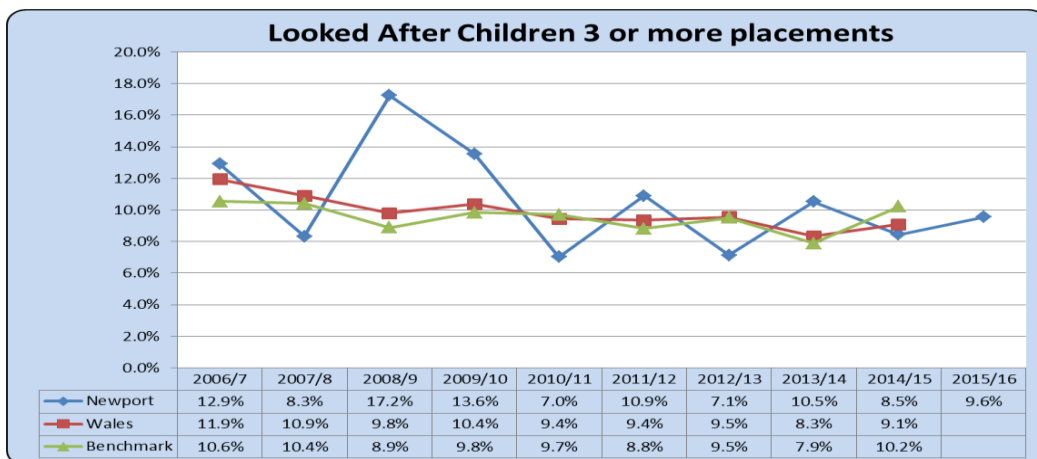
We have 161 in-house foster carers offering 257 placements including a significant number of short term respite placements. We have 191 children in in-house fostering placements and 33 children in Independent Fostering Placements (IFA). The balance of usage of in house and IFAs has continued. The continued work of the Fostering team ensures we are able to access a wide range of foster carers locally and as a result have very limited dependence on Independent Fostering Agencies.

There are 16 children cared for in Out of Authority Residential placements which again represents a small increase. The project to analyse the use of the OOA placements and look to trends to plan for the coming years concluded with evidence that existing processes for placements are robust but the availability of suitable placements for a small cohort of children is challenging.

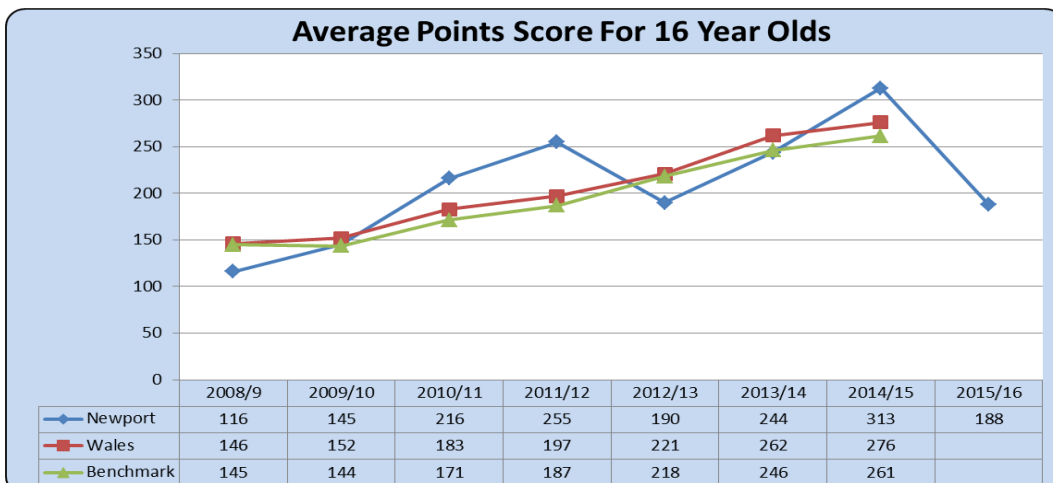


How well did we do it?

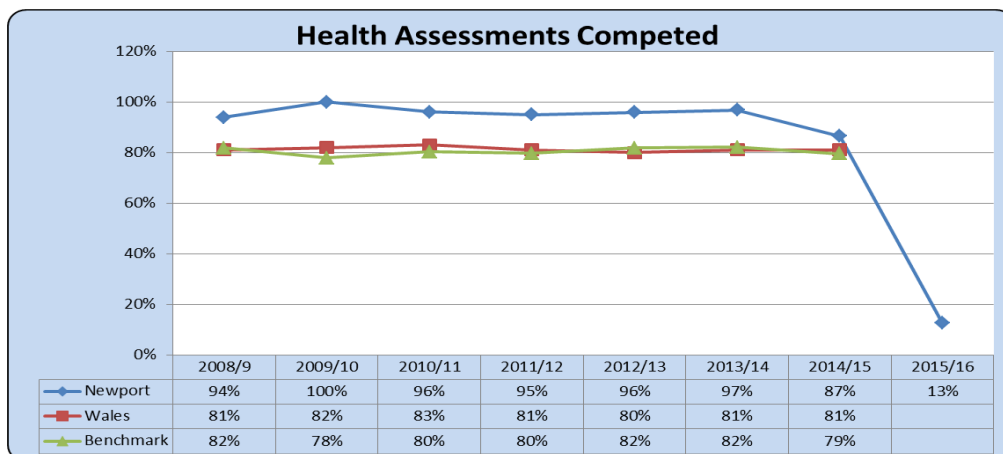
All children in care have a qualified social worker as their case manager. The looked after children teams will be restructured this year to offer through care for looked after children to adulthood as opposed to a change to 16+ provision. The staffing within the looked after children teams has been stable throughout the year giving consistency to the social work care offered to children.



The number of children in care who had 3 or more placements increased to 9.6 % from 8.5% in the previous year. While some changes of placement arose because of planned and positive moves this continues to be an area requiring vigilance.



There has been a significant reduction this year in the average points score. As can be seen year on year this is an area which does demonstrate substantial changes. It is a small cohort of children. Some will have been looked after for many years but some will be newly looked after. As a result of a wider analysis of educational performance of looked after children staff from education and children's services have met to revise the priorities for the Looked After Children Education officers with an emphasis on years 9, 10 and 11. The points score target for 16/17 has been set with a thorough analysis of the current group of children and with a view to targeting resources at KS 4.



It became clear during the course of the year that over time a number of health assessments had not been completed. Children's Services managers met with health colleagues and it was evident that there was no resilience within the current system this has now been rectified with new actions for both health and Children's Services staff to ensure we fully meet the health needs of all looked after children. This has been further refined to meet the requirements of the SSWA.

b) 16+ Team

How much did we do?

Of the group of children in care who reached 19 years during the year, we made contact with 96.6% and out of this group 82.1% were in suitable accommodation. The proportion of young people in care aged 19yrs who were in education; training or employment was 60.7%. 100% of eligible and former relevant children have a pathway plan and all have a personal advisor.

Young people in care who are reaching 16 years old continue to be identified in discussion with the children in care teams and cases are transferred in a timely manner with clear accountability. Meetings are recorded and recommendations made.

The 16+ team fulfils the duty of providing services to 16 and 17 year olds who are homeless and provides a 'single point of entry' for young people.

How well did we do it?

The performance of the 16+ Teams in respect of the statutory indicators remained strong.

The service has worked with the CSE forum and leads a multi-agency practitioners group to consider risky behaviours and vulnerability. Staff have worked with the Skills for Living Project and Changing Minds to enhance the emotional wellbeing of young people.

The 16+ managers with colleagues in housing worked with a consultant from Welsh Government to consider a coherent pathway for homeless young people. Change as a result of welfare reform and existing long term gaps in provision for young people will need addressing in the coming year. A session to build on the work already completed is planned for July.

Has it made a difference for children in care and care leavers?

The Looked After Children and 16+ teams are stable and now offer children and young people more effective planning, a greater emphasis on outcomes and work across the teams has focussed on a strong, aspirational approach for all our children.

The Children in Care Council is supported by Tros Gynnal. Staffing issues in Tros Gynnal led to a break in the provision. However, this has now been addressed and the group reinvigorated.

The improved timeliness of care proceedings and clarity for transition between the teams ensures children are settled with the support of the Looked After Children and 16+ teams as quickly as possible. The teams have been restructured but with minimal disruption to key management of staff and no disruption for the current cohort of looked after children.

The resource within MAPS continues to give all our children in care access to far greater degree of support in terms of play therapy, support workers and psychological support. The therapeutic coherence engendered by MAPS is an area we will continue to focus on.

Children are fully supported in education, training and employment with considerable resource dedicated to meeting their educational needs. The team were able to support the secondment of the manager for a part of the year to the National Fostering Framework.

The Corporate Parenting Strategy for 2015 – 2018 was agreed and launched across the Council. Corporate Parenting Forum has been well attended with appropriate and constructive challenge.

The Children who are Looked After awards celebrate the achievements of children and recognise their successes. They were celebrated this year at Bassaleg school. The school were great hosts and as always the ceremony was an occasion of celebration. Individually children have continued to achieve in education, sports and in out of school activities.

The Delegated Authority Policy in place for Foster carers was extended to children in residential care.

C. TO MAKE THE BEST USE OF RESOURCES

a) Children's Workforce

The Children's Workforce Development Strategy Group has continued to meet throughout 2015/16. During the course of the year the group extended to become a workforce group for all Social Services staff. Recruitment and retention has continued to improve. The use of agency staff has

been limited to addressing the particular issues within the Youth Offending Service and cover for temporary absences e. g maternity leave. On 31.3.2016 there were outside of the YOS there were two team managers with agreed time lines in place for both to be replaced by non-agency staff.

The website, comprehensive induction processes, work on the role of the Senior Practitioner, coach mentoring for all newly qualified social workers, focussed support through case management for social workers involved in court processes, additional team sessions along with the routines of regular supervision, team meetings and a strong platform of training to enhance the qualitative experience of the children's workforce have been embedded in Children's Services. Caseloads for all social workers are within safe parameters.

The Children's Services Staff Conference in November was very well attended with positive evaluations. Feedback from students continues to be strong. The support for newly qualified social workers is especially welcomed and viewed as positive.

However, the front line children's workforce is still relatively inexperienced and work needs to continue to focus on sustaining and building on the skills and commitment of a young and enthusiastic workforce.

The NCC employee survey was completed in the December/January. The responses from Children's Services demonstrated both an improvement on the survey undertaken two years ago and higher satisfaction rates when compared to the rest of the Council.

b) Mentoring, Assessment and Consultancy Team (MAC)

The Mentoring, Assessment and Consultancy team are a small group of staff led by a Consultant Social Worker (CSW) to support frontline social workers working with families subject to PLO processes. The CSW and her team work alongside workers to help formulate good assessments and define appropriate care plans. The team have been vital in preparing for work in the court arena and improving the quality of practice. The CSW has supported key elements in developing good practice.

c) The South East Wales Adoption Service

Adoption services for Newport City Council are provided by SEWAS. The development of psychology support within the service has provided a very welcome addition to the support offered for children and adopters.

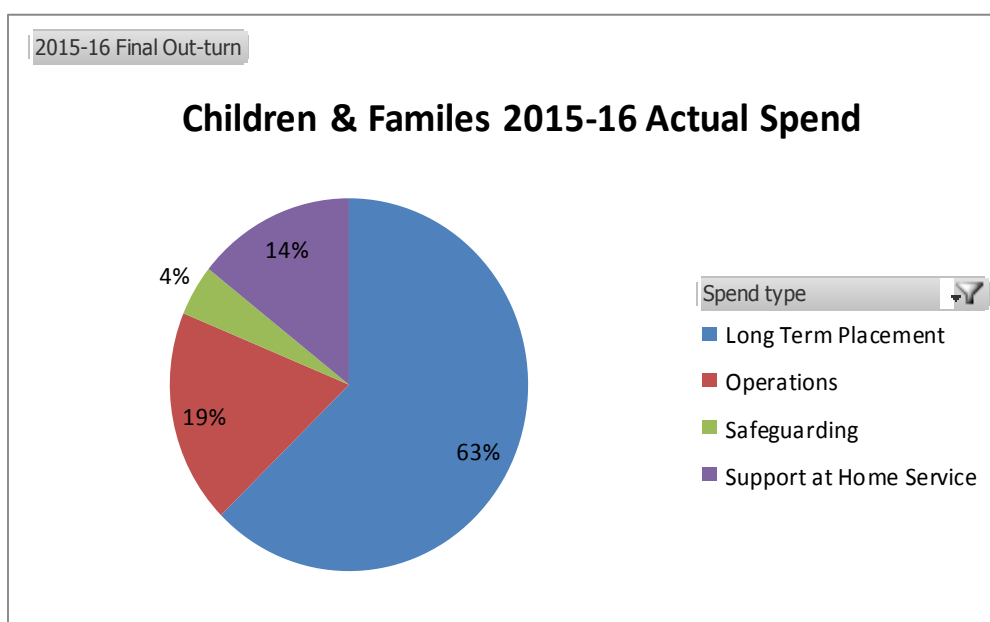
The Annual Report for SEWAS was presented to Scrutiny.

A regular planning meeting with SEWAS staff takes place to track and plan for all children likely to require placements, those awaiting matching and for children post matching.

On 31.3.2016 68 children were subject to placement orders and awaiting placement compared to 58 last year. 37 children were in adoptive placements awaiting adoption orders compared to 24 last year. 18 final adoption orders were granted compared to 9 last year.

d) **Financial Resources**

The Budget for Children and Family Services is as follows;



Row Labels	2015-16 Final Out-turn
Long Term Placement	13,011,134
Operations	3,860,893
Safeguarding	916,307
Support at Home Service	2,975,941
Grand Total	20,764,275

Conclusion

The Youth Offending Service used a quotation from Franklin D Roosevelt to describe their year “To reach a port, we must sail - sail, not tie at anchor - sail, not drift.” For Children’s Services as a whole the coming year will again bring budgetary challenges as well as ensuring full implementation not just with the detail of the Social Services and Well-being (Wales) Act 2014 but perhaps more importantly the underpinning ethos and spirit. Yet what will remain vital to delivering the best possible services is ensuring we have clear strategic and operational direction alongside a joy in innovation and positive change.

B. ADULT AND COMMUNITY SERVICES 2015/16

1. INTRODUCTION:

As newly appointed to the post of Head of Adult & Community Services in October 2015 I set out set out a “blueprint” to achieve the transformation of Adult Social Care in Newport City Council as defined in the Social Services & Well Being (Wales) Act 2014. The Act came into force in April 2016 and requires an increased focus on the well-being of people who need care and support and carers who need support; on rights and entitlements and on empowering people to have a new relationship with social services.

It also focuses on co-production between the people who deliver social services and those who need care and support. The approach is about working with people to find appropriate solutions. Where an intervention is needed, it should always be proportionate and timely and enable people to achieve their personal outcomes. Well-being underpins the whole system, linking through to the role that early intervention and prevention can play in promoting well-being, to how people can be empowered by information, advice and assistance and by being involved in the design and operation of services. The vision for Adult Services has also been informed by the learning from inspections including the inspection of Older People with complex needs that took place in December 2014. The improvement plan resulting from the recommendations made at the time is inspection has continued to be monitored by CSSIW.

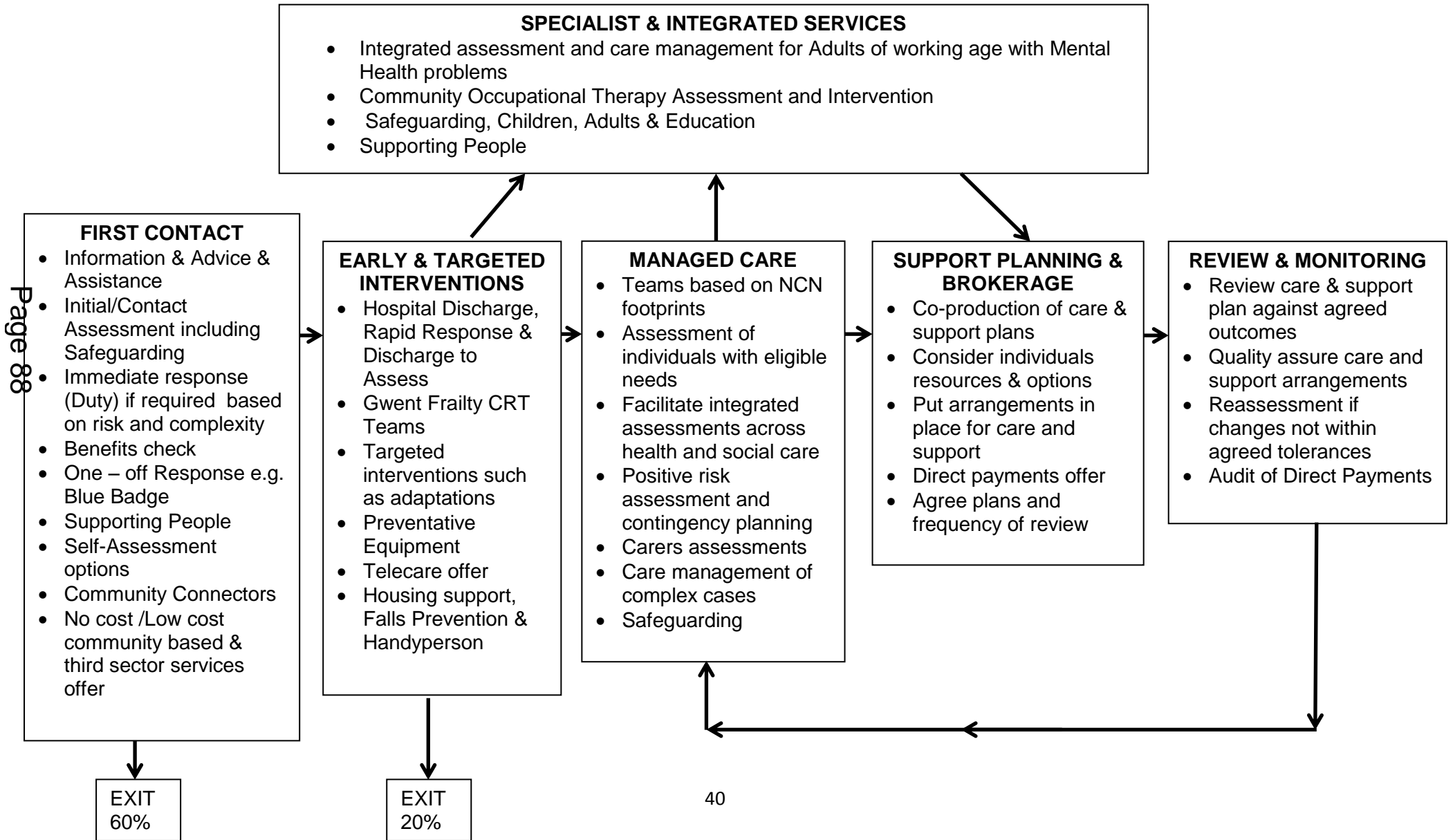
PRINCIPLES:

The vision for adult social care in Newport City Council is based on the following principles:-

- The key functions of the Council Adult Services operational service as set out in the Social Services & Well Being Act are will be safeguarding, assessing for eligibility for social care support, (supporting self-assessment by individuals), integrated assessment, complex on-going care management and specialist support, Approved Mental Health Practitioners and mental capacity assessments, Occupational Therapy, monitoring and reviewing the care and support arrangements that people have chosen.
- To help vulnerable adults to stay safe whilst promoting their independence and control whilst supporting positive risk taking through the provision of high quality care and support services.
- People will be given help to develop their support and care arrangements including co-production. The Council will have a commissioning role and responsibility for ensuring that people can access the support they need to manage their care and high quality services, even where these are not directly contracted by the Council.
- Prevention and Early Intervention is essential in and will be delivered through an integrated approach with the NHS including the development of the Neighbourhood Care Networks and the development of the Older Person’s Integrated Pathway project.

- We will provide and will improve Advice and Information and a proportionate initial assessment at the point of First Contact to help people seek alternatives and find sustainable solutions to their concerns.
- To work in partnership with key organisations including the NHS to ensure that people receive a seamless service and we can maximise the use of resources
- To ensure best value in the use of resources across the council and through the interface with key partner agencies.

ADULT SERVICES PATHWAY



2. THE ADULT SERVICES PATHWAY:

The new vision for adult social care described in the Social Services & Well Being (Wales) Act together with a reduction in the overall budget, will require a very different operating model. The new service model for adult social care has been based on the steps described in the Adult Services Pathway set out below broken down into its component parts and principle activities:-

The key milestones in the transformation of adult services are set out below together with the policies and interfaces: -

WORKFORCE RESTRUCTURE:

The adult social services teams have been considering the future structures and configuration needed to most effectively deliver their responsibilities under the SSWB Act. The move towards alignment with the NCN footprints will enable us to take advantage of further opportunities for co-location and integration of service delivery as they arise. We also recognised the need to strengthen the current arrangements we have for individuals at the point of first contact so that they can be directed towards community based options and supported to make their own choices in their care and support arrangements as well as having the capacity to provide an immediate, urgent response where there are concerns about an individual's safety.

The Service Manager portfolios were changed in January 2016 to align with the Adult Services Pathway. A small number of specialist and integrated services will continue to work alongside the adult services including the Safeguarding Team, Adult Mental Health Team, Occupational Therapy and Supporting People as follows:-

ADULT SERVICES STRUCTURE

FIRST CONTACT	MANAGED CARE (NCN Footprint)	SERVICE DEVELOPMENT & COMMISSIONING	CARE & SUPPORT PROVISION
Information Advice & Assistance Initial Assessment Preventative & Early Intervention Services Hospital Teams Telecare Offer Community Connectors Appointee-ships	Integrated Assessment Care Management & Review LD POVA interface Carers DoLS Coproduction Care	Population Need Assessment Adults & Children Commissioning Contract Management Contract Management Service Planning Performance Quality Assurance/Audit	ECH Care Homes Day Opportunities Reablement Supported Living Respite Shared Lives

Interface with Frailty CRT(not managed)	and Support Plan Direct Payments	Policy Development Brokerage Supporting People	
Interface with Supporting People			

IMPLEMENTATION PLAN:

The operating model was further developed in consultation with staff and managers and feedback from partners, users and carer’s perspective was be sought through consultation opportunities during February and March 2016.

The main project outcomes were achieved by April 2016 however there remains a great deal left to achieve in areas such as commissioning and workforce restructuring and putting in place the policies and procedures to support necessary to deliver our responsibilities under the SSWB Act so they become “business as usual”. The work activity required to support the implementation of the SSWB Act is summarised included reviewing the team structures against the adult services pathway and securing Cabinet approval for the restructure and NCN alignment.

The Re-commissioning of domiciliary care services and third sector contracts was undertaken as per new commissioning model and a prevention and early intervention strategy with NHS based on Older Persons’ Integrated Pathway was piloted in 2015/16 and is now being rolled out. The development of a workforce strategy to determine what capacity, competencies and roles are required for the future is underway and training for operational staff on the SSWB Act is ongoing.

ENGAGEMENT PLANS:

A communication plan which can speak to the main concerns and delivers the key messages to all key stakeholders especially individuals and carers will be developed. This will recognise the importance of being clear and consistent in the use of the terminology and language used to describe this change to the Adult Social Care services. A consultation with staff was undertaken between in January 2016 when the new adult pathway and staffing structure to support this was agreed.

SUMMARY:

The Welsh Government has set out its vision for social care in the Social Services and Well-Being (Wales) Act. This describes a new relationship between the government, local authorities, the NHS, independent sector providers and the regulator which represents a major shift of resources and practice towards prevention, early intervention and re-enablement. To achieve such reform, Newport City Council will need to place individual wellbeing at the centre of its public services delivery and strategic citywide projects. This summarises the progress made in 2015/16 towards achieving this ambition and sets out the principles and a high level adult services pathway and identifies the key activities required to deliver the required transformation. This will form the

“blueprint” for the development of a service and structure redesign including determining the capacity, competencies and roles required in the future.

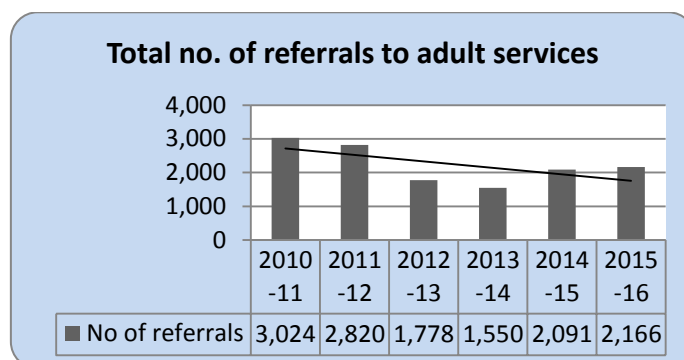
3. THE DELIVERY of ADULT & COMMUNITY SERVICES 2015 /16:

The following sections summarised the main achievements in 2015/16 across the main functions and services and the difference it made to the people we support and plans for the future.

FIRST CONTACT:

What Have We Achieved?

A review was undertaken of the current interface with the contact centre on the press 3 option for direct access to adult social services. This identified the need for improvement to the current interface to minimise delays in calls being answered by dedicated Call Centre workers and appropriate advice and information provided and referrals taken. The number of referrals to Adult Social Services has increased but further analysis is needed to understand the demand and improve the response people receive.



The Community Connectors

The Community Connector Service provides information about local activities and advice on the support available to people aged over 18 years. Connectors work with individuals and organisations and there are an additional two Carers specific Connectors who support unpaid carers with information and assistance for their caring role.

Between April 2015 & March 2016 the Community Connectors supported the following numbers of people: -

Quarter 1	Quarter 2	Quarter 3	Quarter 4
83 people	83 people	92 people	107 people

How Well Did We Do It?

The Connectors will continue to work in partnership with organisations to support the Online Directory of Services which will be linked to the My Newport function of the Council website. There

are over 500 local activities and support groups listed (social, learning, leisure, volunteering support services and groups including health, environmental and financial services).

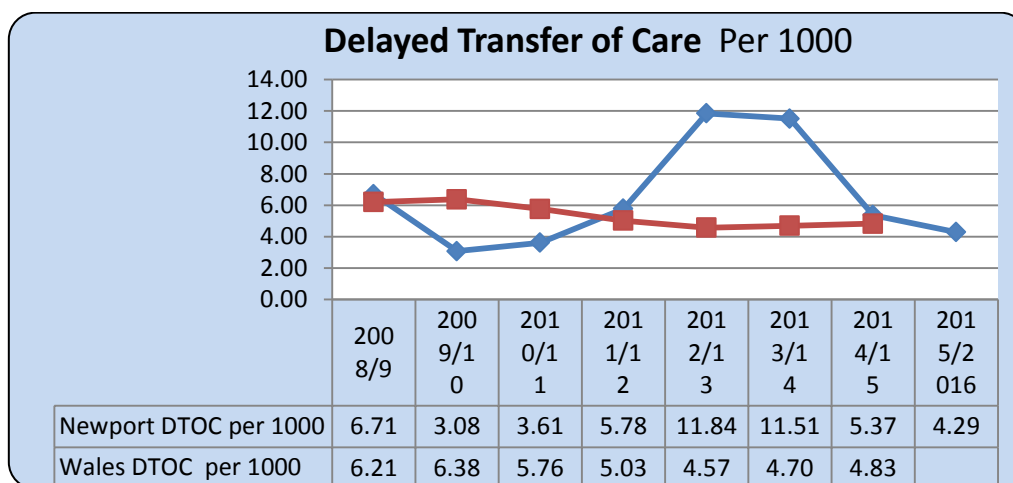
Connectors have produced a web page and an online Newsletter and 'Group of the Month' function. They have worked with partner organisations to support community events, increase community capacity and provide information at Drop In Sessions. Connectors have also been involved in consultation and service user workshops linked to the Older Persons Pathway.

Community Connectors have also worked with community groups to publicise their groups, share resources and increase their membership. The information gathered within Community Connectors Service/On line directory, duty team has allowed us to be able to offer individuals who are presenting to the authority with low level/ ineligible need a wider range of options.

The development of the DEWIS Cymru database in support of the SS &WB Act will be key in solidifying information on support services within communities that people can access independently.

The Hospital Team

The Hospital Social Work Team began a pilot for a joint referral process for social work and OT to be able to determine the most appropriate professional responds to a hospital discharge request. This not only streamlined referrals into the two teams rather than a 'scattergun' approach from health, but also ensured the individual was at the centre of any decisions with the right professional involved to assist them in making more informed choices This has contributed to a reduction in waiting lists for assessments and a continued good performance in delayed transfers of care and the Hospital Social Work Hub to support the management of the referral process.. However the constant high demand within the hospital settings creates the need to continuously review the hospital discharge process and a pilot of a hospital in-reach- model is underway at the Royal Gwent Hospital.



MANAGED CARE FOR ADULTS & OLDER PEOPLE

What Have We Achieved?

The Integrated Assessment (IA) has been introduced and rolled out across the 3 NCN Teams and integrated service areas. It is based on a strengths based model of assessing and the "what matters

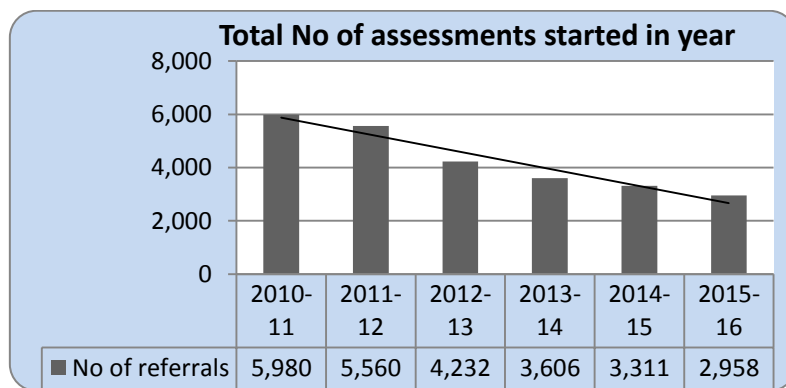
to you” conversation and has moved away from a deficit and needs based model. Solutions are being found which are ensuring that people are at the centre of their own care and are able to stay in their own homes for longer.

The introduction of the IA has allowed staff to work in a more proportionate way which is allowing us to process assessments and reviews in a timelier manner and waiting lists have significantly reduced.

The referrals into the adult services for all new assessments were of a high volume as there was previously no robust work completed at the intake stage. This resulted in a high waiting list for assessment and delays in assessing those with eligible needs and arranging appropriate support. Work has been undertaken in supporting the intake function to ensure all options have been explored with an individual, offering alternatives solutions and signposting.

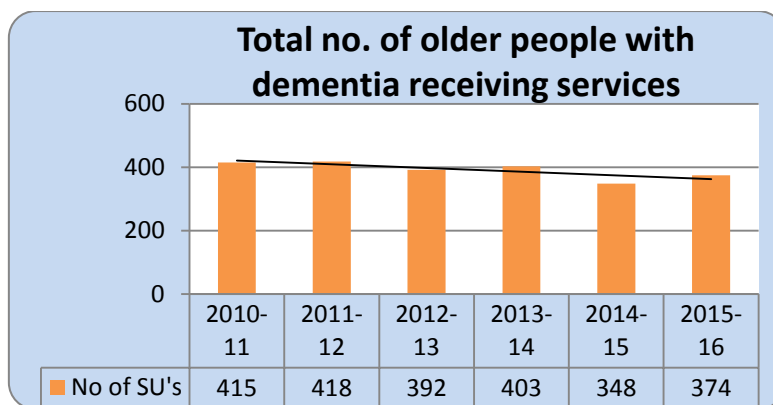
Have we made a Difference?

The number of assessments has fallen as the chart below illustrates but this reflects a more targeted approach as more people have their needs met through reablement and community support including through our arrangements with the third sector. Ongoing work will continue with the First Contact service in partnership with health, third party agencies to support preventative work and improve outcomes for individuals.



Team Managers have been involved in Integrated Assessment meetings and improving practice sessions. We have been able to ensure that care plans are clear and suitable for commissioning purposes. Quality Assurance officers continue to provide support to workers to ensure care plans are of good quality and can meet the outcome for the individual. They also support the Continuing Health Care panels and our responsibilities for the Mental Capacity Act and Deprivation of Liberty, linking up with the regional team hosted but ABUHB.

The numbers of people we support who have dementia is increasing as expected with National trends and confirmed in the table below. Of those people we support a greater proportion are now supported in the community and we continue to develop a wider range of types of service to support both individuals and their carers.



We have put in place a new managed banking account for people with a Direct Payment in November 2015 to make it easier for people who wish to take up a Direct payment to manage their money. An information event was held for people with DP's and information leaflets were distributed to individuals and professional staff. This has resulted in reduced administration and improved audit and we hope to see an increase in people with a Direct payment in 2016/17.

Our Future Plans

- A review of Direct Payments is underway to further improve the procedures and reduce the time it takes to instigate a DP package. This will support an increase in the number of DP's.
- Monitor and review the demand at each step among the adult services pathway to ensure the right skillset and capacity is available.
- We need to move forward in terms of the implementation of the new Care and Support Plan. This will enable us to focus more on what matters to individuals.
- We also need to look at the interface between the Mental Health Measure and the SS & Wellbeing Act to improve the quality of care plans and outcomes for individuals.
- To improve the transition of people who have had a reablement episode but who now need an ongoing care and support plan.
- To work with ABUHB on the in-reach hospital pilot to reduce the length of stay and necessary delays in discharge.

SAFEGUARDING VULNERABLE ADULTS:

What Have We Achieved?

The Corporate Safeguarding Policy has been agreed and launched which included a promotional campaign with posters and leaflets underlining all staff's individual responsibility to safeguard children and adults.

Welsh Audit Office safeguarding audit tool was completed which summarised where we are as a Council and what we need to achieve to further enhance the safeguarding functions of the Council.

We have delivered and trained staff in non-criminal investigation training and adult safeguarding awareness training to staff working in residential/ nursing homes and across adult service. The staff conference for all Council employees was attended by over 1500 people and raised the profile of safeguarding adults and included the expectations of Duty to Report and the contact information.

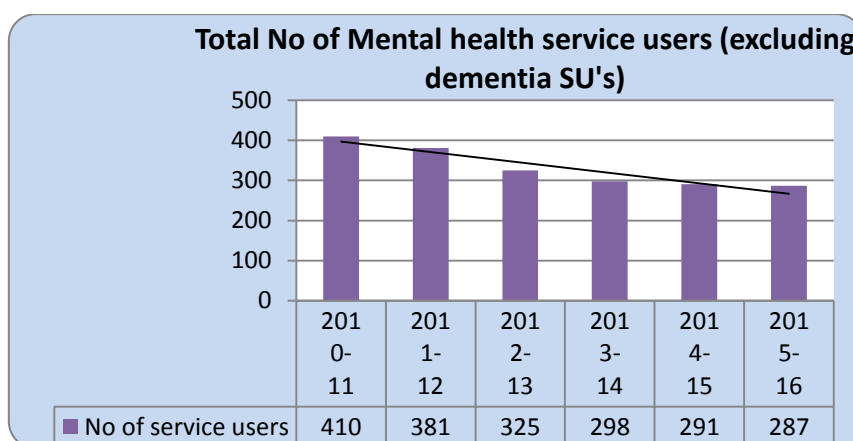
The Adult Safeguarding Team continues to screen referrals on a daily basis and provide advice to staff internally and in partners organisations.

A number of historical cases have been closed where the NHS was the lead agency. Joint investigation protocols are now in place and cases open for significant periods without progress are reviewed.

Measure	Actual	Target	Last Year	* Benchmark Group	Wales Avg.
	Data	Data	Data	Data	Data
SCA/019 Adult Protection risk managed (NSI, PAM, SP) (Q)	99.19%	96.00%	98.58%	91.28%	95.60%

As shown above over 99% of adult protection referrals were managed in 2015/16.

FOR PEOPLE WITH MENTAL HEALTH PROBLEMS



What Have We Achieved?

- The CMHT assessment clinic system continues to offer 24 appointments throughout the week where a comprehensive assessment will be completed by 2 clinicians from the multi-disciplinary team. This can be increased dependent on need. Access to Social Work assessments as an outcome of assessment clinic (SSWB Act)
- A dedicated duty desk is available during normal working hours and is staffed by a qualified clinician.
- A single point of entry referral pathway is established that manages all referrals in a prompt fashion Urgent referrals to CMHT are usually seen within 48 hours.
- All crisis referrals are dealt with promptly and a same day crisis assessment is available.
- There is access to a qualified clinician 24 hours a day for service users wishing to self-refer under part 3 of the Mental Health Measure for Wales.
- The Psychiatric Liaison service based at the Royal Gwent Hospital has continued to offer a dedicated service to those with mental health needs within inpatient and outpatient settings
- There has been an increase in the range of psychological therapies offered within the CMHT
- Additional staff have been employed on temporary fixed contracts following money being made available by the Welsh Assembly Government to reduce the waiting-lists for psychological therapies

Have We Made A Difference?

A pathway for assessment of those with learning difficulties and mental health problems continues to be developed. The reduction in waiting times for routine referrals that are in line with the Mental Health Measure for Wales's targets.

The continued development of integrated structure will support less duplication across professionals. This approach is well embedded in Newport and may be further enhanced by Section 33 legal framework.

There are also for mental health services in Newport to become involved with the LEAP initiative in Gwent and also the development of IT support systems is underway which will reduce delays in assessment and improve the care pathway. It is also planned to further increase the scope for psychological therapies and continue to reduce the waiting lists in the context of high demand and a relatively small resource

The Adult Mental Health Service is

- Recovery principles embedded within CMHT's using recovery STAR model.
- Exercise referral scheme encouraged
- Growing space developing training and employment opportunities
- The "In One Place" project continues to develop which focuses a joint approach to accessing sustainable accommodation
- The Newport AOT have access to an allotment within the City
- Day Centre has closed, and relocated as a day opportunity service and is outcome focussed.
- A review of the Metal Health related contracts is underway to increase vocational community based options for individuals.

Three additional AMHP's are now employed by the local authority, with an additional 1 currently undergoing training. A policy has been developed for approval and re-approval of AMHP's within Newport to ensure high quality practice. A Consultant Social Worker has been appointed and will take the lead for all AMHP related guidance and practice within Newport.

Our Future Plans:

- To become involved in the LEAP Imitative.
- To increase the scope for psychological therapies and continue to reduce the waiting list.
- To maintain the current AMHP provision and undertake succession planning, aiming to train 2 staff per annum.
- To support the review of 3rd sector provision for mental health services.

FOR PEOPLE WITH A LEARNING DISABILITY

What Have We Achieved?

The Promoting Independence and Choice (PIC) programme has continued with the aim of developing modern, sustainable and enduring support for people. As part of the Social Work assessment process, we identified eligible needs and also signposted to other available resources which people can access independently of the Council.

The Community Connectors have devised a directory of resources which people with learning disabilities can access. The information is accessible in a range of formats. Carers are also offered information, support and training from Carers Connectors.

The Adults with Learning Disabilities service area established a Quality Assurance (QA) process to manage all assessments. The service has used an Integrated Assessment (IA) tool to assess need or outcomes. The QA process considers proposals on how the identified outcomes may be met. All decisions will be documented and the overarching approach is to facilitate a consistency of format and equity of service delivery.

The Council's in-house community day service has been remodelled with a focus on providing support to people with Profound and Multiple Learning Disability (PMLD). This has meant a greater emphasis on activities suitable for people with a PMLD and specialist sensory equipment has been purchased. The remodelling has provided a more accessible base.

Have We Made a Difference?

For those more independent people, we have developed a range of community based solutions including using a hub facility at the Lysaght's building in the heart of the city.

Initial steps towards a co-operative model approach have been taken. People have been given the opportunity to access new experiences and to acquire new skills in a wider community setting. We have also increased the numbers of people who participate in the Community Development Pathway to Employment Programme (PEP).

We have worked with the Seren Group, Housing and Supporting People colleagues to develop a new model of supported living accommodation for 13 people with learning disabilities. This model is a departure from the traditional group home approach and will instead focus on enabling people with learning disabilities to live in a community support setting with an emphasis on low-level targeted support to achieve community inclusion.

We have worked with providers to develop further day time education opportunities locally. There is a better choice now available as the National Autistic Society (NAS) has recently opened a new day service locally, which includes an educational element.

Our Future Plans:

- Further progress towards alternative service delivery models, including the co-operative approach working in partnership with local initiatives such as Maindee Unlimited.
- Discussions are underway with National Star about the provision of day education opportunities in the Gwent region.
- In order to support the transition to Neighbourhood Community Networks (NCN's), the service area will develop a generic approach which supports assessment of need and equity across the service area.
- We are planning a trial of alternative short breaks for people with learning disabilities, which can offer further flexibility of choice for people with a learning disability and their carers.

OCCUPATIONAL THERAPY:

It has been identified that a greater presence within the 'in take function' would improve response for people needing IAA and ensure referrals to the Community OT Service are appropriate use of the COT service as part of the implementation of the SSWB Act.

Implementing a full time presence of COT practitioners in duty to advise and assist Newport Residents. Identifying potential gaps and providing further training for the intake staff so that an improved global view of OT is achieved Review of current assessment & review systems to improve efficiency and effectiveness.

The role of the Housing OT to promote the OT role with Housing Department has continued and improved partnership working with Housing Department and led to improved response times for assessment s for Disabled Facilities Grants.

SUPPORT FOR CARERS:

What Have We Achieved?

The Carers' Forum in Newport continues to develop and has a well-established membership of Carers representatives. The meetings are regularly attended by these carers, officers, third sector agencies and councillors. The Council has supported the Carers Forum when they required a minute taker and also with the hire of one of the meetings whilst they were waiting on grant funding decisions. The Carers contact at Newport Indoor market has also continued to provide a range of information for carers making them aware of the services available to them. Newport Carers Forum has also facilitated smaller community based Carer drop in sessions with the support of Carer connectors and Carers development officer to help reach Carers in their own communities.

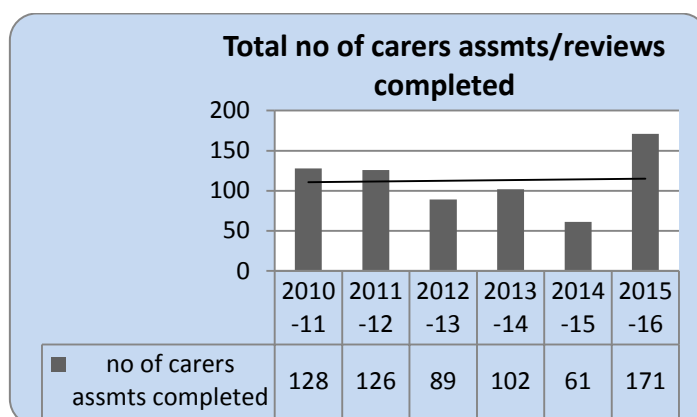
The council continued to work closely with ABUHB, other local authorities and the third sector to progress with the joint Carers Information and Consultation Strategy. Carers Champions have been identified in 17 of Newport GP surgeries to support and promote good practice regarding Carers. Carer Notice boards in a majority of these surgeries have been maintained.

A Carers' Assessment process is in place with guidance and an appropriate form which is to be completed. The Carer Connectors roles were primarily introduced to identify new carers, provide information, support and instigate innovative solutions to the needs of carers within the community in preparation for the SS and Wellbeing Act. However Carer Connectors have also undertaken carer assessments if the cared for person is not known to a social work team in order to establish a general understanding of what the support needs are of Carers within the community.

Have We Made A Difference?

A revised Carers assessment has been produced and is now being used to capture more outcome focused needs of Carers. Carers assessments highlight Carers employment commitments and are considered particularly when Carers identify they wish to return to work. Support (where possible) is provided for them to do this. The Connectors remit is to support access to community based services, along with compiling a directory that identifies education, learning and training

opportunities for carers. Through the Carers' Assessment process Carers identify the outcomes they wish to receive, and Social work staff develop an action plan to meet these needs. The number of Carers assessments and reviews has increased as shown in the table below.



In Learning Disability services we have re-modelled our approach to respite support for people with learning disabilities, which in turn benefits their Carers. This includes a more community focussed approach to residential respite and Carers assessments have been completed, which has resulted in additional respite provision.

Newport City Council commissions a wide range of services for Carers from the third sector including advice, support and respite from their caring role. The demand for respite services has increased and the current services provision is unable to provide for the number of people wishing to use the service. A review of the contracts for the service took place in 2015/16 with a view to reducing some of the duplication in the arrangements and increasing capacity. Carer representatives have been involved in the Domiciliary Care and 3rd sector consultation events in late 2015.

Our Future Plans:

- The council will continue to support the Carers' Forum. In addition the council will also engage with Carers' regarding any changes or developments that will impact them and/or the people they care for.
- Once new contracts for Carers services have been awarded the council will support the transition to the new service arrangements and continue to monitor its contracts to ensure that services are fit for purpose and are good value for money, whilst effectively meeting Carers needs.
- The Young Carers Strategy is being revised and updated following young Carer consultations.
- To ensure the NCN teams have the necessary skills and understand the importance of completing Carers Assessments and putting support plans in place.
- The focus of training on Carers issues will be adapted to reflect expectations and duties under the SS and Wellbeing Act and we will continue to work with 3rd sector and carers groups to roll out the Carer induction sessions to ensure Carers have their information needs met. Carer champions, connectors, social work teams and health will be involved in promoting the sessions.

4. CARE & SUPPORT SERVICES:

What Have We Achieved?

In Day Opportunities

Following a re-structure of the services, Day Opportunities is updating its promotional literature in variety of formats. Early work has been undertaken with service users to develop Face Book page dedicated to the service.

Engagement sessions have taken place with individuals and volunteers attending the mental health day service about relocation and recovery model of service. The relocation has gone smoothly and people who use the service have helped with the refurbishment of the Annex (new location).

In Residential & Intermediate Care

The intermediate care facility at Parklands has been opened, however initially there were a number of challenges in how staff dealt promptly with people on discharge from hospital who may have ongoing medical conditions. This led to an Adult Safeguarding investigation and disciplinary action. A period on intensive training and changes in the management arrangements has resulted in all 10 beds being fully operational.

In Supported Living

Person centred planning activities take place within Supported Living schemes and with the aim of developing life skills and moving towards more independent living environments.

Has it Made a Difference?

- Regular (usually monthly) meetings take place of service users and families where the service is discussed and developed. Amenity Fund committees bring services users, staff, carers and families together to plan activities.
- Annual reports for each service are developed which include action required as an outcome of inspection s and feedback from people who use the service.
- Council Members undertake visits to our residential care services and engage with the people who live there and their families. The recommendations that result from these visits are acted on.
- The contracts and commissioning team carry out the same service reviews of our in-house provision as the independent sector to ensure compliance.

Our Future Plans:

- Provide updated information for people who use of services
- To continue to develop the Dementia care focus and improve the range of opportunities and activities available to the care settings through discussion with individuals and staff.
- To implement the improvement plan at Spring Gardens following the CSSIW inspection and areas of non-compliance.

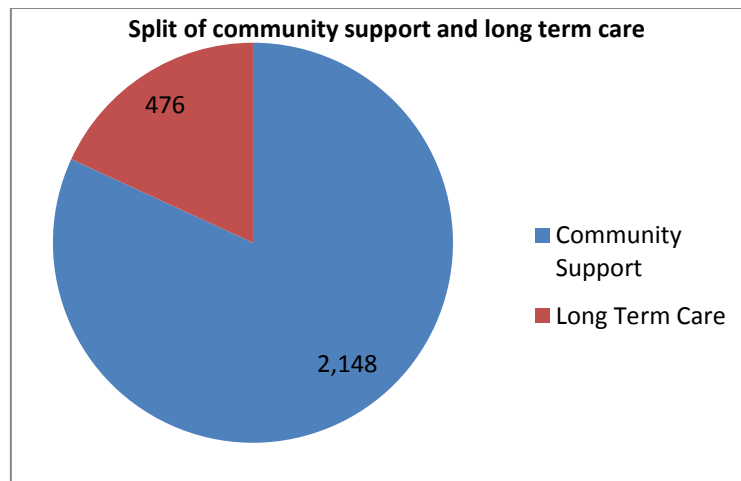
- To develop the workforce and ensure they have the skills and experience necessary for their role.
- To improve systems and procedures and ensure compliance.

5. COMMISSIONING & SERVICE DEVELOPMENT:

What Have We Achieved?

Following on from an interim period of Torfaen Council managing the Commissioning and Contracts Team, we have recruited a Commissioning Team Manager and a Service Manager Commissioning on a permanent basis. Subsequently all of the commissioning staff have been located within one office (previously Brokerage, Payments and Commissioning were all in separate offices).

The payments functions for all social care services is now within the Commissioning and Contracts Team, this has been an additional demand on the team and further work is needed to put robust systems in place.



The above pie chart illustrates the split between care and support commissioned and provided in the community and that provided within long term care settings such as care homes. This includes the provision of services in-house by Newport City Council. The Commissioning and Contracts team has undertaken the following work during 2015/16 as follows: -

Domiciliary Care:

- Retendered the spot domiciliary care contracts
- Negotiated rates for existing block contracts
- Managed provider performance
- Managed the exit of 2 large providers from the market
- Developed new outcome focussed contracts
- Undertaken a review of call monitoring of all providers

Care Homes:

- Successfully negotiated a new fee structure across the City
- Managed provider performance
- Developed new outcome focussed contracts
- Started to build positive relationships with providers
- Managed one voluntary home closure
- Managed compulsory suspension of placements on one home
- Manage a weekly care home provider vacancy list

Brokerage

- Reviewed the process for brokering care
- Reviewed the staff within the Brokerage function
- Started to develop a wider database of services

Have We Made a Difference?

The Commissioning and Contracts Team undertake contract monitoring on all domiciliary care and care home providers in Newport. This includes announced and unannounced visits across a range of providers and they also attend Safeguarding meetings and undertake checks on providers to ensure systems and processes are in place. The Team Manager and 2 principal officers within Commissioning and Contracts are trained as Designated Lead Managers for Safeguarding so that they can where appropriate lead and contribute to Adult safeguarding investigations. As part of their responsibilities they also: -

- Accredit new providers that enter the market and respond to provider queries
- Set up new contracts for pilot services
- Reviewed the service provision of a number of out of county children service placements
- Undertake a review of all commissioned services within the Third Sector and remodelled the services commissioned in the sector and retendered IAA, Respite, Community Support and Advocacy Services

Our Future Plans:

- Hold a regular care home provider forum
- Undertake contract monitoring for all supported living commissioned services
- Develop an outcome based monitoring tool for monitoring all care providers, which is in line with the SSWBA and the Older Persons Commissioner recommendations
- Retender Hospital Discharge contracts in the autumn of 2016.
- Lead the retendering of Mental Health Services on behalf of Newport City Council and Aneurin Bevan University Health Board.
- Extend the brokerage functions to include all activity including care homes and respite.

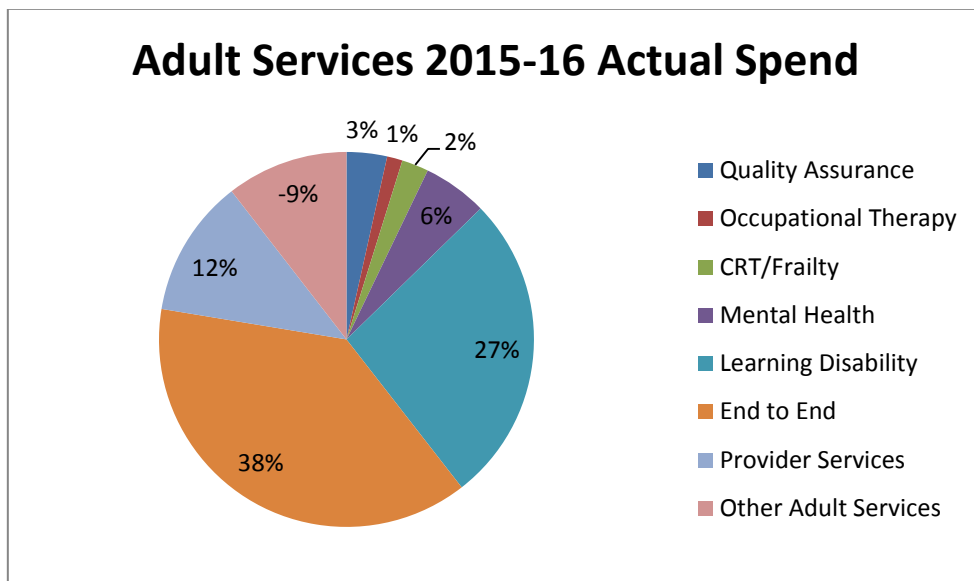
6. SUPPORTING PEOPLE:

Regular partnership meetings are held with contracted partners and 110 such meetings have taken place during 2015/16. A more robust approach to commissioning based on evidence of need and including an additional 209 community alarm connections and three jointly funded schemes for homeless people with “new burdens” funding. A number of schemes have been extended including Domestic abuse Floating Support and Move On projects.

Future Plans:

Newport is the joint project lead for the development of a supported housing scheme for people with enduring alcohol problems. A study was commissioned from South Wales University which assessed the demand for “wet House” for chaotic street drinkers. The commissioning of the service is underway with the aim of opening in October 2016 as an outreach initially, pending a move to more a permanent building in April 2017.

7. FINANCE & RESOURCES:



	2015-16 Final Out-Turn
Quality Assurance	1,689,103
Occupational Therapy	646,284
CRT/Frailty	1,121,250

Mental Health	2,691,908
Learning Disability	12,962,250
End to End	18,467,873
Provider Services	5,763,608
Other Adult Services	(5,082,060)

Adult

&

Community Services Sickness Absence 2015/2016


The overall target for sickness absence for 2015/2016 was 15.83 days. This was in line with achievement in 2013/2014 and was a challenging target following an increase in sickness

Adult & Community Services achieved a 3.17 day overall improvement against actual sickness for 2014/2015. Although amber, this was against a challenging target and showed a demonstrable improvement over the year. This outcome was only impacted by long term sickness as short term sickness improved throughout the year.

Through review, it was highlighted that the predominance of long term sickness cases were in Care & Support Provision (previously Provider) Services. Strategies were developed to target both this area directly and across the Service area as a whole. These included:

4. AREAS FOR DEVELOPMENT IN CSSIW PERFORMANCE EVALUATION REPORT 2014/15

In the review of 2014/15 completed by our regulator CSSIW, they identified areas for improvement required during the year 2015/16 and the table below sets out how we have responded to the challenge.

Identified for Improvement Last Year	Progress in 2015/16
<p>Effective implementation of action plan submitted in response to CSSIW's adult services inspection report.</p>	<p>All action are completed (See Attached) apart from the Workforce Strategy which has been incorporated into the Culture and Values work stream for the delivery of the SSWB Act. See below.</p> <div style="text-align: center;">  <p>CSSIW Improvement Plan April 2016.doc</p> </div>
<p>Effective implementation of any re-tendering of domiciliary care planned for 2015-16, which provides an opportunity to re-shape services, focussing on improving outcomes for users.</p>	<p>Social Services currently contracts with several private providers to deliver 8,000 hours of domiciliary care per week.</p> <p>2,500 of those 8,000 hours are subject to a block contract arrangement with 3 providers that is not due for renewal until March 2017.</p> <p>The remaining 5,500 hours were put out to tender in January 2016 with a total budget of £3.42 million per annum (exclusive of VAT).</p> <p>The intention was to award 9 block contracts of 1,500 – 1,000 and 7 x 500 hours.</p> <p>22 providers submitted bids and were subject to evaluation in the normal way.</p> <p>During the evaluation of the bids and combined with an analysis of future need, market stability and sustainability it was agreed by the panel that it would be counter-productive to award the contracts as originally intended for the following reasons:-</p> <ol style="list-style-type: none"> 1. The pool of available providers would be reduced thereby creating conditions for increased costs, 2. Two providers would have lost their business and they have proved to be reliable and trustworthy. Likely impact on the local economy 3. The diversity and geographical flexibility currently available would be compromised. <p>As a compromise it was agreed to award the two larger block contracts of 1,500 and 1,000 hours and to establish a list of 18 approved providers at the agreed hourly rates established via the tender process</p> <p>Conclusion:-</p> <ol style="list-style-type: none"> 1. Six new providers submitted successful bids 2. Limited need to transfer hours to new providers thereby ensuring continuity of care for the majority of service users

	<p>It was anticipated that due to the Living Wage and Pension cost pressures the overall budget would increase by£250k Finally the increase was limited to £150k creating a cost avoidance figure of approximately £100k.</p>
<p>Address the continuing high sickness rates amongst the adult social care workforce.</p>	<p>The overall target for sickness absence for 2015/2016 was 15.83 days. This was in line with achievement in 2013/2014 and was a challenging target following an increase in sickness in 2014/2015.</p> <p><u>Summary</u></p> <p>Adult & Community Services achieved a 3.17 day overall improvement against actual sickness for 2014/2015. Although amber, this was against a challenging target and showed a demonstrable improvement over the year. This outcome was only impacted by long term sickness as short term sickness improved throughout the year.</p> <p>Through review, it was highlighted that the predominance of long term sickness cases were in Care & Support Provision (previously Provider) Services. Strategies were developed to target both this area directly and across the Service area as a whole. These included:</p> <ul style="list-style-type: none"> • Monthly management information reviewed across the Service including missed management actions against policy and late return to works. Email/conversation by HR Business Partner with either Team or Service Manager to challenge and give feedback • In addition, HR Business Partner attended the Care and Support Provision Services monthly management meeting to discuss the above and review the long term sickness tracker on a case by case basis to improve movement through the sickness process and promote early intervention/action by Managers • Increased support from HR Business Partner to progress long term sickness cases to conclusion • Additional review of Occupational Health reports by HR Business Partner to ensure correct action being undertaken by Managers • Monthly meeting with HR Business Partner and Head of Service which would include sickness KPI's and long term sickness cases
<p>Effective implementation of YOS action plan.</p> <p>Effective monitoring and oversight of re-shaping adult services and YOS.</p>	<p>At a strategic level, the YOS local management board and the Youth Justice Board (YJB) monitored and reviewed progress against the action plan throughout the year, and addressed issues as they became apparent. Managerially and operationally, the plan was also monitored and reviewed on a weekly basis by the YOS management team.</p> <p>In February 2016, the YOS was re-inspected by HMIP. Whilst the official report has not yet been published (due to be released on June 6th), the draft report and feedback following the inspection evidenced that significant progress had been made in all areas inspected.</p> <p>Areas which were highlighted as in need of further development were ones the YOS had already identified and was, and is developing plans to address.</p> <p>Once the report is published, a new improvement plan to address</p>

	<p>recommendations will be required. This is already in hand and initial feedback from the YJB indicates the draft action plan is fit for purpose. Positively, the plans for the YJB to monitor and oversee the new action plan are far less stringent than following the last inspection. The YOS is no longer included in the YJB list of 'poor performing' - indicating that there was effective implementation of the previous action plan.</p>
<p>Quality of care management and planning to inform residential placements and matching for LAC with more complex needs.</p>	<p>With the support of the Business Improvement team the processes for planning for placements for children with complex needs were interrogated and individual contracts revisited. The review was undertaken using project management methodology and included consultancy support from Peopletoo. The project team consulted with a wide range of stakeholders, visited placements, attended relevant meetings, benchmarked against other Welsh LAs using recent work completed by 4Cs and reported regularly to a small steering group. Overall the project concluded that the processes currently in place are effective. Some small improvements were recommended to tighten contract management. These have been implemented.</p>
<p>Investigate reasons for persistently high levels on CPR, and deteriorating timeliness of core group meetings, and take action to remedy.</p>	<p>In order to address the upward trajectory of the number of children on the CPR work was undertaken to ensure a timely offer of support using the full range of resources within the IFSS is fully in place. An additional gatekeeping process has been introduced with team managers and the IROs to ensure proceeding to Initial Child Protection Conferences is fully agreed. The registration figures in the second half of the year have dropped and the steps taken have halted, indeed reversed, the upward trend.</p> <p>In 2015/16 there were 188 children placed on the CPR, compared to 221 last year. During the course of the year a total of 370 children were on the CPR as compared with 409 last year. At the conclusion of the year 136 children were on the CPR compared to 184 last year.</p> <p>In the work to develop preparedness for the SSWA processes for CP Conferences have been reviewed and all documentation revised and simplified.</p> <p>The improved planning for Care and Support Plans and the introduction of CCM 28.2 have assisted in prompting for Core Groups. The timeliness of Initial Core Groups has improved this year from 55.8% to 71.7%. However, this is still below the Welsh average and work will continue in 16/17.</p>
<p>Member development in more effective oversight of performance and further understanding of the implications of SSWBW Act.</p>	<p>Member development in more effective oversight of performance and further understanding of the implications of SSWBW Act</p> <p>We have introduced a number of new practices in the last year to improve focus and oversight by the Committees, including for Social Services issues:</p> <ul style="list-style-type: none"> - Introduction of pre-meetings for all Committees: an opportunity ahead of each meeting to clarify the role of the Committee in each item with Members, address any queries and formulate questioning strategies. - Information reporting mechanism: issues which are low risk / for information now go through an information report process. Reports are sent by email with an option for Members to raise questions and issues with the Chair, if necessary. This stops Committee time being taken up by lower priority items, while still keeping Members informed, providing an audit trail, and allowing a greater number of issues to be monitored in the background. This has worked particularly well for example with the service plan reviews, where Members received full progress reports by email but were able to focus on exception reports in Committee.

	<ul style="list-style-type: none">- Member Seminar and Training Programme: we have also introduced a training programme to run alongside the work programme, to keep Members updated on key issues and developments. This included a session on the implications of the SSWBW Act on 13 April 2016, with Members from both Community Planning and Development SC (for Adult Services) and Learning Caring and Leisure SC (for Children’s Services). As this issue is of importance and interest to all Councillors, we also filmed the meeting and circulated the broadcast and slides to all Members after the event, so that the training could be shared more widely.
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Report

Newport City Council

Part 1

Date: 26 July 2016

Item No:

Subject Annual Report of the Democratic Services Committee

Purpose To prepare an annual report of this committee for submission to the Council

Author Chief Democratic Services Officer

Ward All wards

Summary The Local Government Measure requires each county and county borough council to establish a Democratic Services Committee.

The Measure prescribes the functions of the democratic service committee and states that the committee must make a report at least annually to the Council.

This report proposes the content of the Democratic Services Committee's annual report for 2015- 2016. It also provides evidence that the committee has carried out its required function by reviewing the adequacy of staff to support members.

Proposal To endorse the content of this annual report

Action by Chief Democratic Services Officer

Timetable Immediate and ongoing

This report was prepared after consultation with:

- Chief Executive
- Monitoring Officer
- Head of Finance
- Head of People & Business Change

1. Background

1.1 The Local Government (Wales) Measure 2011 (The Measure) requires the Council to appoint a democratic services committee.

2. Functions

2.1 Members are reminded that the Measure prescribes the functions of the democratic service committee as:

- Designating the Head of Democratic Services:

This was undertaken at the Committee's first meeting in 2013 where the existing post of chief democratic services officer is designated as the statutory role of Head of Democratic Services.

- Keeping under review the provision of staff, accommodation and other resources made available to the head of democratic services in order that it is adequate for the responsibilities of the post: A report elsewhere on the agenda of the Committee provides this analysis
- Making reports, at least annually, to the Council in relation to these matters.
- The DSC cannot perform other functions, apart from overseeing the democratic services functions prescribed in the Measure and, therefore, cannot discharge any dual role (for example doubling-up as a Scrutiny committee)

Members will recall that the City Council agreed to widen the role of the Democratic Services Committee to include the consideration of any proposed amendments to the council's constitution for recommendation to the executive where appropriate and to the council. This was undertaken at the earliest possible stage in Newport.

The Measure was subsequently amended by the Local Government Democracy (Wales) Act 2013, to specifically provide for a wider range of functions for Democratic Services Committees, along the lines adopted in Newport.

3. Provision of staff, accommodation and other resources made available to the Head of Democratic Services

Elsewhere on this agenda, the Head of Democratic Services has prepared his annual report in which he informs the committee that staff allocated to the Democratic Services and Scrutiny functions provide the Council with a skilled, hardworking and committed working team supporting elected members in their varying roles.

The individuals working in this area clearly provide value for money and each works hard to ensure that elected members needs are met.

The Head of Democratic Services states that the provision by the authority of staff, accommodation and other resources by the Council is adequate to discharge the statutory requirements in relation to Decision Making, Democratic Administration and Scrutiny as they currently exist.

The impact of any changes in statutory requirements, or the needs of members would need to be kept under review and would be the subject of a report to this committee.

Financial Summary

The chair of the democratic services committee is entitled to a special responsibility allowance in accordance with the prescribed members' allowances scheme. There are no specific costs associated with the running of this committee other than those involved in the cost of administration of this and other council functions within the democratic process.

Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Non-compliance with the requirements of the Local Government measure	H	L	This report suggests the content of an annual report in line with the requirements of the Measure.	Chief Democratic Services Officer and Monitoring Officer.

Links to Council Policies and Priorities

Consideration of this report meets the requirements of the Local Government Measure.

Options Available

To consider the annual report and to present an agreed version of the report to the Council

To take no action

Preferred Option and Why

To consider the annual report and to present an agreed version to the Council in order to meet the requirements of the Local Government Measure

Comments of Chief Financial Officer

The chair of the democratic services committee is entitled to a special responsibility allowance in accordance with the prescribed members' allowances scheme. There are no specific costs associated with the establishment of this committee other than those involved in the cost of administration of this and other council functions within the democratic process. These can be met by the existing budget

Comments of Monitoring Officer

There are no legal issues arising from the Report. The Annual Report sets out the work of the Committee over the past year and confirms that it has discharged its responsibilities in terms of the democratic services function in accordance with the Local Government (Wales) Measure 2011.

Staffing Implications: Comments of Head of People and Business Change

The Head of Democratic Services states that the provision by the authority of staff, accommodation and other resources by the Council is adequate to discharge the statutory requirements in relation to Decision Making, Democratic Administration and Scrutiny as they currently exist. There are therefore no staffing implications arising at this time

Local issues

There are no local issues as this is a matter relating to the democratic process and is for the council as a whole to consider.

Scrutiny Committees

This report is an annual report that has to be presented to the Democratic Services Committee and Council.

Equalities Impact Assessment

An Equalities Impact Assessment is not required for this report.

Children and Families (Wales) Measure

The proposals do not relate to children and young people.

Consultation

Statutory Officers have been consulted.

Background Papers

The Local Government (Wales) Measure 2011

Dated: 1 July 2016

Newport City Council Democratic Services Committee Annual Report 2016

1. Introduction

The Local Government (Wales) Measure 2011 (The Measure) requires the local authority to appoint a democratic services committee.

2. Prescribed Functions

The Measure prescribes the functions of the democratic service committee as:

- I. Designating the head of democratic services
- II. Keeping under review the provision of staff, accommodation and other resources made available to the head of democratic services in order that it is adequate for the responsibilities of the post.
- III. Making reports, at least annually, to the council in relation to these matters.

3. A Wider Role for the Committee

When establishing the Committee, the Council considered that the Democratic Services Committee should undertake a wider role than the functions prescribed by the Local Government Measure, as set out above. It was considered that this Committee would provide a forum for discussions on any matters that relate to the Council's Constitution. To this end the function of the Committee was extended to include the consideration of any proposed amendments to the council's constitution for recommendation to the executive where appropriate and to the council.

The Measure was subsequently amended by the Local Government Democracy (Wales) Act 2013, to specifically provide for a wider range of functions for Democratic Services Committees, along the lines adopted in Newport

4. Structure and Membership

The Committee in the past year has comprised: Councillors: Charles Ferris (Chair), Tom Bond, Emma Corten, Matthew Evans, Debbie Harvey, David Mayer, Jane Mudd, Kate Thomas and Trevor Watkins. This is a politically balanced group comprising members with various roles in the Council and varying levels of experience. This group works well together and shares a joint aim of seeking to improve the way the Council works > the membership of the Committee has changed with effect from the AGM in 2016

Councillors from the various groups have worked together in a non-partisan way to consider various aspects of the Constitution and other matters that impact on the governance of the Council

The non-political stance taken by members of the committee has encouraged interesting discussions on the topics presented to the Committee.

Members' skills in reviewing the issues presented to them have been enhanced through experience and will continue in the coming year through further experience and, hopefully, development opportunities.

5. Activities

In the past year we have undertaken a range of activities, including the following. The list provides highlights of the issues we discussed and the views expressed by the Committee

Independent Remuneration Panel

The Committee noted the significant proposed change was to limit the number of Cabinet Members who can receive the full salary. The report also proposed a two-level approach to committee chairs with a reduced level being introduced and a reduction in the payment to the Leader of the Opposition by £2,000. The report also included a 'remit letter' from its 'sponsor' minister.

Our response was:

- The Democratic Services Committee considers that the independent remuneration panel should fix salaries nationally with no element of local discretion
- The Committee is concerned about the independence of the report, given the remit letter provided by the minister
- The IRP accepts that the size and composition of Cabinets is a matter for each Council, but then they effectively rule that you shouldn't need more than 5 full-time members of the Cabinet along with the Leader.
- The Scheme of Members Allowances has to be approved by full Council, then the decision on which of the 5 posts attracts the higher salary would have to be made by Council, not the Leader – even though the Leader has delegated power to select his Cabinet and allocate their portfolios. Members may consider this as a potential inconsistency.
- Clear guidance on what is meant by “exceptional responsibility” when considering the level of salaries to Chairs of Committees

Draft Local Government Bill

The Draft Bill outlined:

- The establishment of new Counties by the merger of existing Counties and County Boroughs; and
- A new and reformed legislative framework for Local Government democracy, accountability, performance and finance;

The Committee endorsed the comments of the WLGA on the draft but several concerns in addition to those raised by the WLGA were raised by the Committee:

1. Community Area Committees (CACs) appear to be another tier of government bridging the gap between the public and the larger merged councils.
2. Concerns that there could be a conflict of interest with members of Public Service Boards defining the community areas for CACs and that the pattern of CACs will be agreed by a mainly non-elected body.
3. Concern on the practicality of broadcasting all meetings, in addition to the pressure on resources both in terms of staff and monies.
4. Both self and peer assessment needed to be consistent across all authorities. Assessments could vary enormously if carried out by different people, as opposed to one appointed body.

Induction for New members in 2017

The Committee agreed that the following training should be mandatory following the next election

For all councillors

- Code of Conduct and Ethics
- Constitutional matters including meeting participation Standing Orders etc.
- Introduction to Equalities
- Safeguarding
- Data Management and Freedom of Information
- Corporate Parenting
- Finance including budgeting and treasury management

For specific committee members

- Planning for Planning Committee members
- Standards for Standards Committee members
- Licencing for Licencing committee members
- Audit for Audit committee members
- Appointments for appointment committees
- Scrutiny for Scrutiny Members

For Chairs

- Meeting management skills for all chairs and vice chairs
- Effective scrutiny chairing for scrutiny chairs and vice chairs

Review of the Constitution

The Committee is overseeing the review and updating of the Council's constitution ensuring that roles, responsibilities and accountabilities are clear, and that all members understand and apply their respective roles in relation to each other without compromising independence

6. The Coming Year

We will need to continue our work in reviewing any proposals for amendments to the council's constitution for recommendation to the executive where appropriate and to the council.

Issues relating to the constitution and any proposed amendments arising from the Corporate Assessment will need to be considered by this committee.

7. Can I attend Meetings of the Democratic Services Committee

Yes – all of our meetings are open to the public, except for specific items in exceptional circumstances. Dates of forthcoming meetings, agendas, reports and minutes are available on the Council website

8. Who do I contact if I want to know more?

If you wish to find out more about the Democratic Services Committee please visit our website: where you will find an online contact form or email us at info@newport.gov.uk

Councillor Charles Ferris
Chair of the Democratic Services Committee

Richard Jefferies
Chief Democratic Services Officer



Report

Newport City Council

Part 1

Date: July 2016

Item No:

Subject Annual Welsh Language Monitoring Report 2015-16

Purpose This report reflects Newport City Council's progress on its Welsh language commitments during the financial year 2015-2016.

To approve the attached monitoring report to be published on the council's website.

Author Llio Elgar, Corporate Policy and Diversity Officer

Ward All

Summary The Council is required to report annually on its progress in complying with the Welsh Language Standards under the Welsh Language (Wales) Measure 2011.

This is a short report which includes information for the period in which the Welsh Language Standards were in place (the 30th and 31st of March 2016) and in general for the year leading up. The council engaged with the Welsh Language Commissioner over their allocation of Standards and has systematically addressed all the Standards with which we are expected to comply.

The Cabinet considered this report on Mon 6th June 2016 and recommended adoption of the proposal to Council

Proposal To approve the attached report and publish it on the council's website in accordance with statutory deadlines.

Action by Corporate Management Team

Timetable Immediate

This report was prepared after consultation with:

- Corporate Directors
- Heads of Service
- Cabinet Member for Finance and Resources

Signed Rhys Cornwall, Head of People and Business Change

Background

This report reflects Newport City Council's progress on its Welsh language commitments during the financial year 2015-2016.

This year has been a year of transition from implementing the Welsh Language Scheme under the Welsh Language Act 1993 to implementing the Welsh Language Standards under the Welsh Language (Wales) Measure 2011. The first Welsh Language Standards implementation date was the 30th of March 2016. As such this report officially covers the first two days of implementing the Standards (the 30th and 31st of March 2016).

The report presents data on the required indicators in the following fields in compliance with Standards 158,164 and 170: complaints, staff language skills, Welsh medium training for staff and recruiting to empty posts (page 3). This report will be published by 30th June in compliance with Standard 158.

The implementation of the Welsh Language Standards has been on the council's Risk Register for two years. The Standards require change across the whole council in order to offer and promote Welsh language services from the first point of contact. To address the risk we have planned for and implemented the Standards in a systematic way. A Welsh Language Implementation Group reports to the Strategic Equality Group, chaired by Cabinet Member for Finance and Resources. As such progress is reported and monitored by the Strategic Leadership Team and Cabinet.

Next year we will present a more detailed analysis of progress and remaining risks. The report notes that we have challenged some of the Standards during the consultation process and have challenged further Standards in advance of their implementation date of 30th March 2016. Many of these challenges, if accepted, would ensure greater consistency across the Standards and between the regional local authorities. Our challenges have all been accepted as valid for consideration; however we are awaiting the outcome of the challenge.

Looking forward, the 6 months leading to the second Welsh Language Standards implementation date of 30th September 2016 will involve further challenges. Some of the challenges for the council in the coming year include:

- Developing a bilingual website for the council
- Developing a 5 year Strategy to promote the Welsh language
- Developing a sustainable translation service

Furthermore we need to develop monitoring systems to ensure that the procedures that we have put in place facilitate the intended outcome: greater use of the Welsh language.

Financial Summary

The cost of implementing the Welsh Language Scheme is met out of existing budgets by each relevant service area. The majority of the actions relate to work already identified in the Service Improvement Plans, for example workforce monitoring. An additional £280,000 has been put into 2016/17 base budgets to deliver the Welsh Language Standards, with most of that amount earmarked for developing a sustainable translation service. Service Areas will need to continue to ensure sufficient resource is allocated to meeting the requirements for service provision.

Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
That the Welsh Language Standards in their entirety are not implemented	H	L	Governance of the WL Scheme / Standards and Equalities is strengthened through the Strategic Equalities Group. Service Areas are all engaged through the WL Implementation Group and governance and monitoring is through the Strategic Equality Group.	Heads of Service Head of People and Business Change
That the Standards are not understood by employees	H	L	The WL internal communications strategy is a highly visible campaign that engages managers and employees. Service areas have established bilingualism as the new norm so it becomes more difficult not to comply. Training on WL awareness is mandatory for managers	Head of People and Business Change
The website needs to be bilingual and fully functional by 30 th September 2016	H	M	Parts of the website area already operational in Welsh. We have a very short timescale in which to translate and input all webpages and issues remain with back office response to WL requests.	Head of People and Business Change Head of Streetscene

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

As detailed in the body of the report, the council's commitments under the Welsh Language Standards are integrated into the authority's planning documents including the Strategic Equality Plan, the Improvement Plan and in the work emerging from the Wellbeing of Future Generations (Wales) Act 2015.

Options Available

- a) To approve the attached report and publish on the council's website
- b) To not approve the attached report.

Preferred Option and Why

Option a) is the preferred option, in order to ensure that the council remains compliant with its statutory obligations.

Comments of Chief Financial Officer

There are no further financial consequences arising from this report in relation to existing plans and strategies but Cabinet will be aware that additional funding has already been put into budgets for the new standards and requirements.

Comments of Monitoring Officer

The Council has a statutory duty under the Welsh Language (Wales) Measure 2011 to comply with prescribed Welsh language standards in relation to the delivery of public services, policy making and record keeping. This has been reinforced by a Compliance Notice issued by the Welsh Language Commissioner. The report sets out the action taken to comply with this duty and the progress, to date, in implementing the relevant standards. It demonstrates that the Council has addressed the requirements of the Compliance Notice in a systematic way prior to the first implementation date of 30th March 2016, but further progress will be required in the next 12 months. The Council is required to report annually on progress in meeting the Welsh Language Standards and publish the report in accordance with standard 158.

Staffing Implications: Comments of Head of People and Business Change

Comments included within the report.

Comments of Cabinet Member

Implementation of the Welsh Language Standards is a significant challenge for the Local Authority and I am pleased with the progress being made to date. Whilst we recognise the further work required I want to acknowledge the distance travelled by the Council and this annual report clearly evidences this and our ongoing commitments.

Local issues

Not applicable.

Scrutiny Committees

Not applicable.

Equalities Impact Assessment

No Fairness & Equalities Impact Assessment (F&EIA) is necessary for the annual report. Equalities and Welsh language agenda are well aligned and actions in the report referring to F&EIA in Newport will consider both together.

Children and Families (Wales) Measure

No consultation was needed for this report.

Dated:

Newport City Council Annual Welsh Language Monitoring Report 2015-2016

This report reflects Newport City Council's progress on its Welsh language commitments during the financial year 2015-2016. The Head of People and Business Change leads on Welsh language for the authority and this annual report has had the approval of Cabinet.

The report presents data on the required indicators in the following fields in compliance with Standards 158,164 and 170: complaints, staff language skills, Welsh medium training for staff and recruiting to empty posts (page 3). This report will be published by 30th June in compliance with Standard 158. Next year we will present a more detailed analysis of progress and effect.

Legislative requirements

This year has been a year of transition from implementing the Welsh Language Scheme under the Welsh Language Act 1993 to implementing the Welsh Language Standards under the Welsh Language (Wales) Measure 2011. The first Welsh Language Standards implementation date was the 30th March 2016. As such this report officially covers the first two days of implementing the Standards (the 30th and 31st of March 2016).

The Strategic Equalities Plan was reviewed in February 2015 (as required by the Equality Act 2010) and now includes the Welsh language. We consulted on new equality objectives for the council and have nine Equality Objectives. Presented under the wellbeing goal heading of the Wellbeing of Future Generations (Wales) Act 2015, 'A Wales of vibrant culture and thriving Welsh language' we have the following Welsh language objective:

8 Compliance with the Welsh Language Standards

We will promote our bilingual public services and increase the use of Welsh in Newport

The council's Welsh in Education Strategic Plan (WESP) was developed by members of the Newport Welsh Education Forum. Following an annual review in December 2015 and Welsh Education Unit intervention there is a May 2016 update. The Newport WEF will be revising their autumn programme targets and measures in the coming months.

Corporate approach

In September 2014's NCC Corporate Risk Management Strategy and Register's compliance with the Welsh Language Standards was considered a high risk with a pre mitigation score of 25/25 and post mitigation risk score of 16. By March 2016 implementing the Standards remains in RISK 1: Legislative Requirements in the Risk Register, alongside the Social Services Act and Future Generations. Both probability and impact of non-compliance were high.

We have taken a whole authority approach to implementing change, allocating responsibility to the service areas and putting governance arrangements in place through the Welsh Language Implementation Group and Strategic Equality Group. The WL Implementation Group is chaired by the Head of People and Business Change and the SEG is chaired by Cabinet Member for Finance and Resources. As such they report to the Strategic Leadership Team and Cabinet.

Managing change

In terms of changing functions and systems, and changing hearts and minds we have come a long way. The challenge for the coming year is to monitor our progress in service delivery and monitor the public's access and take up of services.

We are pleased that all service areas & stakeholders are engaged through our internal communications strategy. With the council's newspaper Newport Matters going out bilingually for the first time in May 2015 we have a platform from which to promote our Welsh language corporate identity and services to the public.

Timetable of key Welsh Language Standards dates 2015-2016

Date	Action
March 2015	<ul style="list-style-type: none"> • Translation agreement set up with Caerphilly Council to ensure a service paid for corporately and free for all NCC service areas
June 2015	<ul style="list-style-type: none"> • Consultation draft of NCC's Compliance Notice received from Welsh Language Commissioner
July 2015	<ul style="list-style-type: none"> • NCC responds to the Draft Welsh Language Standards, objecting to some 15 Standards and other related Standards
August 2015	<ul style="list-style-type: none"> • First Meeting of the Welsh Language Implementation Group's monthly meetings (a sub group of the Strategic Equality Group) • All Standards have been assigned lead officers
September	<ul style="list-style-type: none"> • NCC's Compliance Notice received • The compliance notice for Newport City Council states that we have to meet 143 standards within six months and 26 standards within one year. It is comparable with those issued to the other South East Wales Local Authorities.
Sept 2015- March 2016	<ul style="list-style-type: none"> • All Services Areas are represented and engaged through the Welsh Language Implementation Group • Newport Norse and Newport LIVE are engaged through the WL Group • Service Areas complete WL Standards Action Plans • Service Areas complete Action Plans for the Standards on which they lead • Budget allocated within the overall budget to make provision for Welsh Language (£280k). • Communication Strategy developed to inform employees, Members and the public's awareness of roles and responsibilities. Strategy includes briefings, Newport Matters articles, a corporate promotional video, posters, desktop image, post cards, tens signs with bilingual greetings, guidance documents on service delivery, intranet pages on the Standards, etc.
March 2016	<ul style="list-style-type: none"> • Cabinet Member approves list of 30 challenges to future standards for presentation to the Welsh Language Commissioner • Welsh Language Commissioner accepts challenges as valid for consideration and thus those Standards are put on hold
March 30	<ul style="list-style-type: none"> • Implementation date for the majority of the Standards • Audit of service area compliance as at 30 March 2016

Data required each year from 1 April – 31 March from March 2016

- **Information on complaints (*Standard 158(2); 164(2); 170(2)(d)*)**
- **Information on staff language skills (*Standard 170(2)(a)*)**
- **Welsh medium training for staff (*Standard 170 (2)(b+c)*)**
- **Recruiting to empty posts (*Standard 154, 170(ch)*).**

Information on complaints (*Standard 158(2); 164(2); 170(2)(d)*)

No complaints were received on either the 30th or 31st March 2016

The following complaints were received 2015-2016:

- 1) Continuation of a complaint from member of the public (Jan 2015)
Complaint about public noticeboards and parking permits
Welsh Language Commissioner is satisfied with our response – May 2015
- 2) Complaint from member of the public (May 2015)
Dog waste stickers
Employee awareness WL
Compliance with the Standards
Polling card
One million Welsh speakers
Llyfrgell Rogerstone Library
Llanwern GWR sign
- 3) Complaint from Welsh Language Commissioner (May 2015)
English only signs Civic Centre
English only council headed paper
Led to Section 17 Investigation 28th July 2015. Result – Newport NORSE have amended their corporate identity to be fully bilingual and as of 15th March 2016 the WLC will not be making any further recommendations
- 4) Complaint from member of the public (July 2015)
Invoice is in English only
Invoice supplied in Welsh
- 5) Complaint from member of the public (Aug 2015)
Complaint about council phone messages being in Welsh
- 6) Member of the Public
Errors in Newport Matters' Welsh language article

Information on staff language skills (*Standard 170(2)(a)*)

In February and March 2016 we asked employees to update information on their Welsh language skills on the Employee Self Service system. We also asked employees about their language preference, in line with the Operational Standards.

At 31/3/2016 we had 6,183 employees and information on the Welsh language speaking skills of 68%. This is an improvement on the previous year when we had data on 61% of the 6,651 employees.

Welsh Language Skills of Employees as at 31/03/16

Welsh Competency (NCC)	Total	None	Beginner	Intermediate	Advanced
Welsh Language – Reading	4,202	2,745	1,088	200	169
Welsh Language – Spoken Response rate 4,181/6,183=68%	4,181	2,540	1,274	200	167
Welsh Language – Understand	4,185	2,564	1,230	217	174
Welsh Language – Written	4,168	2,787	1,040	187	154

Welsh Language Skills of Employees as at 31/03/15 (for comparison)

Welsh Language – Spoken	Skill level	Percentage %	Numbers
Newport City Council Response rate 4,038/ 6,651=61%	None	63.32%	2,557
	Beginner	27.54%	1,112
	Intermediate	4.80%	194
	Advanced	4.33%	175
	TOTAL	100.00%	4,038

Welsh language spoken skill by service area at 31st March 2016.

		0. None		1. Beginner		2. Intermediate		3. Advanced	Total
Adult & Community Services	88.0%	264	9.3%	28	1.0%	3	1.7%	5	300
Children and Young People Services	80.0%	211	15.5%	41	2.3%	6	2.3%	6	264
Education	69.0%	132	25.1%	48	2.6%	5	3.1%	6	191
Finance	79.5%	62	19.2%	15	0.0%	0	1.3%	1	78
Law & Regulation	80.0%	162	16.3%	33	1.5%	3	2.5%	5	203
People & Business Change	78.7%	96	16.4%	20	1.6%	2	3.3%	4	122
Regeneration Investment & Housing	58.4%	253	32.8%	142	4.8%	21	3.9%	17	433
Schools	48.1%	1121	40.0%	932	6.7%	157	5.2%	121	2331
Strategic Directors	66.7%	2	33.3%	1	0.0%	0	0.0%	0	3
Streetscene & City Services	90.0%	258	7.3%	21	1.7%	5	1.4%	4	288
Grand Total		2561		1281		202		169	4213

Welsh medium training for staff (Standard 170 (2)(b+c))

No Welsh medium training was provided on either the 30th or 31st March 2016.

We contacted all members of staff to ask them to tell us whether they want any of the following in Welsh: recruitment, performance management, disciplinary and grievance, corporate induction and health and safety. Employees can update their own details on the Employee Self Service system. Having been contacted in February and March some 9 individuals stated that they wanted some or all in Welsh, see table below.

Payroll Number	Full Name	Recruitment	Performance Management	Disciplinary and Grievance	Corporate Induction	Health and Safety
X	X	Y				
X	X	Y	Y	Y	Y	Y
X	X			Y		
X	X	Y	Y	Y	Y	Y
X	X					Y
X	X	Y				
X	X	Y	Y	Y	Y	Y
X	X	Y	Y	Y	Y	Y
X	x		Y			Y

In 2015-16, 50 people attended the Welsh at Work 3 hour taster session and 145 people attended the half day Welsh Language Awareness Training. The Awareness training has been made mandatory for managers.

Welsh language taster sessions and awareness sessions 2015-2016

Date of training course	Jul '15	Oct '15	Nov '15	Dec '15	Dec '15	Feb '16	Feb '16	Feb '16	Mar '16	Mar '16	Total
Course Title											
Welsh at Work (Taster)		13			15		14			8	50
Welsh Language Awareness	21		20	25		26		28	25		145
											195

Recruiting to empty posts (*Standard 154, 170(ch)*).

Newport City Council did not advertise any posts on either the 30th or 31st March 2016. Job application processes have been amended to be fully accessible in Welsh in accordance with the Standards.

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Report

Newport City Council

Part 1

Date: July 2016

Item No:

Subject Finance Policies; Contract Standing Orders, Strategic Procurement Strategy and Financial Regulations

Purpose To present the revised Contract Standing Orders, new Strategic Procurement Strategy and revised Financial Regulations for approval.

Author Head of Finance

Ward General

Summary The report proposes updated Contract Standing Orders which have been reviewed in light of recent changes to legislation and updated internal governance and processes

A review of Financial Regulations has also been undertaken, which includes changes to the regulations regarding budget virements, an update of job titles and other minor amendments to update the document.

The Cabinet considered this report on Mon 6th June 2016 and recommended adoption of the proposals by Council

Proposal To approve the revisions of the Contract Standing Orders and Financial Regulations to form part of Newport City Council's Constitution and for the Strategic Procurement Strategy to be endorsed at Council.

Action by Head of Finance

Timetable Immediate

This report was prepared after consultation with:

- Councillor Gail Giles Cabinet Member
- Head of Finance
- Head of Law and Regulation
- Head of People and Transformation
- Key stakeholders in all service areas including partners Newport Norse and Newport Live
- Finance colleagues

Signed

Background

1. As part of the review of the Council's Constitution and related policies following recommendations stemming from the Council's Corporate Assessment, officers have updated the Contract Standing Orders and Financial Regulations as needed.
2. Changes to the Contract Standing Orders have come from, amongst other things, new internal processes relating to how we manage our procurement exercises and processes and these in turn have been developed from a new 'Procurement Strategy' for the Council. The need for an updated strategy was flagged up in a Welsh Government funded assessment of our procurement service and arrangements. This has been reviewed and agreed by the Cabinet Member for HR and Assets and requires endorsement from the Council.
3. A summary of the key drivers for change and the changes to the Contract Standing Orders and Financial Regulations are noted below

Procurement Strategy and Contract Standing Orders:

When undertaking any form of procurement, the Council needs to consider the application of the European Union Public Sector Procurement Directive 2014/24/ which is supported by the UK's Public Contracts Regulations 2015, which came into effect on 26 February 2015. The Council's CSOs reflect and supplement the above legal requirements whilst ensuring robust, clear and accountable organisational processes are in place.

This review of the Contract Standing Orders aims to deliver a comprehensive procurement process for all aspects of governance, strategy and transformation and will assist in embedding improved and modernised procurement practices across the Council; critical to ensuring the delivery of future procurement related savings.

The proposed Contract Standing Orders and Strategic Procurement Strategy, set out in the appendix, deal with the overarching principles reflecting procurement legislation, contract management, the procurement process and relevant authorisation requirements for 2016-2019. It is proposed that the detailed requirements for conducting procurement activity will be dealt with by the Strategic Procurement team with detailed guidance provided through the intranet through the use of the recently implemented Procurement Gateway Process and electronic tendering, implemented by the Head of Finance.

Financial Regulations:

As part of the wider review of the Constitution, the Financial Regulations have been updated in the area of budget virements only and some job titles have been updated following Council services re-structure.

The regulations were updated back in September 2004 and whilst the virement limits remain unchanged since that time, the Financial Regulations have been updated to provide clarification of which budget transfers need to be treated as a virement (requiring authorisation in line with the limits below), and which transfers are treated as technical adjustments.

As previously, all budget virements undertaken will be reflected in budget monitoring reports to the Cabinet as presented from time to time.

A number of other small amendments were made to the financial regulations, these were mainly in relation to job titles and inclusion of the new Procurement Gateway Process.

Financial Summary

There are no direct financial implications as a result of this report but these documents are designed to protect financial resources as well as ensure best value is achieved in use of the Council's financial resources.;

Risks

Without concise, clear and relevant Contract Standing Orders and Financial Regulations, Officers and Members may contravene legislation and place the organisation at risk. This risk may take the form of legal challenges, which could result in compensation being paid. There is also a greater risk of fraud, loss of income and the organisation not making the best use of it resources.

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
The Council Fails to maintain an adequate system of internal control	H	L	<ul style="list-style-type: none"> - Updated CSO's and Financial regulations ensure relevance and control issues are embedded - Communication of these changes to the organisation - Internal Audit and Procurement Team reviews and processes 	<ul style="list-style-type: none"> - HoF - All levels of management
The council does not achieve value for money	M	L	<ul style="list-style-type: none"> - Updated CSO's and processes which ensure robust procurement decisions are taken - On-going change programme 	<ul style="list-style-type: none"> - HoF - All levels of management
Financial Regulations and CSO's are not adhered to	H	M	<ul style="list-style-type: none"> - Review and update of financial regulations & CSO's to ensure relevancy - Internal, transparent processes which require compliance - Robust monitoring. - Internal Audit Reviews 	<ul style="list-style-type: none"> - HoF - All employees with responsibility for financial resources

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

Effective financial management is essential if an organisation is to achieve its stated objectives. Providing management assurance on procurement policies and procedures in operation gives confidence that there is sound financial management in place, that more effective services can be provided and ensuring necessary compliance with EU and UK Legislation preventing legislative breaches, theft, fraud and corruption..

Options Available

1. Endorse and recommend the Strategic Procurement Strategy and endorse the revised Contract Standing Orders as part of the Council's Constitution or to keep them the same.
2. To adopt the changes to the Financial Regulations or to keep them the same.

Preferred Option and Why

1. Endorse and recommend the Strategic Procurement Strategy to reflect the updated position of the Council
2. Endorse and recommend the revised Contract Standing Orders as part of the Council's Constitution to reflect the updated position of the Council and legislation.
3. To approve the changes to the Financial Regulations to reflect the updated position of the Council and to clarify the process of budget transfers.

Comments of Chief Financial Officer

There are no direct costs related to these updates though both the Financial Regulations and Contract Standing Orders are key documents that impact significantly on financial resources.

Comments of Monitoring Officer

Any proposed changes to Financial Regulations must be approved by the full Council. The Council's constitution will need to be updated to show any changes to financial regulations

Staffing Implications: Comments of Head of People and Business Change

There are no HR impacts

Comments of Cabinet Member

I have been briefed and approve the reports and understand the necessity for the proposed Strategic Procurement Strategy and changes to the Contract Standing Orders and Financial Regulations

Local issues

Not Applicable

Scrutiny Committees

N/A

Equalities Impact Assessment

N/A.

Children and Families (Wales) Measure

Not applicable

Consultation

Councillor Gail Giles
Heads of Service
Head of Law and Regulation
Finance Colleagues
Key Stakeholders
Strategic Procurement
Internal Audit
Commissioning and Contracts Team – Social Services
Newport Norse
Newport Live

Background Papers

None

Dated:



Contract Standing Orders July 2016

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<i>Author/s:</i>	<i>Strategic Procurement Manager</i>
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Table of Contents

Table of Contents.....	3
Definitions and Interpretations	4
1 Introduction.....	6
2 Excepted Contracts	8
3 Internal Providers.....	10
4 Procurement Planning	10
5 Procurement Tendering Process	10
6 Electronic Tendering.....	12
7 Estimating the Contract Value	12
8 Form of Contract.....	13
9 Framework Agreements.....	13
10 Approved Supplier Lists	14
11 Community Benefits and Wellbeing of Future Generations (Wales) Act 2015	14
12 Amendment to Tenders, Errors and Omissions	15
13 Tender Clarification and Negotiation	15
14 Authorised Award of Tenders/Quotations and Reports	16
15 Variations to Contract.....	16
16 Extensions of Contract Period / Term	17
17 Procurement of Consultants.....	17
18 Procurement by Consultants.....	17
19 Variant Tenders.....	18
20 Abnormally Low Tenders	18
21 Capital Contracts.....	18
22 Disposal of Assets.....	18

Definitions and Interpretations

In these Contract Standing Orders the following definitions apply:

Approved List	a list of providers that have been selected by the Council through a non-OJEU tendering process, from which the Council may select, by way of a mini competition, to contract with to provide services for the Council.
Authorised Officer	means any officer with delegated responsibility by the Strategic Procurement Manager for carrying out procurement process(es) detailed in these Contract Standing Orders
Chief Officer	means any officer in the following categories of officer, Chief Executive, Corporate Director, Chief Officer and/or, Head of Service.
Contract	means any form of agreement (including, without limitation, official purchase orders) for the supply of Goods, provision of Services or carrying out of Works.
Contract Manager	means an officer responsible for the managing and monitoring of a Contract.
Contracting Authority	means Newport City Council or another public body responsible for the procurement of a Contract or Framework.
Contract Standing Orders	means these Contract Standing Orders.
Contractor	means any Contractor, supplier or provider with whom the Council enters into a Contract for the carrying out of Works, provision of Services or the supply of Goods.
eTenderwales	Electronic Tendering System which Newport City Council uses to conduct all Tendering processes
Framework Agreement	an agreement with one or more Contractors, the purpose of which is to establish the terms (in particular with regard to price and quantity) governing a Contract or Contracts to be awarded during the period for which the framework agreement applies.
Goods	Covers all Goods, Supplies, Substances and Materials that the Council Purchases, Hires or otherwise obtains.
National Procurement Service (NPS)	The National Procurement Service (NPS) for Wales has been set up to enable the Welsh public sector to collaborate more closely in procuring goods and services. The NPS have set up a number of Frameworks and Contracts which NCC have signed up to use.
OJEU/EU Thresholds	means the financial values at which the Public Contracts Regulations 2015 require tenders to be advertised in the Supplement to the Official Journal of the European Union ("OJEU"). These thresholds vary from time to time and can be checked on the OJEC website at www.OJEC.com/thresholds
Procurement	means the process by which the Council manages the acquisition of all its Goods, Services and Works, in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment. It includes the identification of need,

	consideration of options, the actual procurement process and the subsequent management and review of the Contracts.
Procurement Gateway	The procedure that must be followed when procuring goods, works or services over the value of £4k
Procurement Guidance	means the Guidance issued/to be issued from time to time by Strategic Procurement.
Strategic Procurement Manager	means the Manager or any officers under that persons supervision or management who are given delegated authority to carry out any of the obligations, duties or activities required to be performed by that person under these Contract Standing Orders or to act in that person's absence.
Procurement Process	means the procurement process that spans the whole life cycle, from identification of needs, options appraisal, supplier selection, award, and Contract management through to the end of a Contract or the end of the useful life of the asset, or disposal of the asset.
Sell2wales	The Councils approved portal for advertising all quotation & tender opportunities over £4k
Services	includes all services, which the Council purchases or otherwise obtains including advice, specialist consultancy work, agency staff etc.
Tenderer/ Tenderers	individual, individuals, partnerships, companies or other bodies invited to submit quotes/tenders/prices for providing the Council with Services, supplying Goods or carrying out Works.
Variation & Variations	means any alteration to a Contract, including additions, omissions, substitutions, alterations, or changes of any other nature.
Works	includes all works of new construction and repairs in respect of physical assets (buildings, roads, etc.) including all those activities constituting Works for the purposes of the Public Contracts Regulations 2015.
Variant Bid	Means an offer/bid which contains variants on the requirements specified by the Council in its procurement documentation.

1 Introduction

1.1 *These Contract Standing Orders:*

- 1.1.1 Are made under Section 135 of the Local Government Act 1972 and all other powers enabling the Council.
- 1.1.2 Are applicable to all parts of the Council's activities, including any type of sub-contracting, apart from contracts for the acquisition and sale of interests in land and the Excepted Contracts described in section 2 below.
- 1.1.3 Are applicable where the Council is acting as agent for another body unless the principal directs otherwise.
- 1.1.4 Must be adopted by any external Contractors empowered to form Contracts on behalf of the Council and by any person who is not an Officer of the Council engaged to manage a contract on behalf of the Council.
- 1.1.5 Shall apply to the selection of nominated suppliers and nominated Sub-Contractors for goods, works or services covered by prime costs and provisional sums in a main contract.
- 1.1.6 Are not applicable to expenditure between Service Areas, Groups or the use of the Council's Trading Organisations.

1.2 *Key Messages*

- 1.2.1 Any Officers delegated with responsibility for the procurement of Goods, Services (including contracts for consultancy) or Works for or on behalf of the Council (in accordance with the Scheme of Delegation) are affected by these Contract Standing Orders.
- 1.2.2 The funding for all contracts must be in accordance with approved budgets and comply with Financial Regulations.
- 1.2.3 All values referred to in these Contract Standing Orders are exclusive of VAT.
- 1.2.4 Procurement is the process by which the Council manages the acquisition of all its Goods, Services (including but not limited to consultants/consultancy services of any type) and Works of all varieties. It includes the identification of need, consideration of options, the actual tendering process and the subsequent management and review of the contracts. These 'Contract Standing Orders' should be read in conjunction with the guidance available on the Council's Procurement intranet pages and the Council's Procurement Gateway Process. All Procurement activity must be conducted in-line with the Council's Procurement Gateway Process.
- 1.2.5 The 'Gateway' process is mandatory to follow if seeking to commission or procure Goods, Services or Works over £4k in value. The processes are designed to give a consistent, compliant approach to procurement across the authority and enable senior management to have visibility of the Goods, Services and Works being purchased by the Council. The extent and complexity of the 'Gateway Process' is linked to the value of the goods, works or services being purchased – with three processes stepping up in detail.

- 1.2.6 Procurement by the Council is governed by detailed UK and European legislation. The Law requires all Council procurement and contracting to be conducted transparently, fairly and in a non-discriminatory manner. In the event of statutory or other legal requirement exceeding the requirements contained within these Contract Standing Orders, then statute shall take precedence over any provision in these Contract Standing Orders.
- 1.2.7 Before undertaking any competitive tendering process or before placing any Official Orders on behalf of the Council, Officers **must** make full use of NCC Corporate Contracts and Framework contracts set up by the National Procurement Service (NPS) unless authorised by the Gateway Board under recommendation from the relevant Head of Service, supported by Strategic Procurement.
- For the avoidance of doubt, framework contracts set up by the National Procurement Service **must** be used where they exist and are applicable in the first instance.
- 1.2.8 Guidance on other established Framework Agreements or legally available arrangements can be sought from the Council's Strategic Procurement Section.
- 1.2.9 Details of all Contracts available for use can be obtained from the Council's Procurement Intranet Site or the Council's iProc Purchase to Pay (P2P) system. If unsure, please contact the Procurement Section for guidance.
- 1.2.10 These Standing Orders are not intended as detailed guidance for implementation and they should be read in conjunction with the Council's Constitution as a whole and in particular, in respect of contract payments, the Council's Financial Regulations and the Council's Procurement Gateway Process.
- 1.2.11 The Strategic Procurement Manager shall undertake a formal review of these Contract Standing Orders at least every three years.
- 1.2.12 Any dispute regarding interpretation of these Contract Standing Orders shall be referred to the Head of Law & Regulation and Strategic Procurement Manager for resolution.

1.3 Purpose - These Contract Standing Orders:

By following the Procurement Gateway Process the Council will;

- 1.3.1 Ensure the achievement of value for money for the Council in the market by ensuring provision for securing appropriate competition at different levels of expenditure.
- 1.3.2 Ensure fullest accountability and compliance at all levels whilst ensuring an adequate audit trail.
- 1.3.3 Ensure that Officers follow proper and fair procedures for the involvement and selection of Contractors.
- 1.3.4 Ensure compliance with UK and EU Procurement Directives and Welsh Government and Council Policy. Ensure that levels of monitoring and training

exist to ensure proper compliance and that these Contract Standing Orders are regularly reviewed to take account of new circumstances.

- 1.3.5 Ensure immediate action is taken in the event of a breach of Contract Standing Orders or the Purchasing Guides within his or her area to keep proper records of all contracts, tenders etc. including electronic data files (where electronic tendering systems are used), minutes of tender evaluation panels and other meetings;
- 1.3.6 Ensure waivers and excepted contracts of any provision of these Contract Standing Orders are recorded and reported to Audit Committee.
- 1.3.7 Ensure proper records of all contracts awarded.
- 1.3.8 Ensure the safekeeping of all original contracts which have been completed by signature and ensuring contracts to be executed under the seal of the Council are provided to Head of Law and Standards for completion within an appropriate timeframe. Sealed contracts are retained by the Head of Law and Regulation.

1.4 Who is affected by these Contract Standing Orders?

- 1.4.1 Any Authorised Officer delegated with responsibility for the procurement of Goods, Services (including contracts for consultancy) or Works for or on behalf of the Council in accordance with the Scheme of Delegation.

2 Excepted Contracts

- 2.1 The following Contracts are exempt from the requirements of these Contract Standing Orders:
 - 2.1.1 Employment Contracts (this exemption does not extend to the recruitment of agency staff or external secondment arrangements).
 - 2.1.2 Contracts relating solely to disposal or acquisition of an interest in land and property.
 - 2.1.3 In a genuine emergency threatening public health, injury to persons or serious and immediate damage to property, an Authorised Officer can take any necessary action to alleviate the threat. This power is limited to the alleviation of the threat and does not extend to any works beyond what is strictly essential.
 - 2.1.4 Tenders invited on behalf of any consortium, associated or other body of which the Council is a Member, but not leading the procurement and provided that the tenders are invited in accordance with the method prescribed by any such body and comply with the Public Procurement Regulations.
 - 2.1.5 Purchase of works, goods or services from a supplier under an acknowledged public sector agreement or a collaborative procurement agreement arranged through another public sector body.
 - 2.1.6 Purchase of works, goods or services from an in-house service provider

-
- 2.1.7 Purchase of Works, Goods or Services from an existing contract on the Council's Corporate Contracts Register or NPS (National Procurement Service) Framework agreement, available from Strategic Procurement.
- 2.1.8 Purchases of between £1 and £4,000. However, officers should provide evidence that the purchase represents value for money in accordance with the Council's Financial Regulations. This may be via a note of cost comparison's or other evidence for internal audit purposes.

Where an Authorised Officer can demonstrate good reason, and where the value of such action does not exceed the EU Procurement thresholds, and where Head of Service approval has been obtained via the [Excepted Contracts Form](#), Contract Standing Orders shall not apply to the following:

- 2.1.9 Purchase by auction or at public fairs or markets.
- 2.1.10 Where non-negotiable nationally agreed scales of charges or fees apply to all persons or firms able to provide the services and there are no other selection criteria that are relevant.
- 2.1.11 The purchase of goods, materials or services which are available only from one provider and for which no satisfactory alternative is available.
- 2.1.12 The acquisition of services from artists and performers where the identity and or skills of the artist or performer is the primary consideration. Officers must ensure that the engagement of such artists represents value for money and is an appropriate business decision.
- 2.1.13 The execution of requirements which are of a specialist nature and can be carried out by only one Contractor; and services or supplies which can only be provided by, or on behalf of, a single public utility, statutory undertaking or local authority.
- 2.1.14 Extensions of existing contracts where the extension is in accordance with the terms & conditions, specification, rates and/or prices of the original contract award, notwithstanding existing contract conditions in relation to price variations.
- 2.1.15 First extension of existing contracts where the value of the extension does not exceed the applicable EU threshold and no provision for extension was provided in the original contract award, and where valid reasons can be demonstrated.
- 2.1.16 The execution of works or the purchase of goods or materials necessary for urgent maintenance work to highways, buildings, plant or other assets to prevent rapid and progressive deterioration or to maintain essential services.

Where it has been necessary to procure against 2.1.9 – 2.1.16 above the excepted contract [forms](#) must be reported to the Procurement Gateway Board on a Quarterly Basis. All excepted contracts will also be reported into the Council's Audit Committee on a quarterly basis.

3 Internal Providers

- 3.1** These Contract Standing Orders are the Council's procedure for buying goods and services for the Council. They do not apply to internal purchases or service provision. Where an in-house service provider has declined the opportunity to provide goods, works or services, any subsequent procurement from an external supplier must comply with the principles of these Contract Standing Orders and follow the Procurement Gateway Process.
- 3.2** Where a service area believes the costing provided via an in-house provider does not represent value for money, they may apply to the Head of Finance for authority to waive this requirement and tender the provision. For the avoidance of doubt, the In-house service providers included specifically are as listed in the **"Approved In-House Provider List"**

4 Procurement Planning

- 4.1** In accordance with the Procurement Gateway Process at the end of March each calendar year, Heads of Service shall submit to the Strategic Procurement Manager a completed Procurement Forward Plan detailing the planned procurement activities over £4,000 (new purchasing requirements associated with budget planning for the forthcoming financial year). The Strategic Procurement team will use this information for procurement planning, to identify collaborative opportunities, to allocate appropriate resources and to ensure all relevant legislative requirements are observed. Procurement plans will be under constant review and updated as and when required.

5 Procurement Tendering Process

- 5.1** Procurement Gateway Process
- 5.1.1** For all **Goods, Services and Works** please refer to the Council's procurement gateway process and flowcharts on the [intranet procurement pages](#).
- 5.1.2** The Gateway process is being implemented due to major reforms in EU legislation for procurement, the Introduction of the National Procurement Service for Wales (NPS), and the need to ensure compliance and transparency.
- 5.1.3** The processes are designed to give a consistent approach to procurement across the authority and enable senior management to have visibility of the goods and services being purchased by the Council.
- 5.1.4** The 'Gateway' process is mandatory to follow if seeking to commission or procure goods, services or works over £4k in value.

Note: The below thresholds apply where there is no National Procurement Service Framework, In-House provider, existing contract arrangement or other appropriate framework agreement available., Up to £4k it is necessary only to demonstrate and record that value for money is being achieved.

5.2 Thresholds for Procurement

- 5.2.1 From £4000 to £25,000, requirements should either be sought through the 'Quick Quote' section on www.sell2wales.gov.uk or openly advertised on www.sell2wales.gov.uk. Quotations must either be sought from a minimum of three recognised suppliers in the appropriate market, or previously established competitive sources of supply (Quick Quote), or where limited market knowledge exists and suppliers are unknown, an open quotation must be used. (See [Gateway Process One](#)).
- 5.2.2 From £25,000 to £100,000 all requirements must be openly advertised on www.sell2wales.gov.uk and tendered using the Council's electronic etenderwales tendering system. (See [Gateway Process Two](#))
- 5.2.3 Over £100,000 all requirements must be openly advertised on www.sell2wales.gov.uk and tendered using the Council's electronic etenderwales tendering system. (See [Gateway Process Three](#))

5.3 Supplier Selection

- 5.3.1 It must be demonstrated that the appropriately experienced, technically competent, and financially competent Contractors or suppliers have been shortlisted.
- 5.3.2 Care must be taken to differentiate supplier selection criteria for short-listing and entry to tender process from tender award criteria.
- 5.3.3 This demonstration may include, but need not be limited to:
- Eligibility
 - Financial standing, including provisions for insurance and liability
 - Technical or professional capacity and capability
 - Health and Safety
 - Quality Standards including certification by official quality control institutes or agencies of recognised competence and or attesting conformity to quality assurance standards and/or measures
 - Sustainability, including environmental management measures
 - Evidence as to whether they are unsuitable on grounds, e.g., of bankruptcy, criminal conviction or failure to pay taxes.
- 5.3.4 The Welsh Public Sector standard supplier selection template is called the Supplier Qualification Information Database (SQuID). This is the template that the Council use as standard and Authorised Officers in Service Areas will need to complete this template with the assistance of their Procurement Category Manager / deputy's within the Strategic Procurement team of the Council. For all Contracts, it is essential for proof of insurance requirements to be provided. All appropriate insurance levels required must be agreed with the Council's Insurance Department.

5.4 Financial Vetting

- 5.4.1 Financial vetting shall be considered for all tenders in excess of £25k. The assessment as to whether a financial assessment is required will be based on the "**SQUID risk matrix**". Any vetting shall be via a method approved by the Head of Finance for that purpose and be conducted at the selection stage.

5.5 Tender Evaluation

- 5.5.1 The Authorised Officer shall examine tenders in accordance with the predetermined evaluation criteria for the tender and identify tenders that best meet the criteria including value for money.
- 5.5.2 In respect of all tenders where the tender criterion is the most economically advantageous tender, the evaluation criteria or sub-criteria shall as a minimum be listed in the Invitation to Tender documentation in order of importance. Any particular scoring or weighting attributable to any criteria or sub-criteria must be clearly stated. In addition, the criteria shall be strictly observed (and remain unchanged) at all times throughout the evaluation and Contract award procedure. Further information on award criteria and weightings can be obtained from the Strategic Procurement Team.
- 5.5.3 Where tenderers submit “conditional” offers, seeking to add new conditions to the contract the Authorised Officer should notify the tenderer that conditional offers will not be accepted and the tenderer must either withdraw the conditions or withdraw their tender. In the event the tenderer elects to withdraw their tender, their submission will be removed from the evaluation process.

6 Electronic Tendering

- 6.1 All procurements above the value of £4k must be conducted electronically in line with the Council’s Procurement Gateway Process, the Welsh Procurement Policy and The Public Contracts Regulations 2015.
- 6.1.1 The tender process will be conducted electronically by Authorised Officers or Strategic Procurement as determined by the Procurement Gateway Process. All communications related to a tender conducted electronically shall be directed through the appropriate electronic system. No formal communication shall be made outside of the system. *Note: For Quotations undertaken through Sell2wales communication to individual suppliers must only be made via email.*
- 6.1.2 Further information regarding the use of the Council’s eTendering System may be obtained via Strategic Procurement.

7 Estimating the Contract Value

- 7.1 The value of a Contract means the estimated total monetary value over its full duration (not the annual value), including any extensions or other options. Where the duration of a Contract is indeterminate, this should be taken to be the estimated value of the Contract over a period of four years. No procurement may be artificially split to avoid compliance with these Contract Standing Orders and European Union procurement directives.
- 7.2 If it is known that the Contract duration will be longer than four years, then the Contract value will be the total value over the full term of the Contract.
- 7.3 Where the value is, or may be, equal to or greater than the relevant OJEU threshold, the Council should also have regard to regulation 6 of the Public Contracts Regulations 2015.

8 Form of Contract

- 8.1 Every contract where the value or amount of the contract does not exceed £25,000 shall be in writing in a form approved by the Head of Law and Regulation.
- 8.2 Every contract that exceeds £25,000 but does not exceed £100,000 shall be signed by the Head of Service. Contracts between £100,000 and £250,000 shall be signed by the Head of Law and Regulation.
- 8.3 Every contract that exceeds £250,000 in value shall be made under the Seal of the Council.
- 8.4 All contracts shall be recorded using the information from the Procurement Gateway form on the Council's Corporate Contracts Register maintained by Strategic Procurement.

9 Framework Agreements

- 9.1 All Framework Agreements must be awarded, set up and managed strictly in accordance with the Public Contracts Regulations 2015.
- 9.2 Framework Agreements can be used where the Council wishes to contract for the provision of goods, services or works without conducting multiple procurement exercises.
- 9.3 Established framework and consortia arrangements endorsed by Strategic Procurement and by the National Procurement Service (NPS) for use by the Council shall be mandatory. On occasion, it may be deemed that the framework agreement would not provide best value – this will need to be proven and approved by Strategic Procurement.
- 9.4 The Framework Agreement may include within its terms a requirement for a further competition exercise between those Contractors who are parties to the Framework Agreement. These shall be tendered in accordance with the terms of the Framework Agreement itself.
- 9.5 Where the Council is able to call off from existing Framework Agreements procured by Central Government Agencies, purchasing consortia or other Local Authorities or Public Bodies, then the Council may benefit from using those frameworks without entering into a separate procurement exercise. Where such Framework Agreements contain a number of different Contractors able to provide a particular category of goods or services, a further competition exercise between those Contractors must be carried out.
- 9.6 Any Framework Agreement identified by a Service Area shall be notified to Strategic Procurement by the Authorised Officer and must be approved by the Procurement Manager in order to ensure suitability, legal compliance and value for money. Upon approval, Strategic Procurement can incorporate the Framework Agreement onto the Council's Contract Register.
- 9.7 Any joint procurement arrangements with other Local Authorities and/or Public Sector Bodies including membership or use of any consortia must be approved

by Strategic Procurement to ensure suitability, legal compliance and value for money.

- 9.8 The term of a Framework Agreement must not exceed four years and, while a Framework Agreement may be entered into with one Contractor, where a Framework Agreement is concluded with several Contractors, there must be at least three in number.

10 Approved Supplier Lists

- 10.1 In circumstances where no other suitable contract arrangement exists for the purchase of Services or Works on a regular basis, and where approval is granted by Strategic Procurement, an Approved List of Suppliers may be maintained by a Service Area.

This Standing Order shall have effect where:-

- 10.2 a Head of Service, or Authorised Officer maintains an approved list of suppliers to be invited to tender for contracts for the supply of Works or Services of specified categories or
- 10.3 where Strategic Procurement has approved the use of an external approved list maintained by a third party.

Lists maintained by the Council

- 10.4 The List shall be compiled and maintained in accordance with these Contract Standing Orders, and the Council's Procurement Gateway Process.
- 10.5 Approved Lists must be established in consultation with Strategic Procurement and must be listed on the Council's Contract Register.
- 10.6 In establishing and using an Approved List, the procedure detailed on the Strategic Procurement Intranet Site must be followed.

11 Community Benefits and Wellbeing of Future Generations (Wales) Act 2015

- 11.1 The Council is committed to achieving economic, social and environmental well-being for its residents and implementing Community Benefits and meeting the requirements of the Wellbeing of Future Generations (Wales) Act 2015 so as to ensure a better quality of life for everyone, now and for generations to come.
- 11.2 For all procurements over £25k, the Authorised Officer must consider the Economic, Social and Environmental impact of the project when determining the specification and evaluation criteria, and potential for community benefits to maximise the added value of the procurement.
- 11.3 Authorised Officers shall seek guidance from Procurement and the Council's Community Development section on any decision whether to incorporate Community Benefits.

12 Amendment to Tenders, Errors and Omissions

- 12.1 As a general rule, no adjustment or qualification to any tender(s) is permitted. Only where approval has been obtained from Strategic Procurement, errors found during the examination of tenders shall be dealt with as follows:
- 12.1.1 Where the error contained in a tender appears to be a genuine mistake by typing, printing or arithmetic, or appears to be an eTenderwales technical issue, the tenderer shall be given details of the error(s) and shall be given the option to either agree to the tender being corrected or withdrawing the tender. This rule also applies where the genuine mistake may have been made by the Local Authority.
- 12.1.2 The tenderer will be given up to 3 working days to respond.
- 12.1.3 If confirmation from the tenderer is not received within 3 working days, the tender will be withdrawn.
- 12.1.4 Invitation to Tender documents must state how errors in Tenders will be dealt with.
- 12.1.5 All correspondence must be in writing.
- 12.1.6 No request to amend a Tender after the time fixed for receipt shall be accepted.

13 Tender Clarification and Negotiation

- 13.1 An Authorised Officer may seek clarification of the information provided (or not provided) by a Tenderer only where this is necessary to aid understanding. The types of clarification will generally be:
- Where a Tenderer has made an accidental omission such as not including a relevant certificate;
 - Where *ALL* Tenderers responding have misinterpreted a question;
- 13.1.1 The Contracting Authority will not seek clarifications from individual Tenderers where a question has been misinterpreted and/or poorly answered (this will include where a Tenderer has not followed the format of the Invitation To Tender and/or submitted standard text in place of a fully informed written answer) and other submissions received, fully interpreted and answered in full the same question. A clarification of this nature would not be permissible due to the Tenderer having a second chance at providing information which would alter the evaluation, and be unfair to other Tenderers.
- 13.1.2 If, for any reason, it is necessary to amend the Specification after Tenders have been received, a new Tender process shall be undertaken.
- 13.1.3 Where procurement is conducted pursuant to the Public Contracts Regulations 2015 through either the open, restricted procedures, advice should be sought from Strategic Procurement. The Authorised Officer may seek clarification from tenderers where appropriate in consultation with Strategic Procurement.

- 13.1.4 Where procurements do not exceed the Public Contracts Regulations 2015 thresholds, if it is in the Council's interest to do so to achieve value for money Strategic Procurement may authorise negotiations. Strategic Procurement will also establish the timescales for said negotiation procedure. Such actions must not distort competition. At all times during the procurement process the Council shall ensure that all tenderers are treated in accordance with the principles of the European Treaty.

14 Authorised Award of Tenders/Quotations and Reports

- 14.1 The Council shall only award a Contract where it represents best value for money. A Contract shall only be awarded using the pre-determined tender evaluation criteria and weightings. Where a tender is to be evaluated on price only, the Contract must be awarded to the Tenderer submitting the lowest price.
- 14.2 A Contract may only be awarded by an officer with the required approval to award contracts in accordance with the Council's Scheme of Delegations. For all Procurements valued at above £3,000, the decision to award a Contract shall be made using the Council's Procurement Gateway Process.
- 14.3 Where a Contract has been tendered and advertised on the Sell2Wales website, the Council shall publish a Contract Award Notice on the Sell2Wales website as soon as possible after the decision to award the Contract has been taken.
- 14.4 Where Procurement is conducted pursuant to the EU Procurement Directives and UK Regulations that implement them the Authorised Officer must allow the statutory standstill period prior to issuing a final award and shall publish a contract award notice in the Official Journal of the European Union no later than 30 days after the date of award of the Contract or such other requirements or time limits as are set out in the Regulations. An official EU Tender report in-line with Rule 84 of the Public Contracts Regulations 2015 must also be submitted.

15 Variations to Contract

- 15.1 Whether or not it is a requirement of the Contract, every variation (whether having a financial implication or not) will be authorised in writing by the appropriate officer(s). The Authorised officer will keep detailed records of any such variation and any variation of a financial matter shall be open to inspection by the Head of Finance. The authorisation will be issued before the variation is placed.
- 15.2 For variations approved by a Authorised Officer, the Contract Manager shall monitor at least monthly the overall level of variations approved to gain assurance that they are correct and appropriate.
- 15.3 Any variation to the original Contract must be in the best interests of the Council and of continued delivery of services.

16 Extensions of Contract Period / Term

- 16.1 The decision to extend the contract period (term) may only be made before the original expiry date, where it is in accordance with the terms and conditions of the original Contract. The relevant Head of Service must authorise any extension of contract using the excepted Contracts form. The value of any extended term shall be assessed and recorded within the excepted Contracts form as part of the extension procedure.
- 16.2 The decision to extend a Framework Agreement may only be made before the original expiry date, where the extension is in accordance with the terms and conditions of the original Contract. Strategic Procurement must take all such decisions to extend framework arrangements. The aggregate term of the Framework Agreement must not exceed 4 years in-line with the EU Regulations.
- 16.3 Where the terms of the Contract and or original procurement exercise do not expressly provide for extension then such Contract may only be extended in exceptional circumstances, where legislation permits and value for money issues have been addressed. Such decisions shall be made by the relevant Head of Service in consultation with Strategic Procurement and the Contract Manager.

17 Procurement of Consultants

- 17.1 For the avoidance of doubt, the appointment of consultants shall be made in accordance with the requirements of these Contract Standing Orders.

18 Procurement by Consultants

- 18.1 Where the Council uses consultants to act on its behalf in relation to any procurement, then the Head of Service shall ensure that the consultants carry out any procurement in accordance with these Contract Standing Orders.
- 18.2 All decisions must be made in accordance with the Council's Scheme of Delegations and are subject to the Council's Procurement Gateway Process.
- 18.3 No consultant shall make any decision on whether to award a Contract or who a Contract should be awarded to outside of the Procurement Gateway Process.. The Head of Service shall ensure that the consultant's performance in relation to procurement is in accordance with these Contract Standing Orders and all statutory procurement obligations.
- 18.4 Where the Council uses consultants to act on its behalf in relation to any procurement, the consultant must declare any potential conflict of interest that may arise to the Head of Service prior to the commencement of the procurement process or at such time that the Contractor becomes aware of such a potential conflict of interest. Where the Head of Service considers that such a conflict of interest is significant, the consultant shall not be allowed to participate in the procurement process.

Note: it is the Council, as the Contracting Authority, which is responsible for all actions and decisions of consultants in relation to the conduct of procurements,

therefore there need to be proper governance procedures in place to manage and monitor consultants appropriately.

19 Variant Tenders

19.1 Variants tenders may be considered where this was indicated in the Invitation to Tender documentation. This must be in accordance with the Public Procurement Regulations 2015 and in consultation with Strategic Procurement.

20 Abnormally Low Tenders

20.1 Where as a result of identifying that the overall tendered price or costs raises significant doubts that the Contractor will be able to complete the contract within the contract terms, the Council shall require tenderers to explain the price or costs proposed. Where the Council determine the explanation is insufficient or believe significant doubts as to the Contractors ability to meet the requirements still exist, the Council reserve the right to reject the tender. This must be undertaken in accordance with the Public Procurement Regulations 2015 and in consultation with the Strategic Procurement Manager.

21 Capital Contracts

21.1 In the case of capital contracts, the appropriate Head of Service must ensure that the scheme is in the approved capital programme before inviting tenders in accordance with the Procurement Gateway Process.

21.2 For awarded contracts the Head of Service and Head of Finance must be made fully aware of the implications of a major change in the specification of a project in both financial and operational terms, and be made fully aware of all other significant decisions affecting the project. At the first indication or identification of a significant potential overspend of either £25k or 10% of the contract value (whichever is the lowest), the appropriate Head of Service and Head of Finance shall be notified. This must be reported to the Audit Committee via the Head of Finance.

22 Disposal of Assets

22.1 Heads of Service shall be authorised to dispose of goods and materials surplus to the Council's requirements by whichever means would, in the judgement of the officers, result in the best value for the Council; examples may include;

- auction
- tender
- private sale
- transfer to another service
- donation to a not for profit organisation

22.2 Where a surplus item is likely to raise more than £5,000, the appropriate Head of Service shall be consulted before its disposal. Written tenders should be invited for any item likely to realise more than £10,000. Vehicle and Plant assets should be disposed of via the Head of Streetscene and IT assets should be disposed of via the Head of People and Business Change. In the event that

a Head of Service determines that goods are beyond their economic useful life and therefore of no value, they should arrange for recycling as appropriate or disposal as waste. Appropriate records of disposal should be maintained and where assets are maintained on an Asset Register, the appropriate Head of Service should be informed to update the register.

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Financial Regulations

This document constitutes Part 4, Appendix 2 of the Council Constitution

Revised July 2016

Contents

1	General	3
2	Financial Control & Supervision	3
3	Budgeting & Budgetary Control (See also Standing Order 32 & 33)	3
4	Accounting	6
5	Audit.....	6
6	Petty Cash & other Advance Accounts.....	8
7	Banking Arrangements.....	8
8	Contracts for Supply of Goods & Materials, Building, Constructional Maintenance or Engineering Work, etc.....	8
9	Property	9
10	Income	9
11	Grants	10
12	Insurances.....	10
13	Inventories & Asset Registers.....	10
14	Treasury Management	11
15	Orders for Work, Goods & Services.....	12
16	Payment of Accounts.....	12
17	Salaries & Wages.....	13
18	Security	14
19	Stocks & Stores.....	15
20	Financial Instructions & Procedures	15
21	Leasing	15
22	Officers' Fees, Travelling & Subsistence Allowances & Incidental Expenses.....	16
23	Protection of Private Property.....	16
24	Purchasing Cards.....	17

1 General

1.1 These regulations should be read in addition to and not in substitution or deviation from the Council's Standing Orders.

1.2 The Head of Finance shall, for the purposes of Section 151 of the Local Government Act 1972, be responsible for the proper administration of the Council's financial affairs.

1.3 Each Chief Officer shall consult the Head of Finance with respect to any matter within their purview, which is likely to significantly affect the finances of the Council before any form of commitment is given and before reporting to the Cabinet, any Cabinet Member, or any Committee.

1.4 References in these regulations to Chief Officers will in the main relate to Heads of Service, but may also refer to the Chief Executive and or Corporate Directors. Reference to the Head of Finance will also include his/her specifically nominated representative for various aspects of these regulations.

1.5 In recognition of their separate status, separate Financial Regulations have been issued for schools.

2 Financial Control & Supervision

2.1 The Head of Finance is responsible for regulating and controlling the finances of the Council within policies laid down by the Council from time to time. The inclusion or exclusion of any specific matters in any other regulations or resolutions shall not be considered as altering in any way the scope of this regulation.

2.2 Chief Officers shall be responsible for ensuring that Standing Orders and Financial Regulations are complied with in respect of matters falling under their jurisdiction. Non-compliance may be considered a disciplinary offence.

3 Budgeting & Budgetary Control (See also Standing Order 32 & 33)

3.1 The detailed form of capital and revenue estimates shall be determined by the Head of Finance following consultation with the Cabinet Chairman and with the other Chief Officers.

3.2 Chief Officers prepare the estimates of the impact on income and expenditure of budget decisions and strategies for input for revenue account and capital account in accordance with guidelines issued by the Head of Finance.

3.3 The Head of Finance shall collate the estimates and submit them to the Cabinet Chairman for consideration and submission to the Cabinet for approval.

3.4 Chief Officers will be provided with a defined set of Budgets for which they will be personally accountable. Chief Officers shall be empowered to incur expenditure included within their approved estimates subject to compliance with the Standing Orders and Financial Regulations of the Council.

3.5 The Medium Term Capital Programme will be approved by Cabinet on an annual basis, and subject to Standing Order 31, to incur expenditure in order to:

- take steps to enable land required for the purposes of the programme to be acquired in due time and;
- prepare a scheme and estimate including associated revenue expenditure for approval by the Cabinet.

Any additions to the capital programme approved at Cabinet will be subject to a project appraisal report as in 3.6 below, and be included as an addition reported to Cabinet on a regular basis.

3.6 Any proposal involving capital expenditure shall be the subject of a project appraisal report, prepared by the relevant Chief Officer and containing the views of the Head of Finance. Any additions shall be reported to Cabinet before expenditure is incurred and will detail the capital and revenue implications of proceeding with the project. In particular the report shall contain the Head of Finance's advice about the resources to be employed and the adequacy of the budget provision.

3.7 Any proposal for capital or revenue expenditure that is not included in an approved programme and cannot be accommodated within the Chief Officer's delegated authority shall be the subject of a joint report (of the Chief Officer and Head of Finance) to the Cabinet.

3.8 The Head of Finance shall be responsible for maintaining a corporate accounting system which will provide a statement of receipts and payments under each head of approved estimate and any other such relevant information as needed. Each Chief Officer is responsible for accurately recording on the corporate accounting system all expenditure and income due to the Council irrespective of any local management systems that are maintained. Chief Officers are responsible for ensuring that staff have been adequately trained in the use of the corporate financial systems.

3.9 Chief Officers are responsible for monitoring, controlling and reporting all activities which incur expenditure or generate income against the approved budget.

3.10 Chief Officers shall have a duty to consult with the Head of Finance as a matter of urgency where it appears that the amount of any head of estimate of approved expenditure or income will substantially vary from the approved estimate.

3.11 It is recognised that schools with delegated budgets under the approved Local Management of Schools Scheme (LMS) are responsible with the Governing Body for controlling their own in-year expenditure, in accordance with guidance issued by the Chief Education Officer.

3.12 Virements and Technical Adjustments

3.13 In accordance with guidance the transfer of budgets between objective codes (i.e. cost centres) shall be subject to the following authority levels, Budget adjustments are split into two categories, virements and technical adjustments.

Virements

3.14 A virement is instigated, when budget previously identified and required for a particular set of strategic objectives or purpose, is no longer required and can be redirected to achieve further different strategic objectives or purpose, requiring additional expenditure to that previously

planned. Monies are transferred to achieve different strategic objectives from that originally planned for the money.

3.15 Examples:

- transferring expenditure/income budgets to different cost centres
- transferring expenditure/income budgets to different subjective on cost centres
- creating income and associated expenditure budgets for unknown/'windfall' income streams

3.16 Under no circumstances can virements be used to:

- fund recurring expenditure from non-recurring savings
- transfer capital monies to revenue
- create an unbalanced budget

3.17 Virements (which are deemed not to be technical adjustments) are subject to the following delegated authorisation limits:

- Following appropriate consultation with Head of Finance, any Head of Service, shall have the authority to vire any budget within their control to an aggregate total of £100,000 or 5% per annum (whichever is the lower).
- The Cabinet shall have the authority to vire any budget up to an aggregate total of £2,000,000 or 15% per annum (whichever is the lower) and Council shall have the authority to vire any budget in excess of this amount.
- All virements undertaken will be reflected in budget monitoring reports to the Cabinet as presented from time to time.
- All virements require authorisation and full explanations in a form which the Head of Finance will decide, before implementation

Technical Adjustments

3.18 A number of budget adjustments take place during the year for purely technical reasons. These are not subject to the authorisation limits of budget virements and the Head of Finance or his nominated representatives can authorise these. These adjustments will include:

- Adjustments within the same cost centre and sub code area i.e. employee, premises, transport etc.
- Internal and central support recharges
- Realignment of budgets for office accommodation, provisions, insurance or capital charges
- Detailed allocation or amendments to schools delegated budgets
- Allocation of savings from Change/Efficiency Programmes (inc. cross cutting savings)
- Adjustments required to support approved Council-wide initiatives such as Total Reward, Living Wage or Pay Award
- Realignment of budgets to reflect changes in grants or external funding, provided additional contributions are not required from core budgets
- Adjustments required or arising from specific decisions approved by Council or Cabinet

- Allocation of sums to or from pooled/contingency budgets where these are within the overall budget but awaiting detailed allocation
- The movement of budgets for specific functions or areas of work either within directorates or between directorates where the changes are for purely structural or reporting purposes and there is no change in the overall purpose for which the funding was allocated.

3.19 Where a decision is required as to whether a technical adjustment will apply, advice should be sought from the Assistant Head of Finance.

4 Accounting

4.1 The Head of Finance shall be responsible for advising the Council on all financial matters and for issuing instructions for the safe and efficient receipt of monies payable to and for the issue of money by the Council.

4.2 The Head of Finance shall be responsible for keeping the principal accounting and costing records of the Council and shall exercise overall supervision and control and, where necessary, shall prescribe the form of financial records, statements and accounts kept under the control of any Chief Officer.

4.3 Each Chief Officer should ensure the following principles shall be observed in the allocation of accounting duties:

- the duties of providing information regarding sums due to or from the Council and of calculating, checking and recording these sums, shall be separated, as completely as possible, from the duty of collecting or paying them;
- officers responsible for the examination and checking the accounts of cash transactions shall not themselves be engaged in any of these transactions.

5 Audit

5.1 A continuous internal audit, under the independent control and direction of the Head of Finance, shall be exercised over all services of the Council.

5.2 The responsibility of Internal Audit shall be to review, appraise, and report upon:

- the soundness, adequacy and application of internal controls, including the application of these regulations and Contract Standing Orders;
- the extent to which the Council's assets and interests are accounted for and safeguarded from losses of all kinds arising from:
 - fraud and other offences;
 - waste, extravagance and inefficient administration, poor value for money or other causes.
- the suitability and reliability of financial and other management data developed by the Council.

5.3 Internal Audit must be consulted by Chief Officers at an early stage during the development of all new systems or the upgrading of existing systems to ensure that such systems provide adequate internal controls.

5.4 For the purpose of Internal Audit the Head of Finance and his/her nominated representative shall have authority to:

- enter at all reasonable times on any Council premises or land without prior notice;
- have access to all records, documents, computer programs and files and correspondence relating to any financial and related transactions of the Council;
- require and receive such explanations as are necessary concerning any matter under examination;
- require any employee of the Council to produce cash, stores or any other Council property under their control or such items in their custody as an officer of the Council which are the property of other persons;
- secure and prevent access to any equipment and records subject to an immediate report to the relevant Chief Officer.

5.5 In every case where any matter arises that could involve irregularities concerning cash, stores or other Council property or any suspected irregularity in the exercise of the functions of the Council, the relevant Chief Officer shall immediately notify the Head of Finance who shall take such steps as is considered necessary by way of investigation and report. The Chief Internal Auditor shall advise the most appropriate course of action.

5.6 The Chief Internal Auditor shall submit at least an annual audit report for consideration by the Audit Committee. In addition individual audit reports shall be prepared for Chief Officers relating to audit assignments undertaken in relation to their services.

5.7 The Council's Audit Committee will also be responsible for:

- reviewing the annual audit needs assessment and Strategic Audit Plan;
- considering major findings of Internal Audit investigations;
- reviewing implementation of Internal Audit recommendations and management responses;
- ensuring the resources available to Internal Audit are sufficient to meet the Council's needs.

5.8 All amendments to the Internal Audit Plan are to be approved by the Head of Finance and reported to the Council's Audit Committee.

5.9 Notwithstanding the responsibility of the Head of Finance for the control and direction of Internal Audit, it shall be the duty of the Chief Internal Auditor to report direct to the Chief Executive, and the Chairman of the Cabinet, on any matter in which the Head of Finance appears to be personally involved; or any other matter he/she considers appropriate.

5.10 Chief Officers having responsibility for building, engineering, other works or service contracts must supervise, monitor and control the administration of those contracts. They should ensure satisfactory delivery of the project contract and robust budgeting of costs.

5.11 In order to maintain an objective and independent position, the Internal Audit Section will not undertake work outside of the agreed Audit Plan without the authority of the Head of Finance.

5.12 Audit Reports will normally be issued in draft for up to one month to enable relevant officers to comment on the factual accuracy. Responses received, or any failure to respond, will be taken into account when the reports are submitted to the Audit Committee where applicable. All agreed recommendations are required to be implemented by Chief Officers within 6 months.

5.13 The Head of Finance will bring to the attention of the Chief Executive and the Chairman of the Cabinet any substantial matter concerning probity, which becomes the subject of an Internal Audit investigation.

6 Petty Cash & other Advance Accounts

6.1 The Head of Finance shall make such advances as is considered necessary after consultation with a Chief Officer to meet petty cash payments and for use as change floats. Such accounts will be maintained on an Imprest system.

6.2 Payments from petty cash Imprests shall be limited to a maximum value and type of expenditure as may be directed from time to time by the Head of Finance by way of Financial Instructions. This maximum shall not be exceeded without the authority of the Chief Officer in conjunction with Head of Finance and only in accordance with his/her guidance.

6.3 No income received on behalf of the Council may be paid into an Imprest account but must be banked or paid to the Council intact as provided elsewhere in these regulations.

6.4 Any officer responsible for an Imprest account shall, when requested, provide to the Head of Finance a certificate as to the state of the Imprest account.

6.5 On leaving the employment of the Council or otherwise ceasing to be responsible for an Imprest account, an officer shall account to the Head of Finance for the amount of the Imprest account.

7 Banking Arrangements

7.1 All arrangements with the Council's bankers shall be made by or under arrangements approved by the Head of Finance, who shall operate such banking accounts, including Girobank Accounts, as is considered necessary. No bank accounts with reference to the Council or an establishment will be set up without the prior approval of the Head of Finance.

7.2 All cheques, including Girobank payment forms, shall be ordered only on the authority of the Head of Finance, who shall make proper arrangements for their safe custody.

7.3 Cheques on the Council's main bank accounts, including Girobank Accounts, shall bear the facsimile signature of the Head of Finance or be signed by the Head of Finance or by such Officers designated by him/her for that purpose.

8 Contracts for Supply of Goods & Materials, Building, Constructional Maintenance or Engineering Work, etc.

8.1 Each Chief Officer shall ensure that no contract for the supply of goods or materials or for the execution of works shall be entered into unless it is in accordance with the Council's Contract Standing Orders, Procurement Strategy and associated guidance.

9 Property

9.1 The Head of Law and Regulation shall maintain a terrier of all properties owned by the Council, (except dwellings provided under the Housing Acts), recording the purpose for which held; location extent and plan reference; purchase details; particulars of nature of interest; rents payable; particulars of tenancies granted and any other information required to complete the Council's asset register.

9.2 The Head of Law and Regulation shall maintain a terrier of all Council dwellings, Council built garages and garage plots on Council housing land.

9.3 The Head of Law and Regulation shall also have custody of all title deeds under secure arrangements.

10 Income

10.1 The collection of all income due to the Council shall be undertaken in accordance with arrangements approved by the Head of Finance, and shall be receipted in every instance as directed by the Head of Finance.

10.2 All fees and charges from works/goods delivered must be taken in advance wherever possible, and if not take at point of sale or invoice raised at the earliest opportunity. Invoices must be raised within payment terms as determined by the Head of Finance and no credit terms should be made available unless agreed by Head of Finance in advance.

10.3 All money received on behalf of the Council shall at such intervals as determined by the Head of Finance be paid to the Finance Service Area, or subject to the instructions of the Head of Finance be banked in the Council's name. All such money must be paid to the Finance Service Area or be banked, as appropriate, intact without any deduction except on the specific authorisation of the Head of Finance.

10.4 All receipt forms, tickets, licences and other documents representing receipts for money, shall be in a form approved and supplied by the Head of Finance who shall be satisfied as to the arrangements for their control. In addition the use of any cash receipting equipment must be subject to the approval of the Head of Finance.

10.5 Every transfer of official money from one member of staff to another will be evidenced in the records of the service areas concerned by the signature of the officer receiving the money.

10.6 No debit in respect of an amount due to the Council once established shall be discharged otherwise than by payment in full or the written authority from the Head of Finance for the writing off of the debt.

10.7 Personal cheques shall not be cashed out of money held on behalf of the Council without the specific authority of the Head of Finance.

11 Grants

11.1 Chief Officers shall be responsible for ensuring that proper arrangements, including adherence to grant terms and conditions, are in place in respect of all grants from whatever source, which may be due to the Council.

11.2 Each Chief Officer shall ensure that whenever a grant application is being considered the Head of Finance is consulted and where necessary the proper authority obtained and suitable records are kept as specified by the Head of Finance.

11.3 All grants and associated expenditure must be accounted through the approved accounting system and budgeted and controlled to ensure appropriate compliance with grant terms and conditions.

12 Insurances

12.1 The Head of Service responsible for the Insurance area shall effect all necessary insurance cover and determine those risks that are to be covered by the Council's insurance funds.

12.2 All Chief Officers shall notify the Head of Law and Regulation of all new risks, properties or vehicles that need to be insured and of any deletions or other alterations necessary to existing insurances.

12.3 The Head of Law and Regulation should be promptly notified of any occurrence likely to lead to a claim. Unless otherwise decided by the Head of Law and Regulation, all cases involving loss or damage must be notified to the Police. If the case involves the possibility of fraud the Head of Finance must be informed.

12.4 All appropriate officers of the Council shall be included in a suitable fidelity guarantee insurance and, in all circumstances where the Council undertakes work on a contractual basis for a third party, professional indemnity insurance.

12.5 The Head of Law and Regulation shall annually, or at such other periods as is considered necessary, review all insurances in consultation with other Chief Officers as appropriate.

12.6 Chief Officers shall consult both the Head of Law and Regulation and the Head of Finance concerning any indemnity the Council may have to give.

13 Inventories & Asset Registers

13.1 Each Chief Officer shall maintain inventories and/or asset registers of such items, and in such format, as directed by the Head of Finance.

13.2 Each Chief Officer shall arrange for the inventories to be checked physically, on at least an annual basis, and shall certify that the records are correct. Any adjustments that may be necessary for surpluses or deficiencies shall be subject to approval by the Head of Finance.

13.3 Council property shall not be removed otherwise than in accordance with the ordinary activities of the Council's business or used otherwise than for the Council's purposes except in accordance with specific directions issued by the Chief Officer concerned.

13.4 Special arrangements are contained in Financial Instructions in respect of the property of Social Services clients in residential/nursing homes.

14 Treasury Management

14.1 The Council has adopted the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code) 2011. In addition, the Welsh Government (WG) issued revised Guidance on Local Authority investments in 2010 that requires the Authority to approve a treasury management strategy before the start of each financial year.

14.2 The Council will fulfil the legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and WG guidance.

14.3 Accordingly, the Council will create and maintain, as the cornerstones for effective treasury management:

- a treasury management policy statement (TMPS), stating the policies and objectives of its treasury management activities;
- suitable treasury management practices (TMP), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

14.3 All money in the hands of the Council shall be aggregated for the purposes of Treasury Management and shall be under the control of the Head of Finance.

14.4 The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Audit Committee and for the execution and administration of treasury management decisions to the Head of Finance who will act in accordance with the Council's policy statement and TMPs and CIPFA's Prudential Code for Capital Finance in Local Authorities.

14.5 All such borrowing, investment or financing shall be in the name of the Council.

14.6 All securities, the property of, or in the name of the Council or its nominees, in its ownership, shall be held in the custody of the Head of Finance.

14.7 The Head of Finance shall be the registrar for securities or delegate such responsibility where appropriate.

14.8 Any officer acting as a trustee by virtue of their office shall deposit the relevant securities with the Head of Finance unless the deed otherwise provides.

14.9 The Council will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year and annual report after its close, in the form prescribed in its TMPs.

15 Orders for Work, Goods & Services

15.1 Each Chief Officer shall ensure that official orders shall be:

- issued for all work, goods or services supplied to the Council unless specifically approved by the Head of Finance.
- raised where possible on the electronic procurement system by authorised requisitioner, and approved by Chief Officer's authorised signatories which shall be regularly updated as necessary, and authorised signatories removed when officer leaves the authority.
- The order raised should reflect as closely as possible the expected goods/services to be received and the estimated cost.

Orders raised outside of the electronic procurement system shall be:

- in a form approved by the Head of Finance who shall consult the Head of Law and Regulation thereon, if necessary;
- approved on behalf of each Chief Officer by persons they authorise, with approval of the Head of Finance. A list of each Chief Officer's authorised signatories for ordering goods shall be supplied to the Head of Finance and regularly updated as necessary.

15.2 Chief Officers will be responsible for orders issued from their division, and in particular, for ensuring that they conform with the Council's requirements concerning purchasing and compliance with the Procurement Gateway Process, in particular use of corporate contracts, and that the expenditure will be within the relevant annual estimates or covered by specific financial provision.

15.3 Each Chief Officer shall ensure an appropriate segregation of duties exists between the ordering, receipt, payment and accounting for the purchase of goods and services.

15.4 No employee shall purchase goods on behalf of the Council, or any client of the Council, in a manner that confers any financial or any other benefit to the purchaser (eg by the use of personal catalogues).

16 Payment of Accounts

16.1 Apart from petty cash Imprest and other payments from advance accounts the normal method of payment of money due from the Council shall be from the Council's Banking Account in a form directed by the Head of Finance.

16.2 Chief Officers or their senior delegated officers will be responsible for checking, examining and certifying the goods receipted on the electronic procurement system and the invoices received to ensure correct and timely payments of accounts. All other invoices or other payment vouchers or accounts arising in their service area, will require the same level of checking, examining, certifying and prompt delivery to the payments section.

16.3 The above certification of payment vouchers will be in a form approved by the Head of Finance.

16.4 Each Chief Officer shall supply to the Head of Finance, for approval, names and specimen signatures and initials of officers they propose shall sign such vouchers.

16.5 Before the receipting of goods on the electronic procurement system or the certifying of voucher for payment, the certifying officer shall satisfy themselves that:

- the goods, work or service to which the order/voucher relates have been received, carried out, examined and approved;
- the prices, extensions, calculations, discounts, other allowances, credits and V.A.T. are correct;
- the relevant expenditure has been properly incurred;
- appropriate entries have been made in inventories, stores or stock records;
- the order/voucher has not been previously passed for payment, and is properly payable by the Council.

16.6 Duly invoices/certified vouchers shall be passed without delay to the Head of Finance and/or input into the Council's accounts payable system, who shall examine them as is considered necessary and where appropriate will be entitled to make enquiries and to receive such information and explanations as is required.

16.7 Each Chief Officer shall, not later than a date, as specified each year by the Head of Finance, notify the Head of Finance of any outstanding expenditure relating to the previous financial year.

17 Salaries & Wages

17.1 The payment of all salaries, wages, gratuities, compensation and other emoluments to all employees or former employees of the Council shall be made by, or under arrangements approved and controlled by, the Head of Service responsible for payroll administration.

17.2 Each Chief Officer, as appropriate, shall notify the Head of Service responsible for payroll administration by paper or electronic means including input to the Council's corporate personnel system, of all matters affecting the payment of salaries, wages and other emoluments and in particular:

- appointments, resignations, dismissals and suspensions;
- absences from duty for sickness or other reasons, apart from annual leave;
- changes in remunerations, other than normal increments and pay awards and agreements of general applications;
- information necessary to maintain records of service for superannuation, income tax, national insurance and similar purposes.

17.3 With particular regard to resignations or dismissals of staff, each Chief Officer shall notify the Head of Service responsible for payroll administration immediately it becomes known that an employee's employment is to terminate, for whatever reason. At the same time the Chief Officer shall notify the Head of Service responsible for payroll administration of any outstanding amounts that may have to be recovered from the employee, for example, in respect of post entry training costs, aids to recruitment costs or outstanding car loans.

17.4 Any report concerning the early retirement of an employee, for any reason, shall include the views of the Head of People and Transformation and a calculation of the costs in a form approved by the Head of Service responsible for payroll administration.

17.5 All time records and other pay documents shall be in a format approved by the Head of Service responsible for payroll administration and shall be certified in writing, or as otherwise directed, by or on behalf of the relevant Chief Officer.

17.6 All Chief Officers shall supply to the Head of Service responsible for payroll administration, and regularly update where necessary, the names of the officers they authorise to sign such documents or input such data, together with the officer's specimen signatures and / or computer identification codes.

17.7 Appointments of all employees shall be made in accordance with the Standing Orders of the Council within the approved establishments, grades and rates of pay.

18 Security

18.1 All Chief Officers are responsible for maintaining proper security, at all times, of the buildings, stocks, furniture, equipment, cash and assets under their control. No Council property shall be sold or otherwise disposed of without the approval of the appropriate Chief Officer in consultation with the Head of Finance. Any such disposal must be in accordance with Standing Orders.

18.2 The Head of Finance shall issue instructions concerning the limits of cash holdings, and in no circumstances should these be exceeded without the Chief Officer's express authority.

18.3 Instructions will also be issued by the Head of Finance with regard to the frequency of banking and deposits with the bank, Girobank or the Finance Division Revenue Section/Council Tax Offices.

18.4 All Chief Officers shall make sufficient arrangements for the security, custody and availability of keys to safes and similar receptacles in their Service Area. Any loss of such keys shall be reported to the Head of Finance as soon as possible.

18.5 In cases of burglary and break-in the Chief Officer shall notify the Police immediately. The Head of Finance should then be informed of all such incidents including details of losses incurred as soon as possible.

18.6 The Head of Service responsible for IT shall be responsible for maintaining proper security and privacy with regards to information held in the corporate computer installation and all its systems, and for their use, including Internet.

18.7 Each Chief Officer shall be responsible for maintaining proper security and privacy in respect of information held in other computer equipment and related systems within their Service Area.

18.8 The Chief Executive shall be responsible for ensuring all aspects of the Data Protection Act 1998 are complied with by the Council.

18.9 Officers who have Internet access, or other I.T facilities, should restrict their use to work related matters other than with the express approval of their Chief Officer. Members who have Internet access, or other I.T facilities or equipment provided by the Council should ensure that they are properly used for the purposes of their role as a Councillor.

19 Stocks & Stores

- 19.1 Each Chief Officer shall be responsible for the care and custody of the stocks and stores in their service area.
- 19.2 All stores records shall be in a format approved by the Head of Finance.
- 19.3 Stocks shall not be in excess of normal requirements, as determined by the Chief Officer in consultation with the Head of Finance, except in special circumstances after consultation with the Head of Finance.
- 19.4 Where stocks and stores are held the Chief Officer shall arrange for a system of continuous stock taking to be undertaken and shall ensure that all stocks are checked at least once a year.
- 19.5 Chief Officers shall be required to submit to the Head of Finance, where appropriate, a certificate indicating the value of stocks, stores and work in progress at 31 March each year. Such certificates shall be provided to the Head of Finance by the end of April each year.
- 19.6 The Head of Finance shall be entitled to examine and check stores and records, and be supplied with such information relating thereto as may be required for the accounting, costing and financial records of the Council.

20 Financial Instructions & Procedures

- 20.1 From time to time the Head of Finance or the Chief Officer in consultation with the Head of Finance, shall issue Financial Instructions as is deemed necessary for the guidance of all employees of the Council who handle cash or deal with financial matters during the course of their duties. All such instructions will be deemed to have the same authority as if they were specifically referred to in Financial Regulations.
- 20.2 It will be the responsibility of each Chief Officer to ensure that every such employee in their division has access to a copy and complies with all Financial Instructions relevant to their duties.

21 Leasing

- 21.1 The Head of Finance shall be responsible for obtaining quotations from Finance Houses providing lease arrangements for the acquisition of buildings, plant, vehicles and equipment in accordance with European Union directives.
- 21.2 No leasing arrangements should be entered into as a means of acquiring assets unless agreed with Head of Service and with consultation of the capital accountant as the most efficient means of acquiring the asset.
- 21.3 Provision within Service estimates to cover the annual costs of leasing should be made only following consultation with the Head of Finance.
- 21.4 Sale/Lease-back and operating leasing arrangements also come within this regulation.

22 Officers' Fees, Travelling & Subsistence Allowances & Incidental Expenses

22.1 All claims for payment of fees, car allowances, subsistence allowances and travelling and other expenses shall be submitted and/or input to the corporate Payroll system, duly certified, in a format approved by the Head of Service responsible for payroll, to the payroll team as soon as possible following the end of the monthly period in which they are incurred.

22.2 All subsistence claims will be reimbursed in accordance with guidelines issued by the Head of Service. Claims will only be reimbursed if supported by a valid VAT receipt.

22.3 Each Chief Officer shall supply to the Head of Service, for approval, names, designations and specimen signatures of officers they propose shall sign such claims. Where approval is carried out on-line then names, designations and computer identification codes shall be submitted to the Head of Service.

22.4 The certification by or on behalf of the Chief Officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, properly and necessarily incurred and the fees and allowances are properly payable by the Council.

22.5 Claims submitted more than three months after fees were earned or the expenses incurred must be accompanied by an explanatory letter of the delay and will only be paid on the express approval of the Head of Service and only when the reasons for delay are exceptional.

22.6 All payments of incidental expenses such as removal, lodging and disturbance allowances and training course fees, etc. shall be made in accordance with the appropriate scheme approved by the Council.

22.7 Payments to members of the Council or its Committees who are entitled to claim travelling or other allowances, will be made by the Head of Service on receipt of the prescribed form duly completed. All claims for a financial year are to be submitted within one month of 31 March. Details of payments made to members will be retained by the Head of Service and made available for public inspection when appropriate.

23 Protection of Private Property

23.1 The Head of Regeneration, Investment & Housing or any other Chief Officer where appropriate, shall notify the Head of Finance promptly of any cases where it is considered necessary to take into the possession of the Council or that officer any moveable property belonging to a third party in order to prevent or mitigate loss or damage to such property. In such cases the appropriate Chief Officer shall arrange for the preparation in the presence of two officers of an itemised inventory of all such property. The appropriate Chief Officer must make arrangements for each such inventory to be kept securely.

23.2 All valuables such as jewellery, watches and other small articles of a similar nature and documents of title belonging to a third party shall be held in safe custody and in a secure environment as is approved by the Head of Finance.

23.3 Any such items taken into the possession of the Council shall not be disposed of without the written approval of the Head of Finance.

24 Purchasing Cards

24.1 The purchasing card system is designed to support the current Purchase 2 Pay purchasing and invoicing process and should not be considered as a replacement mechanism to bypass the formal requisition and approval process.

24.2 A Purchasing Card is provided to nominated staff to purchase low value goods and services that would normally require a Purchase Order. Purchasing Card transactions do not require a Purchase Order. The Purchasing Card transactional and card monthly spend limits are set out below.

24.3 The Purchasing Card shall only be used for the following requirements unless specifically authorised by the Purchasing Card Administrator:

- The purchase would result in a low value (sub £100) order being processed.
- There is a valid and urgent requirement to purchase goods or services.
- Traditional order methods cannot be used (e.g. internet only services).

24.4 Purchasing Cards should not be considered for use where it would result in the bypassing of Corporate Procurement rules.

24.5 Card Holder Supervisors will be responsible for carefully checking the transactions on Barclaycard Spend Management and ensure that the purchases are appropriate and that all of the Council's procedures have been observed. It is expected that supervisors will check transactions against physical receipts provided. If the Supervisor is not willing to approve a purchase made on the card by the cardholder then they should notify the Purchasing Card Administrator immediately who will then escalate to Internal Audit.

Cardholder Responsibilities

24.6 The cardholder is responsible for:-

- Ensuring that the monthly Card Provider Purchasing Card statements are reconciled, approved on the system by the Cardholder
- Ensuring that all relevant receipt documentation is received from suppliers to ensure reconciliation of card spend meets HMRC requirements by providing tax (e.g. VAT) receipts (original physical copies must be retained).
- Ensuring that the card and PIN is kept safe and secure at all times.

- Ensuring that the card is only used to purchase goods and services on behalf of the Council.
- Ensuring that lost or stolen cards must be reported to the Card Provider and the Purchasing Card Administrator immediately. The card will be cancelled, a replacement card will normally be despatched within seven (7) days. If the lost or stolen card is subsequently found, the card must be destroyed.
- Notifying the Purchasing Card Administrator of any changes to personal details e.g. change of name, home address, location, position within the company. If the Cardholder leaves the Council their card must be returned to the Purchasing Card Administrator where it will be cancelled and destroyed.
- Ensuring that expired or cancelled cards are destroyed.

Report

Council

Part 1

Date: July 2016

Item No:

Subject **Report on Treasury Management covering the Financial Year 2015/16**

Purpose To inform Cabinet of treasury activities undertaken during the financial year 2015/16.

Author Assistant Head of Finance

Ward General

Summary During the year to 31 March 2016, the Council continued to invest surplus funds with its own bankers (Santander), and institutions with long-term credit ratings in at least the 'A-' Category.

As at 31 March 2016, the Council has short-term investments of £3.10m, and over the financial year, the Council has been both a short term investor and borrower across most months, as expected.

All longer term borrowing undertaken was as expected, and within the Council's agreed limits.

The cabinet considered this report on Mon 6th June 2016 and recommended its adoption by Council

Proposal **Council is asked to:**

- 1. note the Annual Report on Treasury Management for the Financial Year 2015/16.**
- 2. note that 2015/16 Prudential Indicators for Treasury Management were in line with those initially set.**

Action by Head of Finance

Timetable For the periods indicated.

This report was prepared after consultation with:

- Treasury Advisors
- Head of Finance

Signed

Background

1. The Authority's treasury management activity is underpinned by CIPFA's Code of Practice on Treasury Management ("the Code"), which requires authorities to produce annually Prudential Indicators and a Treasury Management Strategy Statement on the likely financing and investment activity. The Code also recommends that members are informed of treasury management activities at least twice a year.
2. This report fulfils the Authority's legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and the Welsh Government's Investment Guidance.
3. The Authority has a large loan portfolio and also invests surplus cash in the short – term and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Authority's treasury management strategy.
4. The 2015/16 Treasury Management Strategy was approved by the Council as part of the overall Medium Term Financial Plan and 2015/16 budget in February 2015.
5. This report presents the following information.
 - details of capital financing, borrowing, debt rescheduling and investment transactions
 - reports on the risk implications of treasury decisions and transactions
 - details the outturn position on treasury management transactions in 2015/16
 - confirms compliance with treasury limits and Prudential code

Annual Review Report 2015/16

Short and Long Term Borrowing

6. In recent years the Council's strategy has been to fund capital expenditure from reducing investments rather than undertaking more expensive new long term borrowing. This is because the rates achievable on the Council's investments are lower than the rates that would be payable on long term borrowing. By using this strategy the Council can also minimise cash holding at a time when counterparty risk remains high. The Council's short term cash requirements are dealt with by short term loans when required. In any month, the Council is both a short-term investor and short-term borrower as it maintains low cash holdings, whilst holding off the need for long-term borrowing.
7. Whilst the strategy minimises investment counterparty risk, the risk of interest rate exposure is increased as the current low longer term borrowing rates may rise in the future. The market position is being constantly monitored in order to minimise this risk.
8. As anticipated, the Council has had to undertake short-term borrowing in order to cover normal day to day cash flow activity. Total temporary borrowing of £151.1million was raised during the year, of which with the exception of borrowing related to the Friar's Walk development, nil remained outstanding at the 31 March 2016.
9. In April 2015 the Council undertook a re-scheduling of a number of debts relating to PWLB. A total of £16.3million debt with an average interest rate of 9.4% was re-paid early. As is normal in these circumstances in the current lower interest rate environment, a premium was payable on redemption, and new long-term loans at a much improved average interest rate of 2.19% were taken out. This allowed the authority to make significant annual savings on the interest payable on these loans, even with the premium, and was part of the approved 2015/16 budget savings.
10. As anticipated during 2015/16 the Council has also been required to undertake additional borrowing of £33million associated with the Friar's Walk development funding and the approved loan to Queensberry Real Estates (Newport) Ltd (QRE) for this. The

borrowing associated with this loan is kept separate from the Council's other borrowing requirements as shown in Table 1. The loan is anticipated to be paid off via capital receipts in 2016/17, and therefore the Council is not required to make MRP charges to the revenue budget in relation to the Friars Walk Development loan as the borrowing will be paid off in full at the end of the scheme within agreed timescales.

11. In addition to re-scheduling of debts and the Queensberry loans discussed above, one further long term loan for £1.4million was taken out from the PWLB during 2015-16 in relation to 21C school's programme where the Council took advantage of attractive preferential loans for this purpose. A total of £187.4 million of long-term loans were outstanding as at 31 March 2016.
12. Total borrowing has remained within the approved limits for external debt as shown in Appendix C and Table 1 to this report compares borrowings and investments as at 31 March 2015 and 2016, showing an increase to net borrowing of £27.96million.
13. Appendix A summarises the loan debt activity for 2015/16. The key points to note are:
 - the average rate of interest on debt was 4.41% compared with 6.03% for the previous year.
 - Long-term loan repayments in 2015/16 totalled £2.910 million.
14. The value of the Council's LOBO money market loans remains the same. No loans were called during the period. Of the £35m outstanding, £25m is subject to potential change of interest rates by the lender (which would automatically trigger a right to the Council to repay these loans) prior to the end of this financial year. Should a change of interest rate be requested, then it will be considered in detail and a decision on how we proceed will be made in conjunction with our treasury advisors.

Investments

15. As per the agreed strategy, the Council is a short-term investor and by 31 March 2016 these valued £3.10million due to funds received by the Council which were invested on overnight terms.
16. Interest rates remained at a historically low level of 0.5% throughout the year. Within this economic environment, the Councils approved Treasury Strategy was to reduce investments held, rather than increase borrowing. This strategy was driven by the gap between investment rates of below 0.50% and borrowing rates of around 2%-4%.
17. The average interest rate achieved on the Council's short-term investments was 0.47%, Whilst this return is below base rate of 0.50%, the following issues account for this:
 - the restricted number of institutions that the Council could lend to; the prime focus being security of funds
 - there are no call accounts with institutions on the approved lending list which pay base rate or above.
 - Investments are too short term to use financial instruments that attract higher rates of return.
18. The Council held no long-term (more than 364 days) investments at 31st March 2016.
19. Security of capital remained the Council's main investment objective. This was maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2015/16. Investments during the year included:
 - Deposits with the Debt Management Office
 - Deposits with other public institutions such as local authorities, police and fire authorities
 - Call accounts and deposits with banks and a single building society all considered systemically important to the UK banking system

Credit Risk

20. Counterparty credit quality was assessed and monitored with reference to credit ratings (the Authority's minimum long-term counterparty rating is [A-] across rating agencies Fitch, S&P and Moody's); for financial institutions analysis of funding structure and susceptibility to bail-in, credit default swap prices, financial statements, information on potential government support and reports in the quality financial press.
21. All of these factors were continually assessed and changes were made as needed to the Council's approved lending list by either suspending any institutions affected temporarily or permanently and/or by varying the amount and time limits for lending.

Future Council borrowing requirements

22. Local Authorities measure their underlying need for long-term borrowing through their 'Capital Financing Requirement' (CFR). This takes into account the amount of planned capital expenditure that needs to be funded through borrowing, (as opposed to external funding - from cash grants, capital receipts or S106 contributions for example) irrespective of whether the borrowing itself is undertaken externally or through dis-investing. Due to the expected repayment of the Queensberry loan in 2016/17, it is likely that the Council will have relatively significant funds to invest over the short - term during 2016/17.
23. Table 2 shows the current and projected CFR for the Council which is reviewed and updated on an on-going basis. As the Council and Cabinet are advised, there is a 'need to borrow' as shown by the CFR over the long-term, but this inherent 'need to borrow' has reduced significantly since previous years. This is due to the fact that we have undertaken borrowing which was anticipated in previous borrowing requirement projections, and the projected CFR has stayed relatively steady due to slippage and additional capital expenditure being offset by a prudent Minimum Revenue Provision Policy, or use of other funding. The Capital Financing Requirement is predicted to be £239.5million by the end of 2016/17, whereas existing long term borrowing is £246.6million. After taking account of cash backed reserves the Authority is unlikely to require additional long-term borrowing during 2016/17 and is likely to be an investor during this period. In saying that, we continue to review the market and our position, with our advisers, to identify if and when it might be useful to take out further longer term loans in the current low interest environment.

Table 1- Treasury Portfolio 2015-2016

31/03/2015		31/03/2016
£m		£m
	External Borrowing:	
(70.13)	Public Work Loan Board	(72.44)
(35.00)	Market Loans (Loans held with various Financial Organisations. Maturity dates range from 2042 – 2078)	(35.00)
(40.00)	Newport City Stock Issue (Bonds paying interest at 8.8% with a maturity date of 2019)	(40.00)
(10.00)	Temporary Borrowing	(0)
(34.97)	Queensberry Borrowing	(72.97)
(0.30)	Other Loans (IFRS)	(0.14)
(190.40)	Total Loan Debt	(220.55)
(51.16)	Other Long Term Liabilities (including PFI schemes)	(49.51)
(241.56)	Total External Debt	(270.06)
2.56	Investments Managed in house	3.10
(239.00)	(Net Borrowing) Net Investment Position	(266.96)

Table 2 -Capital Financing Requirement

Newport City Council				
Gross to Net Borrowing Requirement (Projections)				
	31-Mar-16 (actual)	31-Mar-17	31-Mar-18	31-Mar-19
Gross CFR	362,300	286,300	286,600	283,800
Less: Deferred Liabilities (nominal value)	-49,000	-46,800	-44,600	-42,600
Borrowing CFR	313,300	239,500	242,000	241,200
Less: External Borrowing (nominal value)	-247,700	-246,600	-205,600	-204,500
Gross Borrowing Requirement/Internal Borrowing	65,600	-7,100	36,500	36,700
Less: Usable Reserves	-101,400	-89,700	-85,900	-82,300
Plus: Working Capital Required	8,000	8,000	8,000	8,000
(Investments)/New Borrowing	-27,800	-88,700	-41,400	-37,600

Page 174

Gross CFR – This is calculated based on the Capital Assets held by the Council plus any planned additional capital expenditure during the year.

- Deferred Liabilities – This is calculated based on actual PFI Schemes and Finance lease liabilities, plus any planned new leases or schemes for each year.
- External Borrowing – This is calculated based on actual borrowing, adjusted for external loans maturing.
- Useable Reverses – This is calculated based on actual reserve balances, plus any projected movements for each financial year.

Advisors

24. Arlingclose were the Council's treasury management advisors during 2015/16. In that period, the service provided by Arlingclose continued to meet the requirements of the tender and our expectations.

Prudential Code Indicators

25. Appendix C to this report summarises the prudential code indicators relevant to Treasury Management for 2015/16 as previously set and compares them to the actual position. The figures indicate that the Council was in compliance with all of the indicators in 2015/16.

Financial Summary

There are no cost implications arising from this report

Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Investment counterparty not repaying investments	High but depending on investment value	Low	The Council only invests with Institutions with very high credit scores. It employs advisors to monitor moneymarket movements and changes to credit scores and acts immediately should things change adversely. The lower levels of funds available for investment will also alleviate the risk.	Head of Finance, Treasury staff, treasury advisors
Interest Rates moving adversely against expectations	Low	Low	Base and short term Interest rates are expected to remain at current levels until Q3 2016. The Treasury strategy approved allows for the use of short term borrowing once investment funds are exhausted to take advantage of these low rates.	Head of Finance, Treasury staff, treasury advisors

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

It is the Council's policy to ensure that the security of the capital sums invested is fully recognised and has absolute priority. The Council follows the advice of the Welsh Assembly Government that any investment decisions take account of security, liquidity and yield in that order.

Options Available

The Prudential Code and statute requires that, during and at the end of each financial year, reports on these matters are presented to members for consideration. Thus the only option available is to consider this report.

Preferred Option and Why

The preferred choice is to receive and note the contents of the report.

Comments of Chief Financial Officer

Comments of the Chief Financial Officer are those as detailed in the report.

Comments of Monitoring Officer

There are no legal implications. This annual Treasury Management Report is in accordance with the requirement of the Local Government Act 2003 and is consistent with relevant Chartered Institute of Public Finance and Accountancy Guidance, Treasury Management principles and the Council's Investment Strategy. The Annual report confirms that the Council's capital financing and investment activity in 2015/16 was in line with the pre-set Prudential Indicators and Treasury Management Strategy.

Staffing Implications: Comments of Head of People and Business Change

There are no human resources implications within the report.

Comments of Cabinet Member

N/A.

Local issues

There are no local issues from this report.

Scrutiny Committees

N/A

Equalities Impact Assessment

These proposals do not require Equalities Impact Assessment.

Children and Families (Wales) Measure

N/A

Consultation

As per report

Background Papers

Credit Rating Data received via Arlingclose

Report to Cabinet February 2015: Medium Term Financial Plan and 2015/16 budget

Report on Treasury Management for the period to 30 September 2015

List of Appendices

Appendix A – Loan Debt Activity 2015/2016

Appendix B – Economic Summary 2015/2016

Appendix C – Prudential Code – Review of 2015/2016 Treasury Management Indicators

Dated: 12 May 2016

APPENDIX A

LOAN DEBT AND INVESTMENT ACTIVITY 2015/16 FINANCIAL YEAR

Newport City Council Debt	Outstanding as at 01/04/15	Raised	Repaid	Outstanding as at 31/03/2016
	£000s	£000s	£000s	£000s
Public Works Loans Board	70,131	22,922	(20,616)	72,437
Market Loans	35,000	-	-	35,000
Stock Issue	40,000	-	-	40,000
Queensberry Borrowing	34,975	58,000	(20,000)	72,975
Other Loans (IFRS)	304	-	(166)	138
Total Long Term Loans	180,410	80,922	(40,782)	220,550
Temporary Debt	10,000	62,960	(72,960)	-
Total Long Term and Temporary Debt	190,410	143,882	(113,742)	220,550

Total Investments Administered Newport City Council	Outstanding as at 01/04/15	Raised	Repaid	Outstanding as at 31/03/2016
	£000s	£000s	£000s	£000s
ST Investments	2,560	596,870	(596,330)	3,100

ECONOMIC ACTIVITY REVIEW – 2015/16

Growth, Inflation, Employment: The UK economy slowed in 2015 with GDP growth falling to 2.3% from a robust 3.0% the year before. CPI inflation hovered around 0.0% through 2015 with deflationary spells in April, September and October. The prolonged spell of low inflation was attributed to the continued collapse in the price of oil from \$67 a barrel in May 2015 to just under \$28 a barrel in January 2016, the appreciation of sterling since 2013 pushing down import prices and weaker than anticipated wage growth resulting in subdued unit labour costs. CPI picked up to 0.3% year/year in February, but this was still well below the Bank of England's 2% inflation target. The labour market continued to improve through 2015 and in Q1 2016, the latest figures (Jan 2016) showing the employment rate at 74.1% (the highest rate since comparable records began in 1971) and the unemployment rate at a 12 year low of 5.1%. Wage growth has however remained modest at around 2.2% excluding bonuses, but after a long period of negative real wage growth (i.e. after inflation) real earnings were positive and growing at their fastest rate in eight years, boosting consumers' spending power.

Global influences: The slowdown in the Chinese economy became the largest threat to the South East Asian region, particularly on economies with a large trade dependency on China and also to prospects for global growth as a whole. The effect of the Chinese authorities' intervention in their currency and equity markets was temporary and led to high market volatility as a consequence. There were falls in prices of equities and risky assets and a widening in corporate credit spreads. As the global economy entered 2016 there was high uncertainty about growth, the outcome of the US presidential election and the consequences of June's referendum on whether the UK is to remain in the EU. Between February and March 2016 sterling had depreciated by around 3%, a significant proportion of the decline reflecting the uncertainty surrounding the referendum result.

UK Monetary Policy: The Bank of England's MPC (Monetary Policy Committee) made no change to policy, maintaining the Bank Rate at 0.5% (in March it entered its eighth year at 0.5%) and asset purchases (Quantitative Easing) at £375bn. In its *Inflation Reports* and monthly monetary policy meeting minutes, the Bank was at pains to stress and reiterate that when interest rates do begin to rise they were expected to do so more gradually and to a lower level than in recent cycles.

Improvement in household spending, business fixed investment, a strong housing sector and solid employment gains in the US allowed the Federal Reserve to raise rates in December 2015 for the first time in nine years to take the new Federal funds range to 0.25%-0.50%. Despite signalling four further rate hikes in 2016, the Fed chose not to increase rates further in Q1 and markets pared back expectations to no more than two further hikes this year.

However central bankers in the Eurozone, Switzerland, Sweden and Japan were forced to take policy rates into negative territory. The European Central Bank also announced a range of measures to inject sustained economic recovery and boost domestic inflation which included an increase in asset purchases (Quantitative Easing).

Market reaction: From June 2015 gilt yields were driven lower by the a weakening in Chinese growth, the knock-on effects of the fall in its stock market, the continuing fall in the price of oil and commodities and acceptance of diminishing effectiveness of central bankers' unconventional policy actions. Added to this was the heightened uncertainty surrounding the outcome of the UK referendum on its continued membership of the EU as well as the US presidential elections which culminated in a significant volatility and in equities and corporate bond yields.

10-year gilt yields moved from 1.58% on 31/03/2015 to a high of 2.19% in June before falling back and ending the financial year at 1.42%. The pattern for 20-year gilts was similar, the yield rose from 2.15% in

March 2015 to a high of 2.71% in June before falling back to 2.14% in March 2016. The FTSE All Share Index fell 7.3% from 3664 to 3395 and the MSCI World Index fell 5.3% from 1741 to 1648 over the 12 months to 31 March 2016.

Appendix C

PRUDENTIAL CODE – REVIEW OF 2015/2016 TREASURY MANAGEMENT INDICATORS

The CIPFA Prudential Code covers the control of capital expenditure and Treasury Management issues. This report deals with the Treasury Management aspects of the Code. The Code requires actual outturn against the Indicators set under the Code to be reported to Council.

The Authority confirms compliance with its prudential indicators for 2015/16, which were agreed by Cabinet/Council in February 2015. The following lists each of the indicators and provides the actual position against each, with comments to explain any significant variation.

Capital Financing Requirement

The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and its financing.

	Estimate £million
Set in February 2015	376.6
Actual at 31 March 2016	362.3

Fixed and Variable Rate Limits

These indicators set upper limits that apply to the amounts outstanding on both fixed and variable interest rates. The indicators set and actual at 31 March 2016 were:

	Fixed %	Variable %
Set in February 2015	100	50
Actual at 31 March 2016	100	0

The indicators set upper and lower limits (expressed as a percentage) to the amount of borrowing the Council was prepared to have outstanding in various set periods. The following table shows firstly the levels set in February 2015 and applicable throughout 2015/16 and then the actual position based on debt outstanding at 31 March 2016.

	Indicator Set		Actual
	Upper Limit %	Lower Limit %	%
Under 12 months	40	0	15
12 months and within 24 months	20	0	18
24 months and within 5 years	70	0	19
5 years and within 10 years	50	0	18
10 years and within 20 years	30	0	6
20 years and within 30 years	20	0	8
30 years and within 40 years	20	0	1
40 years and within 50 years	20	0	7
50 years and above	20	0	8

Upper Limit for Total principal sums invested for periods longer than 364 days

The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Authority having to seek early repayment of the sums invested.

	Total
Indicator Set	4,000,000
Actual at 31 March 2016	0

Authorised Limit and Operational Boundary for External Debt

The Local Government Act 2003 requires the Authority to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit which should not be breached, unless Council authorises an increase to this limit.

The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit.

The Authority confirms that there were no breaches to the Authorised Limit and the Operational Boundary during 2015/16 at the end of the financial year:

	Authorised Limit 2015/16 £000s	Operational Boundary 2015/16 £000s	Actual External Debt as at 31/03/2016 £000s
Borrowing	299,000	269,000	220,550
Other Long-term Liabilities	49,000	49,000	49,510
Total	348,000	318,000	270,060

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Minutes



Standards Committee

Date: 26 May 2016

Time: 5.30 am

Present: H Taylor (Chair), Councillors D Fouweather, J Guy, H Thomas,
Hancock, John, Westwood and Britton

G Price (Head of Law & Regulation), J Owen (Chief Legal Officer), A Jenkins
(Democratic Services Officer)

Apologies: J Pickering

1. Apologies for Absence

As above.

2. Declarations of Interest

None received.

3. Chair's Announcements

The Chair requested that an item be raised relating to P Westwood's attendance at the Democratic Services Committee on 18 February 2016.

P Westwood informed those present that he found the Democratic Services Committee to be an extremely useful committee. The Agenda items discussed were the Draft Government Wales Bill and Induction for New Members in 2017. The Induction for New Members was found to be a very informative document and might be useful for those members who were not councillors. P Westwood suggested that it might be of interest to the members if a copy of the reports and minutes were circulated to Committee members.

A Jenkins would send a link to the meeting papers of the Democratic Services Committee held on 18 February 2016 to the Standards Committee members.

4. Minutes of the Meeting of 14 January 2016

The minutes of the meeting of 14 January 2016 were submitted. Phil Westwood had sent his apologies but they were not noted.

Agreed:

That the minutes of the meeting were agreed subject to the above.

5. Matters Arising

Item 9: Any Other Business referred to the suggestion of a joint committee with other local authorities. The Head of Law & Regulation asked what the general consensus of the committee was. This would not be a formal joint committee but more of a networking joint committee. All those present were in favour.

Agreed:

That a joint committee be arranged after September 2016, once the new committee members had been appointed.

6. Complaints

No complaints had been received since the last meeting.

7. Members Code of Conduct

The Local Authorities (Model Code of Conduct) (Wales) Amendment Order 2016 has amended the mandatory provisions of the current Members Code of Conduct. The Council formally adopted this new Model Code of Conduct at its Annual General Meeting on 17 May 2016 along with a public notice, as required by Section 51 of the Local Government Act 2000. All Community Councils have also been advised of the requirement to formally adopt this new code before 26 June 2016.

All elected members and voting co-opted members of the Council (including Members of Standards Committee) would be automatically bound by the revised Code of Conduct following its adoption at the Council's AGM on 17 May 2016 and there was no requirement for members to sign a fresh declaration or undertaking to abide by the revised Code.

One substantive change within the new Code was para 10 2b which was removed completely. Other than that the new Code remained largely as it had been since 2008.

G Hancock advised that Chair that Langstone Community Council had adopted the Code.

There were some Community Councils that were informing the Council that they had adopted the new Code, two of those were Penhow and Rogerstone Community Council.

As most of the Community Councils were due to have their AGMs and it was likely that more Community Councils would inform the Council.

Agreed:

That the Standards Committee noted the revised Model Code of Conduct issued by the Welsh Government.

8. Standards Committees, Investigations, Dispensations and Referral (Wales) (Amendment) Regulations 2016

The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016 were made by the (then) Minister for Public Services on 27 January 2016 and came into force on 1 April 2016. The Regulations made a number of consequential amendments to reflect changes in legislation which allowed for the establishment of joint Standards Committees. The Regulations provided for the referral of misconduct cases and dispensation application to other councils standards committees, where appropriate, and extended the current term of office of elected members until May 2017. Other procedural changes required prior permission to appeal to the Adjudication Panel, to filter out spurious appeals, enable misconduct reports and documents to be kept confidential until proceedings were concluded, and introduce a general ground for granting dispensations.

In terms of the regulations there were some technical changes relating to joint standards committees and how they should be made up.

The rules to the publication of a misconduct report required that misconduct hearings should be held in public. This had in the past caused problems as reports would be published before the meeting. With the changes however, standards committees were allowed to embargo reports until the hearing took place.

With regard to monitoring officer regulations, an investigation or decision could be referred to another Standards Committee if it was considered that there was a conflict of interest. The regulations specified how this could be done, as it prescribed the procedure. This could then be referred back to the original Standards Committee for a decision to be made. It was unlikely that this would occur on a regular basis. It would however be worth discussing cases that the committee would like to refer in the future to joint committees.

Rules relating to the suspension of members stipulated that the period should not exceed six months or the remainder of a member's term of office. The suspension would end at their term of office but not affect their choice to put their name forward for re-election.

Discussion ensued regarding how the suspension would affect councillors conduct from a political party point of view with the public.

Councillors raised their concern regarding appeals to the adjudication panel and whether it applied to Assembly members. This was put in place to avoid spurious or frivolous appeals that might delay the Standards Committee decision as mentioned above. It was however felt that more pressure was put on the local member to adhere to Code of Conduct rather than AMs and MPs. Councillor Fouweather considered that it should be challenged as it had a direct impact on members and the consultation period was not publicised well enough. The document would have gone through the Welsh Assembly consultation process and publicised on their website.

Councillor Fouweather requested sight of a copy of the letter from the Welsh Government in order to write a letter raising his concerns.

Agreed:

- To advise Standards Committee of the changes introduced by the Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016.
- To provide a copy of the letter from the Welsh Government as requested above.

9. Community Council Review

As part of the Forward Work programme, the Standards Committee agreed to undertake a periodic review of local community councils to check that statutory registers were being properly maintained and procedures for declarations are being followed. A letter was sent by the Monitoring Officer to all 14 community council Clerks in January 2016, asking about the arrangements for maintaining and publishing statutory registers and any training and development needs. Copies of the responses received to date were attached.

At the request of the Chair, a reminder email from A Jenkins would be sent to the remaining Community Council Clerks whose responses had not yet been received.

This would also be raised as an item at the next Liaison Meeting with Community Councils in June 2016.

Agreed:

- To chase a response from the remaining Community Council Clerks.

- To raise the Community Council Review as an Agenda item for the next Liaison Meeting with Community Councils in June 2016.

10. Work Programme 2015/16

The Standards Committee were updated on those items that were due for review.

Annual Report

The Head of Law & Regulation advised that the Annual Report would be brought to Standards in draft form in September 2016 and presented to Council at the end of September.

Dispensations

The Committee no longer had to review dispensations or neighbourhood allowances, therefore there were no dispensation requests for the foreseeable future.

Local Resolution Protocol

There was only one formal complaint, which was resolved in the first instance, therefore no issues would need to go before the local resolution panel.

The Code of Conduct had also been amended and could be referred under the local resolution protocol.

The Chair commented that the changes to the protocol had really helped.

Head of Law and Regulation reminded those present of the various stages of the local resolution protocol, which were: Stage 1 - a valid complaint established at officer level. Stage 2 - a potential issue that fell within the code that might be resolved amicably and would not involve members until the final Stage 3 and whether there was a misconduct. There were only two formal complaints in the past 12 months, one was not accepted and one was going through the process.

Review of the Council's Protocol

There was a Planning Protocol being reviewed at national level by Welsh Government which was hoped to be established and was currently under consultation, this could be reviewed in September 2016.

Succession Planning

This could be reviewed in September in conjunction with the protocol for member officer relationships and guidance of the practical applications of the statutory Code of Conduct. A few suggestions were put to Council by the Standards Committee which were turned down. The Chair suggested that it might be worthwhile reviewing the document which could also be built into the local resolution protocol.

Councillor Thomas referred to the advert that stated no former officer or councillor of the Council could apply and asked if there should be a timescale rather than an indefinite stipulation. The rules were very specific and independent members needed to be truly independent, the legislation would need however to be checked.

Councillor Thomas also referred to the statement that independent members must be politically active. Discussion ensued as to what was defined as politically active. Examples of roles that a person might be active in were stated in the application. The Chair felt strongly that an independent member should not have a strong allegiance, the other independent members also agreed.

Councillor Fouweather asked whether references should be included on the application. The Head of Law & Regulation advised that as it was not for a job application references were not required. It was suggested that a character reference be included or even references requested at interview stages. After discussion however the Chair suggested that references not be included.

The Chair pointed out that there was a Date of Birth (DOB) field on form, this would be removed.

The Committee noted that arrangements would need to be put in place to advertise the vacancies for Standards Committee Membership. This would be done over the course of the summer, in readiness for the September 2016 meeting through Newport Matters and possibly a local newspaper, depending on cost. With cost in mind, advertising arrangements were discussed. An advert could also be sent to other local Standards Committees, or displayed on the front page of the Council's website.

G Hancock also mentioned that his tenure expired in May 2017 and asked whether expressions of interest would be sent out at the same time. The Head of Law & Regulation advised that this could be done nearer the time of the elections next May.

A Jenkins would check memberships.

Code of Conduct Training

Arrangements for refresher training could be undertaken by tagging a session onto one of the future meetings.

Agreed:

- That a draft annual report be brought to the meeting in September.
- To review the Succession Planning document which could be built into the local resolution protocol.
- That arrangements be put in place for the advertisement of membership.

11. Date of Next Meeting

15 September 2016 at 5.30pm in Committee Room 4.

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