

# Agenda



## Cabinet

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Date: Wednesday, 20 December 2017

Time: 4.00 pm

Venue: Committee Room 1 - Civic Centre

To: Councillors D Wilcox (Chair), P Cockeram, G Giles, D Harvey, R Jeavons, D Mayer, J Mudd, R Truman and M Whitcutt

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Item		Wards Affected
1	<u>Agenda yn Gymraeg</u> (Pages 3 - 4)	
2	<u>Apologies for Absence</u>	
3	<u>Declarations of Interest</u>	
4	<u>Minutes of the Last Meeting</u> (Pages 5 - 10)	
5	<u>Wales Audit Office Certificate of Compliance 2</u> (Pages 11 - 18)	All Wards
6	<u>Revenue Budget and Medium Term Financial Plan 2018-19: Draft Proposals</u> (Pages 19 - 164)	All Wards
7	<u>Welsh Education Strategic Plan 2017 - 2020</u> (Pages 165 - 220)	All Wards
8	<u>Development Loan Facility: IAC Building</u> (Pages 221 - 230)	Allt-yr-yn
9	<u>Work Programme</u> (Pages 231 - 236)	All Wards

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# Agenda

## Cabinet

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Dyddiad: Dydd Mercher, 20 Rhagfyr 2017

Amser: 4 y.p.

Lleoliad: Ystafell Bwyllgor 1 – Y Ganolfan Ddinesig

At: Cynghorwyr: D Wilcox (Cadeirydd), P Cockeram, G Giles, D Harvey, R Jeavons, D Mayer, J Mudd, R Truman a M Whitcutt

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Eitem		Wardiau Dan Sylw
1	<u>Agenda yn Gymraeg</u>	
2	<u>Ymddiheuriadau am absenoldeb</u>	
3	<u>Datganiadau o fuddiant</u>	
4	<u>Cofnodion</u>	
5	<u>Swyddfa Archwilio Cymru Tystysgrif o Gydydffurfio 2</u>	Pob Ward
6	<u>2018 – 19 Refeniw Gyllideb a'r Cynllun Ariannol Tymor Canolig: Cynigion Drafft</u>	Pob Ward
7	<u>Cynllun Strategol Cymraeg mewn Addysg 2017-2020</u>	Pob Ward
8	<u>IAC Swyddfa Ddidoli Benthyciad</u>	Pob Ward
9	<u>Rhaglan Waith</u>	Pob Ward

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# Minutes



## Cabinet

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Date: 15 November 2017

Time: 4.00 pm

Present: Councillors D Wilcox (Chair), P Cockeram, G Giles, D Harvey, R Jeavons, D Mayer, J Mudd and M Whitcutt

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### 1 Apologies for Absence

Councillor R Truman (Cabinet Member for Licensing and Regulation and B Owen (Corporate Director – Place).

### 2 Declarations of Interest

None received.

### 3 Minutes of the Last Meeting

The minutes of the meeting held on 18 October 2017 were confirmed as a true record.

### 4 Wales Audit Office Certificate of Compliance 1

The Leader presented the report to Cabinet with the Certificate of Compliance issued by the Wales Audit Office (WAO) following an audit of the council's Improvement Plan 2016-18.

Each year the WAO conducted an assessment of how well the council had met its duty on how to demonstrate continuous improvement. This was certificate 1 of 2 for the Council.

The Leader was pleased to inform Cabinet that the Certificate of Compliance was the first of two for 2017-18.

The certificate related to the WAO's 'Improvement assessment audit' and confirmed that the council had acted in accordance with Welsh Government guidance and discharged its duties in accordance with the Local Government (Wales) Measure 2009.

The Leader concluded that the certificate gave assurance that in spite of the challenges faced by the council we not only complied with the Improvement Plan but was also able to show improvement.

This was the first of two certificates that the authority would aim to achieve in each financial year.

#### Decision:

To note the positive outcome of the Certificate of Compliance in relation to the council's Improvement Plan 2016-2018.

## 5 **Wales Audit Office Action Plan**

The Leader presented the progress update on the action plan to address the Wales Audit Office (WAO) recommendations and proposals for improvement in their review of progress in addressing the Corporate Assessment and Corporate Assessment Follow-up recommendations 2015-16.

Newport City Council was the first authority in Wales to go through the corporate assessment cycle in 2013, since then the WAO have reviewed the council's progress twice.

In each review, WAO had been able to reduce the number of recommendations they made due to the good progress of the council in addressing them, again, as mentioned above by showing how the council had been able to improve despite financial and legislative pressures.

This report shows the action plan that was put in place to address the recommendations from the 2015/16 review.

This update showed that through the continued efforts of council employees and with new scrutiny arrangements in place, the council was able to make excellent progress and reduce the number of outstanding actions from 17 to five. This was testament to the hard work of the staff and was exceptional. The Leader said well done to everyone involved.

The Leader advised that work would continue to ensure that progress was made to address the five remaining actions. The signs were encouraging from Scrutiny which was noted by WAO.

With the new scrutiny arrangements in place, work would focus on people management with a view to embedding these positive changes.

The cabinet echoed the Leaders positive comments and thanked staff for their hard work.

### **Decision:**

- To note the progress made towards meeting the recommendations and proposals for improvement and query any areas where progress had been delayed.
- To receive further quarterly monitoring reports on the progress towards meeting recommendations and proposals for improvement.

## 6 **Corporate Plan**

The Leader presented the Council's draft Corporate Plan, following consultation with staff and with scrutiny colleagues.

The Leader thanked all those who provided their feedback and helped shape this final draft of the plan.

The comments provided by the Overview and Scrutiny Management Committee were set out in the report on pages 46 and 47, together with a response to each point raised. Emphasis was made on the comments about how the plan would be monitored, with an explanation on how the plan would link with service plans and other strategies. A clearer reference was also included on collaborative working and links to the Public Services Board. The Leader noted how the plan would be monitored.

Cabinet would now agree this final draft, and the Corporate Plan would be presented to Council on 28 November 2017 for formal adoption.

The following positive comments were highlighted:

- The Corporate Plan was the most comprehensive and transparent plan put forward and was conclusive in the degree in which persons were consulted.
- It was encouraging to see Children's Charter and the council's Apprenticeship Scheme in the plan. The benefit of the Children's Charter was that it opened up the council and helped younger people understand the function of the council.
- The commitments made would help build a thriving city working closely with stakeholders in the hope that Newport would be seen as a desirable site to re-locate to work. It also showed that the plan was supported fully by stakeholders.
- The achievements set out in the Plan showed a high standard of performance within the Council.
- It was heartening to hear the improvements and how Cabinet considered the document to be positive. There was a clear message to staff on the delivery of priorities which had been set out for the city. It was a good step forward for the council to consider.

**Decision:**

To agree the Corporate Plan and recommended it to Council.

**7 September Revenue Budget Monitor**

The Leader presented the report which detailed the current forecast position on the Council's revenue budget and the risks and opportunities that presented themselves within the September position. The Leader met with Leader of the Local Government Authority for England along with Scottish and Irish Leaders in London the day before. Each Local Government Leader faced the same issues even in different party political groups, which was a lack of finance and huge demand for service resulting in the demand outstripping supply.

The report pointed to a challenging position that the council was currently managing. There was significant and unprecedented demand in social care and special education services, this was an issue across all Council's in Wales and the UK. The position however was currently being managed within the overall budget and some actions had been previously agreed to bring this about, such as the non-essential spending restrictions. Focussing on the positive there was only three out of 156 areas where there were any issues.

It was noted that the position had improved since last report and whilst there were inherent risks in these forecasts; not least in these 'demand-led' areas, there were also opportunities for the position to improve even further towards the second half of the financial year. With this in mind, Cabinet would be keeping a close eye as time progressed.

Whilst there was no guarantee as to the demands in the future, everyone was expected to exercise stringent financial management. The Leader on behalf of the Cabinet thanked senior managers and their teams for their hard work.

Finally, as the report highlighted that the key focus was to stabilise and manage the demands and lower the future cost pressures on social care and education budgets. This would take some time and it was therefore paramount to manage the risks in these service areas. The Leader felt confident that the challenges could be met, whilst continuing to address the needs of Newport's most vulnerable residents.

The following observations were made:

- Whilst there were three areas that faced challenges, the majority of areas by comparison had done extremely well to show a projected underspend.
- Social Services were looking into ways on how to maintain a quality service and reduce costs.
- It was important to emphasise that the Council was projecting an underspend, however it was during these times of financial hardship that reserves were used to ease the pressure.

**Decision:**

- To note the overall budget forecast position and key budget challenges.
- To note the use of the Council's contingency budget to balance the current level of overspending, previously approved by Cabinet, which would be assessed each month on an on-going basis.
- To note that a targeted non-essential spending restriction was already in place as reported previously and re-affirm the need for robust financial management and maximise savings on the non-essential spend restriction, wherever possible.
- To note the level of undelivered savings within each directorate and the risks associated with this.
- To note the forecast movements in reserves (appendix 3) and approve the additional Invest to Save reserve bids summarised in appendix 4.
- To note the balance in respect of the investment reserve (use of 16/17 underspend on a series of one-off projects/priorities) which had been assumed within the current forecast.

**8 Capital Budget Monitor**

The Leader presented the Capital Programme with requests for new capital schemes to be added to the Council's Capital Programme.

The report pointed to steady progress on the delivery of the Council's Capital Programme and individual schemes, including the 21C schools projects which had significantly expanded over the last three years. With positive emphasis on Ysgol Gyfun Gwent Is Coed (YGGIC) and John Frost School; as a much needed scheme which was on track. The building work had been progressing at speed.

The Leader was pleased to include in the programme some key schemes which would have a significant boost to the on-going regeneration and developments within the city and city centre, namely the National Software Academy, which it was hoped would lead to significant benefits in the city as well as the redevelopment of 123-129 Commercial Street.

The following comments were made:

- The Council was in a fortunate position where external partners were making positive comments and commitments to the city. This would enable the council to invest wisely towards proposed schemes. Positive examples such as Pobl meant that businesses could flourish and showcase Newport as a vibrant city in which to live.
- The Software Academy was a positive example and would act as a magnet to high tech businesses and entrepreneurial enterprises for the city on this basis Newport would also bring high value employment which would create wider network, which was a step in the right direction.

Finally, the Leader paid tribute and noted the significant contribution the late Carl Sargent, AM had made in relation to 123-129 Commercial Street.



**Decision:**

- To approve the additions to the Capital Programme requested in the report.
- To note the capital expenditure forecast position as at September 2017.
- To note the balance of and approve the allocation of in-year capital receipts.

**9 Transporter Bridge: Heritage Lottery Fund**

The Leader thanked Mr D Hando, Friends of Newport Transporter Bridge for attending the meeting and asked about his trip to Argentina, which he made to visit their transporter bridge as part of a fact finding mission. Mr Hando provided an article to South Wales Argus on the visit which was a very insightful fascinating trip. Mr Hando hoped that the Cabinet could push CADW in the right direction to support the funding and had also written to HRH Prince of Wales to highlight the application.

The Cabinet Member for Culture and Leisure presented the report to seek approval to submit a stage 1 Heritage Lottery Fund (HLF) bid for repairs, restoration and improvements to visitor facilities at the Transport Bridge.

Seeking heritage lottery funding was a substantial undertaking with a corporate commitment, which would be rewarded by the substantial capital resources a successful bid could bring. The amount being bid was in the sum being £10Million, this level of resource was not available from any other source.

The Cabinet Member highlighted the key outcomes which could arise from a successful bid along with key inputs and the application process.

There were risks and it was key to keep costs under control. The Transporter Bridge repair was a non-standard project and there was little existing data on which to base costs. Additionally the existing gap between the Council's identified sum and the matched funding required was an undoubted challenge.

The bid would be unlike the majority of bids considered by HLF. It was being driven by a local authority, the heritage was sited in a Communities First area and Newport had not won its fair share of lottery funding to date, with this in mind the HLF have made very positive 'noises' to date.

The Leader concluded that there would be a visit by a trustee in March 2018 and it would be important for the trustee to meet senior politicians and managers together with representatives of the community, such as Mr Hando to make the case for funding.

The Cabinet were pleased with the report and the prospect of an iconic symbol being preserved for future generations.

**Decision:**

To approve the submission of Stage 1 lottery application to the HLF and to identify a potential £1.25Million in the Council's capital programme for the matched funding requirement at Stage 2.

**10 Education and Pupil Performance Data**

The Cabinet Member for Education & Skills presented a report on the outcome regarding pupil performance for Foundation Phase, Key Stage 2 and Key Stage 3 at the end of the academic year 2016-17 for schools in Newport and to discuss issues arising.

During the academic year 2016-17 the performance at Foundation Phase, Key Stage 2 and Key Stage 3 improved compared to the previous academic year. At Foundation Phase and at Key Stage 2, performance was better than expected based on the Free School Meal population. Using this measure Newport would expect to be in a 15/22 position with local authorities in Wales.

Key figures were provided to Cabinet on the improved performance at Foundation Phase, Key Stages 2 and 3.

In addition, the National Tests for English and Welsh reading and numeracy reasoning reported a decline in pupils gaining a standardised score (SS) of more than SS85+ and of SS116+. There was an increase in the percentage of pupils performing SS85+ and SS116+ in the numeracy procedural test.

It was observed that Newport should see an improvement in a wider context in GCSE results this summer and secondary schools would have achieved their highest ever position. The percentage figures on improvement might seem minor but were representing the margins of what was likely to be achieved. To be sixth out of 22 Councils was a very good sign and KS2 was also similar. The main challenges had been addressed and improvement was significant as Newport was closing the gap, although there was room for further improvement.

Overall however, this was a very positive outcome, showing constant improvement over time and a full package of improving performance across the board.

**Decision:**

- To acknowledge the position regarding pupil performance and progress made.
- To consider any issues arising that the Cabinet may wish to draw to the attention of the Chief Education Officer.

**11 Cabinet Work Programme**

The Leader presented the Cabinet Work Programme.

**Decision:**

To agree the proposed programme.

The meeting terminated at 16:53



# Report

## Cabinet

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### Part 1

Date: 20 December 2017

### **Subject** Wales Audit Office Second Certificate of Compliance

**Purpose** To present Cabinet with the Second Certificate of Compliance issued by the Wales Audit Office (WAO) following an audit of the council's review of the first year of the two year Improvement Plan 2016-18.

**Author** Rhys Cornwall, Head of People and Business Change  
Mike Dickie, Business Service Development Manager  
Rachel Kalahar, Senior Performance Management Officer

**Ward** All

### **Summary**

- As part of the programme of regulatory activity the Auditor General has issued the council with a second Certificate of Compliance
- This follows an audit of the Improvement Plan Annual Review which covered the period of the first year of the two year Improvement Plan 2016-18.
- This is the second of two certificates that the authority has achieved in 2017-18. The first certificate was considered at Cabinet in November and was issued following an audit of the Improvement Plan 2016-18.
- The Auditor General has determined that the council has met its duties in regard of the Local Government Measure 2009.

**Proposal** Cabinet is requested to

- Note the positive outcome of the second Certificate of Compliance in relation to the council's Improvement Plan Annual Review

**Action by** Cabinet

**Timetable** Immediate

- This report was prepared after consultation with:
  - Chief Executive
  - Strategic Directors
  - Heads of Service

## **Background**

As part of the programme of regulatory activity the Auditor General has issued the council with a Certificate of Compliance following an audit of the Improvement Plan Annual Review. This review covered the period 2016-17 – the first year of the two year Improvement plan 2016-18 – and was considered by cabinet in September.

This is the second of two certificates that the authority has achieved in 2016-17, the first certificate was considered at Cabinet in June and was issued following an audit of the Improvement Plan 2016-18.

Through this second Certificate the Auditor General for Wales certifies that:

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

The council has addressed the WAO’s comment that more detail regarding national comparative data should be used in its assessment of performance.

## **Financial Summary**

The financial implications of actions and projects identified by this and other regulatory work will be reported and considered in the normal way, in accordance with the council’s financial plans and regulations.

## **Risks**

As with the financial implications above, each individual action and wider Improvement Planning agenda will consider risk management practices and policy.

## **Links to Council Policies and Priorities**

The Improvement Plan, Review and associated regulatory work all contribute to the council’s key plans

## **Options Available and considered**

- A) To note the positive Certificate of Compliance from the Auditor General for Wales in respect of the audit of the Improvement Plan Annual Review
- B) To disregard the Certificate

## **Preferred Option and Why**

Preferred option is (A) The Certificate of Compliance is positive and confirms that the council has discharged its duties under the Local Government Measure 2009 with regards to Improvement Planning and Review

## **Comments of Chief Financial Officer**

There are no direct financial implications arising from this report.

## **Comments of Monitoring Officer**

There are no legal implications arising from the Report. The WAO Certificate of Compliance confirms that the Council has discharged its statutory duties in respect of improvement reporting in accordance with the requirements of the Local Government Measure 2009.

## **Comments of Head of People and Business Change**

There are no direct staffing implications arising from this report. The certificate verifies that the Council has met its obligation of demonstrating continuous improvement under the Local Government Measure 2009, this is an on-going aim for the council and this also contributes to the Sustainable Development Principle of the Wellbeing of Future Generations (Wales) Act 2015.

## **Comments of Cabinet Member**

The Chair of Cabinet has been consulted and has agreed that this report goes forward to Cabinet for consideration.

## **Equalities Impact Assessment and the Equalities Act 2010**

The Equality Act 2010 contains a Public Sector Equality Duty which came into force on 06 April 2011. The Act identifies a number of 'protected characteristics', namely age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation; marriage and civil partnership. The new single duty aims to integrate consideration of equality and good relations into the regular business of public authorities. Compliance with the duty is a legal obligation and is intended to result in better informed decision-making and policy development and services that are more effective for users. In exercising its functions, the Council must have due regard to the need to: eliminate unlawful discrimination, harassment, victimisation and other conduct that is prohibited by the Act; advance equality of opportunity between persons who share a protected characteristic and those who do not; and foster good relations between persons who share a protected characteristic and those who do not. The Act is not overly prescriptive about the approach a public authority should take to ensure due regard, although it does set out that due regard to advancing equality involves: removing or minimising disadvantages suffered by people due to their protected characteristics; taking steps to meet the needs of people from protected groups where these differ from the need of other people; and encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

## **Children and Families (Wales) Measure**

Not applicable to this report.

## **Wellbeing of Future Generations (Wales) Act 2015**

This certificate relates to the councils duties under the local government measure 2009, the requirements of which align and overlap with the more recent Wellbeing of Future Generations Act 2015.

Wellbeing of Future Generations Act came into force in April 2016 and sets the context for the move towards long term planning of services. The council is working towards embedding the principals of the act into its ways of working. Key documents and processes have been revised so that they incorporate sustainable development and wellbeing principles. Extensive public engagement has been undertaken in relation to setting service delivery priorities and identifying which services matter most to people, and contribute to their wellbeing. The Improvement Plan objectives have been aligned to the Wellbeing objectives which reflect the outcome of public engagement; this will continue to inform future planning.

## **Crime and Disorder Act 1998**

Section 17(1) of the Crime and Disorder Act 1998 imposes a duty on the Local Authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

## **Background Papers**

Cabinet Report: Wales Audit Office Certificate of Compliance (11/07/16)

Dated: 13 December 2017



**Cyfeirnod:** 226A2017-18

**Cyhoeddwyd:** Tachwedd 2017

## Archwiliad o Aseiad o Berfformiad 2016-17 Cyngor Dinas Casnewydd

### Tystysgrif

Rwyf yn ardystio fy mod i wedi archwilio aseiad Cyngor Dinas Casnewydd (y Cyngor) o'i berfformiad yn 2016-17 yn unol ag adran 17 Mesur Llywodraeth Leol (Cymru) 2009 (y Mesur) a'm Cod Ymarfer Archwilio.

O ganlyniad i'm harchwiliad, rwyf o'r farn bod y Cyngor wedi cyflawni ei ddyletswyddau dan adrannau 15(2), (3), (8) a (9) y Mesur a'i fod wedi ymddwyn yn unol â chanllawiau Llywodraeth Cymru yn ddigonol i gyflawni ei ddyletswyddau.

### Priod gyfrifoldebau'r Cyngor a'r Archwilydd Cyffredinol

Dan y Mesur, mae'n ofynnol i'r Cyngor gyhoeddi aseiad yn flynyddol sy'n disgrifio ei berfformiad o ran y canlynol:

- cyflawni ei ddyletswydd i wneud trefniadau i sicrhau gwelliant parhaus wrth gyflawni ei swyddogaethau;
- cyflawni'r amcanion gwella y mae wedi'u pennu iddo'i hun;
- trwy gyfeirio at ddangosyddion perfformiad a nodwyd gan Weinidogion Cymru a dangosyddion perfformiad a bennwyd gan y Cyngor ei hun; a
- chyflawni unrhyw safonau perfformiad a nodwyd gan Weinidogion Cymru a safonau perfformiad a bennwyd gan y Cyngor ei hun.

Mae'r Mesur yn ei gwneud yn ofynnol i'r Cyngor gyhoeddi ei aseiad cyn 31 Hydref yn ystod y flwyddyn ariannol yn dilyn y flwyddyn ariannol y mae'r wybodaeth yn ymwneud â hi, neu erbyn unrhyw ddyddiad arall a allai gael ei bennu trwy orchymyn gan Weinidogion Cymru.

Mae'r Mesur yn ei gwneud yn ofynnol i'r Cyngor ystyried canllawiau a gyhoeddir gan Weinidogion Cymru, wrth gyhoeddi ei aseiad.

Fel archwilydd y Cyngor, mae'n ofynnol dan adrannau 17 ac 19 y Mesur i mi gynnal archwiliad er mwyn penderfynu a yw'r Cyngor wedi cyflawni ei ddyletswydd i gyhoeddi aseiad o berfformiad, ardystio fy mod i wedi gwneud hynny ac adrodd ynghylch a wyf o'r farn bod y Cyngor wedi cyflawni ei ddyletswyddau'n unol â'r gofynion statudol a eglurir yn adran 15 ac mewn canllawiau statudol.

## Cwmpas yr archwiliad

At ddibenion fy ngwaith archwilio byddaf yn derbyn, os yw awdurdod yn bodloni ei ofynion statudol, y bydd hefyd wedi cydymffurfio â chanllawiau statudol Llywodraeth Cymru yn ddigonol i gyflawni ei ddyletswyddau.

Ar gyfer yr archwiliad hwn, nid yw'n ofynnol i mi ffurfio barn ynghylch pa mor gyflawn neu gywir yw'r wybodaeth. Mae'n bosibl y bydd gwaith asesu arall y byddaf yn ymgymryd ag ef dan adran 18 y Mesur yn ystyried y materion hynny. Felly, roedd fy archwiliad o asesiad o berfformiad y Cyngor yn cynnwys adolygu cyhoeddiad y Cyngor er mwyn gweld a oedd yn cynnwys yr elfennau a bennir mewn deddfwriaeth. Euthum ati hefyd i asesu a oedd y trefniadau ar gyfer cyhoeddi'r asesiad yn cydymffurfio â gofynion y ddeddfwriaeth, ac a oedd y Cyngor wedi ystyried canllawiau statudol wrth baratoi a chyhoeddi ei asesiad.

Nid yw'r gwaith yr wyf i wedi'i gyflawni er mwyn adrodd a gwneud argymhellion yn unol ag adrannau 17 ac 19 y Mesur yn waith y gellir dibynnu'n gyfan gwbl arno i nodi pob gwendid neu bob cyfle i wella.



**HUW VAUGHAN THOMAS**

**ARCHWILYDD CYFFREDINOL CYMRU**

CC: Mark Drakeford – Ysgrifennydd y Cabinet dros Gyllid a Llywodraeth Leol  
Non Jenkins, Rheolwr





**Reference:** 226A2017-18

**Date issued:** November 2017

## Audit of Newport City Council's Assessment of 2016-17 Performance

### Certificate

I certify that I have audited Newport City Council's (the Council's) assessment of its performance in 2016-17 in accordance with section 17 of the Local Government (Wales) Measure 2009 (the Measure) and my Code of Audit Practice.

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

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

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

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

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

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

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

## Scope of the audit

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

For this audit I am not required to form a view on the completeness or accuracy of information. Other assessment work that I will undertake under section 18 of the Measure may examine these issues. My audit of the Council's assessment of performance, therefore, comprised a review of the Council's publication to ascertain whether it included elements prescribed in legislation. I also assessed whether the arrangements for publishing the assessment complied with the requirements of the legislation, and that the Council had regard to statutory guidance in preparing and publishing it.

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



**Huw Vaughan Thomas**

**Auditor General for Wales**

CC: Mark Drakeford – Cabinet Secretary for Finance and Local Government  
Non Jenkins, Manager



# Report

## Cabinet

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### Part 1

Date: 20 December 2017

### **Subject 2018/19 Budget and Medium Term Financial Plan (MTFP)**

**Purpose** To present the draft proposals for the 2018/19 budget. Cabinet are asked to agree the draft proposals to start the budget consultation process for this year. Consultation results and final proposals will be presented back to Cabinet in February, when Cabinet will be asked to recommend a final budget and council tax level to full Council.

**Author** Head of Finance

**Ward** All

**Summary** Further reductions in resources have been confirmed in the Council's indicative grant notification for 2018/19 which could, potentially, worsen again when the final grant settlement is known on 20<sup>th</sup> December 2017. Alongside pressures on the Council's budget which require new investment, these require savings to be considered to produce a balanced budget in 2018/19.

The draft 2018/19 budget proposals are explained and detailed in this report and its appendices.

#### Section:

- 1 Our financial challenge
- 2 Setting the budget
- 3 Financial planning assumptions
- 4 Budget savings
- 5 School budgets
- 6 Budget process and consultation
- 7 Report review and statutory comments

#### Appendix:

- Appendix 1 Budget investments
- Appendix 2 New budget savings for consultation
- Appendix 3 New budget savings implemented under delegated authority (HoS)
- Appendix 4 Budget savings previously approved
- Appendix 5 Savings summary
- Appendix 6 Budget savings for consultation – business cases
- Appendix 7 Fees & Charges for consultation

## Proposal

1. **Cabinet is asked to agree the following draft proposals for public consultation:**
  - i) Budget savings proposals in Appendix 2 (summary table) and Appendix 6 (detailed business cases).
  - ii) Proposed increases to fees and charges in Appendix 7
  - iii) The position regarding the proposed school funding for 2018/19 in paragraphs 5.1– 5.6
2. **Cabinet is asked to note:**
  - i) The position on developing a balanced budget for 2018/19, acknowledging that the position will be subject to ongoing review and updates,
  - ii) and agree that the Head of Service decisions in Appendix 3 will be implemented with immediate effect.
  - iii) That Fairness and Equality Impact Assessments have been completed for all proposals requiring one.

**Action by** Directors / Heads of Service

**Timetable** Immediate:

1. Head of Service decisions in Appendix 3 to be implemented with immediate effect.
2. Cabinet / Cabinet Members budget savings proposals, fees and charges, and schools funding position to form the basis of the budget consultation process.

This report was prepared after consultation with:

- Directors
- Head of Law and Regulation
- Head of People and Business Change

# 1 Our financial challenge

- 1.1 The Council provides over 800 services, for over 147,800 people, living in over 65,000 households. Newport's population is growing, with the largest growth for children under five, and people aged over 65. The Council also provides employment for over 6,000 people.
- 1.2 Financial pressures and demands on our services are increasing due to:
- Ageing population
  - Increases in demand led services
  - Care for the elderly and children
  - Schools funding
  - National Minimum Wage
  - Inflationary costs
- 1.3 Over the last five years, the council has made savings of £41m. To achieve this we have
- reduced the number of staff we employ by around one quarter
  - sold land, buildings and property we no longer use or need
  - set up a property services joint venture
  - set up a charitable trust for leisure services
  - reviewed our services to become more efficient
  - developed shared services such as IT
  - helped people to live independently

But ongoing public sector austerity measures, coupled with continuing financial pressures and demands mean that even more savings must still be found – at least £30m by 2022.

## Implementing the new Corporate Plan

- 1.4 Following the elections in May 2017, the council has developed a new Corporate Plan which sets out a clear set of aspirations and plans for the future. This is the first budget setting period within this strategic plan. There is work ongoing to develop our new change programme and ensure that the necessary investment (revenue and capital) is available to achieve the priorities set out in the corporate plan.
- 1.5 The Council's future plans and its change programme will need to ensure a strategic approach is taken on the future direction of Council services. This means that it will need to meet the medium term financial sustainability challenge, meet key priorities set out in the Corporate Plan and our duties under the Well-Being of Future Generations Act in terms of sustainability and well-being objectives. The new Corporate Plan is rightly ambitious and whilst this presents significant financial challenges within the current climate of austerity, the Authority has made a commitment to address key priorities over the plan's lifespan.
- 1.6 Of particular importance is the need to bring forward plans to stabilise and manage the current areas of significant in year budget overspending – Community Care, Special Education Needs and Children's Placements, whilst managing the budget risks they represent in the shorter term before those plans can be implemented. The costs and investments in doing these will need to be factored into the Medium Term Financial Plan (MTFP) when known.
- 1.7 Factoring in any cost implications of the new Corporate Plan over and above existing revenue and capital budgets, as well as any costs required to deal with stabilising the three areas of significant demand/cost overspending shown above, will need to be factored into the MTFP when there is more information available on these and this will need to be completed as soon as possible. Clearly, in the current financial climate, the Council will need to minimise the cost implications wherever possible.

## 2 Setting the budget

2.1 There are two main elements to the council's financial planning:

- strategic planning: the MTFP
- within that, the annual council budget.

2.2 The Council is required by law to set a balanced budget every year. At the same time, we review and update our MTFP, to help plan our savings and investments across the next four years. For a number of years now we have faced continued financial pressures together with reducing funding allocations from central government, so we have had to find savings to meet the funding gap between the income we receive through our grants and council tax collection, and our expenditure on the wide variety of services we provide.

2.3 To meet this gap, in putting together the budget proposals each year we review:

- i) budget commitments (both investments and savings) agreed in the MTFP last year
- ii) new areas in need of investment and growth
- iii) new proposals for savings and efficiencies
- iv) new proposals on our fees and charges

2.4 As in previous years, Cabinet will be asked to keep the medium term position in mind, and in February will agree the full package of new medium term savings and investments, to be added to what has already been approved within the MTFP.

### **National budget position**

2.5 The Chancellor's Autumn UK budget in November continued the significant reductions to public services funding over a number of years, and local government in particular. Lower GDP growth and productivity means UK borrowing is now forecast to be considerably higher over the next few years than was the case in the March 2017 budget, and the fiscal target to eliminate the deficit by the middle of the next decade looks much more difficult to meet. Brexit, of course, provides another layer of uncertainty at this time.

2.6 In this context, the downward pressure on public services funding continues. Crucially, no new funding for Social Care was announced, an area which is very challenging, in particular Children's services. In addition, the Green Paper review of the future funding for Adult Social Care services has been delayed. It provided no prospects for change to the Council's indicative grant settlement for 2018/19, which was announced on 10 October and is discussed below.

2.7 The Chancellor's UK Autumn budget provided an additional c£1.2bn funding to the Welsh Government budget over the next 3 years, which is all capital funding apart from around £350m allocated for revenue funding. No decisions have been announced yet on how this additional funding will be used.

### **Welsh Government funding settlement**

2.8 Welsh Government funding accounts for the largest part of the council's budget, equating to around 80 per cent of its total net revenue budget funding. This funding is provided through non-hypothecated grants – the Revenue Support Grant (RSG). In addition to this, other grants provide funding for specific purposes.

2.9 The council received its [provisional RSG settlement from Welsh Government](#) (weblink) on 10 October 2017. Overall, it confirmed that the council would receive £211,682k for 2018/19. After allowing for net specific grant transfers into the RSG, and new responsibilities being funded, this is a 'cash decrease' of £873k (-0.4%) from current funding. Our final settlement from Welsh

Government is due on 20 December 2017, and we are waiting for further information on the receipt of specific grant income.

- 2.10 In terms of the final settlement, the main cause of changes from the draft settlement is in relation to changes to a council's tax-base, i.e. its ability to raise its own council tax income. If a council's tax-base changes by more or less than the Welsh average, their final grant settlement will be increased or decreased accordingly. This 'equalisation' is a key feature of the Local Government grant settlement process, but provides some challenges to those Councils, like Newport, who have significant cost pressures resulting from housing and population growth.
- 2.11 The Head of Finance has set the tax-base for 2018/19 and it will increase by almost 1.5%, significantly higher than the all Wales average of 0.5%-0.8% over the last few years. We do not know what impact this will have until we receive the final budget settlement, but it is likely that the council could suffer a further decrease in its grant settlement, with the possibility of this being significant.
- 2.12 The current budget assumptions have not been adjusted for this increase in the tax-base in Newport and the increased council tax income it brings, on the assumption, at this point, that we'll lose at least the equivalent in Welsh Government grant. The Head of Finance will provide a verbal update on this in the Cabinet meeting, when the final settlement will be known.
- 2.13 The outcome of the draft settlement, along with extensive work by officers to develop robust savings proposals since July, has seen the budget gap in 2018/19 reduce to a position where the budget for 2018/19 is finely balanced. The position can only be confirmed with confidence after receipt of the final settlement, on 20 December.

### **3 Financial planning assumptions**

#### **Revenue Support Grant (RSG)**

- 3.1 The draft grant settlement for 2018/19 is currently known at a -0.4% reduction, which may change at final settlement stage. An average -1.5% reduction has been indicated by WG for the following year 2019/20 but this may decrease slightly following the UK budget announcement in November. The MTFP will be updated for the February 2018 Cabinet when details are known with more certainty.

#### **Inflation**

- 3.2 Pay, contract and income inflation has been included within the MTFP based on specific inflationary factors:
- National pay award inflation is included at 1%, in line with the 'public sector pay cap', but the Cabinet will know that this pay cap is under intense scrutiny and pressure across the UK public sector and therefore represents a risk in terms of the budget.
  - Lower pay grades and external contracts affected by the Minimum and Living wage increases have been uplifted by increases in these rates, which in percentage terms, are significant and provide a relatively large, and unfunded, pressure on budgets.
  - Unavoidable inflation pressures equate to £2,273k in 2018/19 and £13,074k over the four year period to 2021/22.

#### **Investments**

- 3.3 In addition to the unavoidable inflationary increase, the Council has to also consider and fund unavoidable budget pressures from increasing demand, unfunded UK/ Welsh policy changes and

other issues resulting in significant savings being required from in the base budget in order to balance the budget.

3.4 For 2018/19 specifically, the Council is currently planning on investing around £11.3m in the draft budget over and above an allowance for inflation on pay and prices. Around £4m of these pressures relate to specific grants that have been transferred into RSG. More details on proposed investments are included in Appendix 1 and some of the key items include:

- £3,985k grants transferred into the RSG
- £1,313k costs associated with new schools
- £1,135k for pension deficit
- £1,100k permanent transfer of funds to schools
- £800k for increasing number of children in out of County placements
- £427k reduction in external funding in respect of Supporting People (Adult & Community Services) and Sustainable Waste grant (Streetscene & City Services)
- £350k of pressure from implementing national policy of increasing 'capital limit' before any contributing is payable for residential care charges.

### **Council tax**

3.5 It is well documented that Newport's council tax is low compared to others in Wales, generating approximately 20 per cent of our income, compared to around 25 per cent for most Welsh councils. The Welsh Government uses the standard spending assessment (SSA) to calculate the level of spending required to deliver a 'standard level' of service in each council area. However, our actual spend is well below our SSA (around £8.3m in 2017-18), which is mainly due to our low level of council tax funding.

3.6 A base 4% increase is already included in our MTFP each year. This year, the budget proposals include an additional 1% increase to council tax in 2018/19 (Appendix 2) bringing the proposed increase to 5%. This is subject to consultation, and a final recommendation to Council on the council tax level will be confirmed in the Cabinet's February meeting.

## **4 Budget savings**

4.1 The savings identified for 2018/19 total £7,408k. Table 1 below provides a summary of the savings for 2018/19.

4.2 Under the constitution and our scheme of delegation, some budget decisions have to be taken by the Cabinet collectively or individual Cabinet Members. These proposals, totalling £2,393k for 2018/19 and £2,919k over the life of the MTFP, will form the basis of the public consultation on the budget this year.

4.3 Some lower level, more operational and efficiency type budget proposals are delegated to senior officers for decision and implementation. These proposals, totalling £2,947k for 2018/19 and £3,049k over the life of the MTFP are listed in Appendix 3. These Head of Service decisions are listed for reference and will be implemented separately from the public consultation. Regardless of their categorisation, the normal protocols for staff, unions and any other required consultation are being adhered to in respect of all savings.



4.4 The savings already agreed last year are either in progress or due to be implemented in 2018/19. Links to their business cases are provided in the appendix. No further details are shown for these savings, as they have already been approved, although it should be noted that in some cases the timings or value of savings have been updated in light of experience gained in their implementation. The net impact of these adjustments for 2018/19 is £12k fewer savings.

**Table 1: 2018/19 summary of savings**

Savings Decision Type	2018/19 (£'000)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	Staff Impact FTE
Budget savings for full Cabinet decision (Appendix 2 & 6)	1,548	269	0	0	-11.5
Budget savings for Cabinet Member decision (Appendix 2 & 6)	845	257	0	0	-65.2
Budget savings delegated to officers (Appendix 3)	2,947	76	26	0	-7.1
<b>Total new budget savings</b>	<b>5,340</b>	<b>602</b>	<b>26</b>	<b>0</b>	<b>-83.8</b>
Previously agreed budget savings (Appendix 4)	2,068	1,580	20	0	-35.1
<b>TOTAL BUDGET SAVINGS</b>	<b>7,408</b>	<b>2,182</b>	<b>46</b>	<b>0</b>	<b>-118.9</b>

### **Fairness and Equality Impact Assessments (FEIAs)**

4.5 All budget proposals have been reviewed, where needed, to ensure the Council understands and mitigates, where possible, fairness and equality issues. FEIAs seek to identify whether proposals will have a positive or negative impact in relation to the protected characteristics, as defined by the Equalities Act. Within Newport, they also include an assessment against the principles of fairness, as presented by Newport's Fairness Commission. Where required, proposals include mitigating measures needed to ensure we meet our equalities responsibilities. Officers have identified those specific proposals where an FEIA would be required and these have been completed. Compliance with the Equalities Impact Assessment and the Equalities Act 2010 is a legal obligation and is intended to result in better informed decision-making and policy development and services that are more effective for users.

## 5 School funding

- 5.1 The current position assumes there is no reduction to school's funding, unlike other parts of the Council's budget where significant savings are being made. Cabinet are asked to consider the level of funding that will be delegated to schools for 2018/19. The current draft budget proposals for schools include funding for the following items:

**Table 2: School budget pressures 2018-22**

School Pressures	2018/19 (£'000)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	Total (£'000)
Inflation	-	1,163	1,181	1,199	<b>3,543</b>
Demographic Growth	-	539	826	807	<b>2,172</b>
Schools Reorganisation	1,028	1,307	1,006	1,050	<b>4,391</b>
Social, Emotional and Behavioural Difficulties (SEBD) school	285	200	-	-	<b>485</b>
Teaching Staff Increments	-	736	612	484	<b>1,832</b>
Continuation of one off funding	1,100	-	-	-	<b>1,100</b>
<b>Total Pressures</b>	<b>2,413</b>	<b>3,945</b>	<b>3,625</b>	<b>3,540</b>	<b>13,523</b>
Savings	(240)	0	0	0	<b>(240)</b>
<b>Net Budget Pressure</b>	<b>2,173</b>	<b>3,945</b>	<b>3,625</b>	<b>3,540</b>	<b>13,283</b>

- 5.2 This report proposes that the schools budget is kept at the current level for 2018/19, with the exception of:
- funding to cover the running costs of new schools; including a new Social, Emotional and Behavioural Difficulties (SEBD) school
  - continuation of the £1.1m one-off funding which was made available in 2016/17 from revenue budget underspends.
- 5.3 Overall, the total existing schools budget will be 'cash-flat' and schools will need to absorb cost pressures such as inflationary pay awards / pay increments etc. The existing budget will not be expected to absorb the cost of new schools as new, additional funding is included for this.
- 5.4 This is undoubtedly a challenging position for schools and is further compounded by reduced funding from their external grant. Although final allocations are yet to be determined across the Education Achievement Service (EAS) region, there is a headline cut to the Education Improvement Grant (EIG) of £3m (11.2%). We are yet to receive figures for the Post-16 grant, however projections of close to £0.5m reduction have been tentatively acknowledged by Welsh Government as being broadly accurate.
- 5.5 In recognising the challenges the draft budget assumptions give, school funding in overall terms is better than other parts of the Council, and has increased, on average, over the last few years. The table below sets out the proposed percentage change to cash limits in 2018/19 for both schools and other areas of the Council. This excludes the impact of specific grants that have transferred into the RSG (£3,985k) but includes new responsibilities (£321k).

**Table 3: Budget changes for schools and other areas of the council**

	2017/18 Base Budget (Apr '17)	Inflation	Other Pressures	Savings	2018/19 Est Cash Limit	Growth/ (Reduction) in Cash Limit	Growth/ (Reduction) as % of net budget
Schools	90,297	-	1,313	- 240	91,370	1,073	1%
Other	176,075	2,273	4,940	- 7,168	176,120	45	0%
	<b>266,372</b>	<b>2,273</b>	<b>6,253</b>	<b>- 7,408</b>	<b>267,490</b>	<b>1,118</b>	

5.6 The table below shows how the overall schools budget has increased by over 7% over the last 4 years.

**Table 4: School budget changes 2013-18**

Year	Nursery	Primary	Secondary	Special	Total
2013/14	656	50,193	46,152	2,959	99,960
2014/15	585	52,234	47,165	2,894	102,878
2015/16	519	52,924	47,480	3,724	104,647
2016/17	494	54,627	48,619	4,040	107,780
2017/18	512	54,959	47,505	4,247	107,223
Increase in funding over 5 year period (incl specific grants)					7.3%
Increase in funding (excl specific grants & delegations)					7.7%

## 6 Budget process and consultation

6.1 This report presents the draft proposals for the 2018/19 budget. The report asks Cabinet to note:

- The position on developing a balanced budget for 2018/19, acknowledging that the position will be subject to ongoing review and updates,
- and agree that the Head of Service decisions in Appendix 3 will be implemented with immediate effect.
- That Fairness and Equality Impact Assessments have been completed for all proposals requiring one.

6.2 The report also asks Cabinet to agree a series of proposals for public consultation. This includes

- The budget savings proposals in Appendix 2 (summary table) and Appendix 6 (detailed business cases).
- The proposed increases to fees and charges in Appendix 7
- The position regarding the proposed school funding for 2018/19 in section 5.

6.3 Seeking to capture and understand the opinions needs and suggestions of the public, specific service users and other stakeholders has been an important part of the Council's budget setting process in recent years. Each year the budget is informed by extensive consultation, which allows our knowledge and understanding to grow over time. Over the last three budget cycles we received more than 5,600 responses from the public with over 2,600 in the last financial year.

- 6.4 In addition to external public consultation, proposals will be reported to Scrutiny Committees, the Fairness Commission, Unions, School Forum and Third sector/Business community throughout December / January. As already noted, further work is required on the Council's Corporate Plan, Change programme and proposals to balance the overall MTFP both in total and over individual years.
- 6.5 A second budget report will be presented Cabinet on 14 February 2018. This will ask Cabinet to agree its final proposals for the 2018/19 budget and the resulting recommended level of council tax to fund that. The February report to Cabinet will include:
- The results of the public consultation process
  - Details and analysis of the final grant settlement from Welsh Government
  - Any updates from Welsh Government about future grant settlements
  - Any emerging details on specific grants which have financial implications.
- 6.6 Setting the Council Tax level and resulting total net revenue budget is the responsibility of full Council, so Cabinet's recommendations will be presented to the Council meeting on 27 February for approval and adoption.
- 6.7 Below is this year's timetable for consulting on and approving the 2018/19 budget:

**Table 5: Budget consultation timetable 2018/19**

Cabinet agrees budget proposals as a basis for consultation	20 December 2017
Consultation period	21 December 2017 to 31 January 2018
Cabinet considers feedback from consultation and agrees final budget proposals for recommendation to Council	14 February 2018
Council approves the 2018/19 budget and council tax level	27 February 2018

## 7 Report Review and Statutory Comments

### 7.1 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?
Planning parameters around inflation are incorrect	M	M	<ol style="list-style-type: none"> <li>1 Use of contingency, where required</li> <li>2 Use of reserves, where appropriate</li> </ol>	Head of Finance SLT
Planning parameters around Welsh Government	H	M	<ol style="list-style-type: none"> <li>1. Use of contingency, where required</li> <li>2. Keep the assumptions under constant review</li> </ol>	Head of Finance

revenue grant are incorrect over medium term			3. Use of conservative assumptions	
Increasing budget pressures over medium term	M	M	<ol style="list-style-type: none"> <li>1. Manage demand, where possible</li> <li>2. Keep MTFP under constant review</li> <li>3. SLT review of all budget pressures within MTFP</li> </ol>	SLT

\* Taking account of proposed mitigation measures

## 7.2 Links to Council Policies and Priorities

The overall aim of the budget and MTFP is to ensure resource allocation is based on priorities, supports the delivery of the Council's change programme and saving proposals and protects the financial health of the Council.

## 7.3 Options Available and considered

There are few options available as the Council is required to consult on its budget where decisions do not fall under delegated authority and therefore needs to agree the basis of its consultation.

## 7.4 Preferred Option and Why

To consult on the new medium term package to ensure that savings are deliverable from the earliest opportunity.

## 7.5 Comments of Chief Financial Officer

The main financial issues are contained within the body of the report. Of particular importance is the need for the Council to develop a strategic approach to change the way services are delivered, within the context of a new, updated Corporate Plan. The on-going financial challenges will require significant changes in how services are delivered. In the meantime, the significant budget pressures in Social Care and SEN education will need to be managed before plans are brought forward to mitigate and stabilise.

In its February 2017 budget setting meeting, further details on financial resilience and capacity to meet performance targets and mitigate risk will be included. These issues were set out comprehensively when agreeing the main budget setting planning parameters in the September budget report to Cabinet and will be reviewed again as the final budget is agreed.

## 7.6 Comments of Monitoring Officer

There are no specific legal issues arising from the Report at this stage. Cabinet is being asked to approve draft savings proposals set out in the attached business cases in order to deliver a balanced budget for 18/19, as the basis for public consultation, where those business cases are not delegated to Heads of Service, in accordance with the Council's scheme of delegation. Cabinet and Cabinet Members (as appropriate) will then take the final decisions on those business cases in the light of the responses to the public consultation, prior to making a recommendation to Council regarding the budget for 18/19.

The implementation of all these business cases are executive matters, with the exception of any consequential staffing proposals which are non-executive matters delegated to Heads of Service. However, whichever decision-making process applies, all of the business cases have been the subject of equality and fairness impact assessments to ensure that the Council has regard to its public sector

equality duties under the Equality Act and is also acting fairly in terms of the impact of the proposed changes on service delivery. In addition, where specific proposals require more focussed consultation with staff and key stakeholders, this will be carried out prior to the implementation of any proposed changes.

The setting of the overall base budget and council tax rate for 18/19 is a matter for full Council as these are non-executive reserved matters under the Constitution.

## **7.7 Comments of Head of People and Business Change**

The report presents a series of proposals to Cabinet and Cabinet Members for consideration, prior to consultation with the public, partners and staff. The staffing implications of each proposal, along with those decisions delegated to Head of Service, are highlighted within the report in terms of head count and full time equivalent (FTE). There are also other impacts on staff that are detailed within individual business cases, whether positive or negative. Whilst the Council continues to do all it can to limit the impacts of staff reduction it also has a binding duty to manage the delivery of services within ever tightening financial constraints.

Over the last four years extensive public engagement has been undertaken in relation to setting service delivery priorities and identifying which services matter most to people, and contribute to their wellbeing. Cabinet have considered the results of this engagement and this has been reflected in the budget programs taken forward in 2015/16, 2016/17 and 2017/18.

The Wellbeing of Future Generations Act 2015, which came into force in April 2016 provides a framework for embedding sustainable development principles within the activities of Council and has major implications for the long-term planning of finances and service provision. A corporate training and development program was undertaken to ensure that senior management and elected members were aware of the implications of the Act and the part they should play in embedding its principles and ways of working. Key documents and processes have been revised so that they incorporate sustainable development and wellbeing principles. The Business Cases used to develop savings proposals now require the consideration of the “five ways of working”, and similar revisions have been made to report templates and the Fairness and Equality Impact Assessment format.

## **7.8 Comments of Cabinet Member**

The Chair of Cabinet has approved the report for consideration by Cabinet.

## **7.9 Scrutiny Committees**

The constitution requires that Scrutiny Committees are consulted on Cabinet’s draft budget proposals.

## **7.10 Equalities Impact Assessment and the Equalities Act 2010**

This is referenced in paragraph 4.5 of the report.

## **7.11 Children and Families (Wales) Measure**

All proposals will be consulted on widely, as required.

## **7.12 Wellbeing of Future Generations (Wales) Act 2015**

The Act is referenced in the report.

## **7.13 Crime and Disorder Act 1998**

Section 17(1) of the Crime and Disorder Act 1998 imposes a duty on the Local Authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

Dated: 13 December 2017

- Appendix 1 Budget investments
- Appendix 2 New budget savings for consultation
- Appendix 3 New budget savings implemented under delegated authority (Head of Service)
- Appendix 4 Budget savings previously approved
- Appendix 5 Savings summary
- Appendix 6 Budget savings for consultation – Business Cases
- Appendix 7 Fees & Charges for consultation

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## APPENDIX 1 – BUDGET INVESTMENTS

### New Budget Investments

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)
<b>PEOPLE</b>								
Adult & Community Services	SOC10	Community Care Packages		Specific grants transferred into RSG - Welsh Independent Living, Social care workforce grants and carers respite	2,002	0	0	0
Children & Young People Services	SOC20/ 26	Leaving Care/ Integrated Family Support Services		Specific grants transferred into RSG - Looked after children including edge of care and leaving care and REFLECT	474	0	0	0
Children & Young People Services	SOC32	Independent Foster Agency Placements		Independent Fostering Agencies - based on current trends of IFA placements	0	0	46	0
Children & Young People Services	SOC33	In House Fostering		In-house fostering - Profiling for the next three years has identified a steady increase	0	0	48	0
Education (Schools)	EDU1	Schools		Social, Emotional and Behavioural Difficulties (SEBD) - Schools Pressure	285	200	0	0
Education (Schools)	EDU1	Schools		Schools Funding - permanent transfer of funds	1,100	0	0	0
<b>PLACE</b>								
Regeneration, Investment & Housing	RIH1	Homelessness		New Responsibility as set out in Revenue Support Grant (RSG) - Homelessness prevention	321	0	0	0
Streetscene & City Services	STR11	Sustainable Waste		Specific grants transferred into Revenue Support Grant (RSG) - Waste element of single revenue grant	1,509	0	0	0
<b>NON-SERVICE</b>								
Non-Service	N/A	N/A		Capital Programme - To fund the capital financing costs of the current (in principle) capital programme	0	250	250	0
<b>NEW BUDGET INVESTMENTS TOTAL</b>					<b>5,691</b>	<b>450</b>	<b>344</b>	<b>0</b>

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)
<b>PEOPLE</b>								
Adult & Community Services	SOC10	Community Care Packages		Supporting People Grant Reductions: Due to the application of the pricing policy of LD supported living following WG review. £726k budget pressure profiled over next three years (17/18 to 19/20).	150	276	0	0
Adult & Community Services	SOC11	Mental Health		Capital Limit - one of the Government's top six 'Taking Wales Forward' commitments is to uplift the capital limit as it applies in residential care charging from £24,000 to £50,000. No commitment has been made as to the timing of this, or how the uplift should be introduced (in one go or on an incremental basis). £195k extra went into RSG in 17-18 for this so there could be future funding through the RSG although this cannot be confirmed at this point.	350	TBC	TBC	0
Adult & Community Services	SOC10/11	Community Care Packages/ Mental Health		External Residential Provider Fee increases as a result of National Minimum Wage	0	494	549	0
Children & Young People Services	SOC 31	Out of Authority Residential Placements		Out of Authority Residential Placements -the number of placements have been increasing since December 2015 as a result of court ordered placements. Trends suggest a budget is needed that can afford 18 placements.	800	0	0	0
Children & Young People Services	SOC34	Kinship Payments		Kinship - There have been increases of children being granted Special Guardianship Orders of around 25% per year, for the last couple of years.	190	190	180	190
Children & Young People Services	SOC20	Leaving Care		New legislation/Regulation - Fostering 'When I'm Ready'/Leaving Care - This is an amendment to an existing pressure agreed in the 15/16 MTRP. This is a result of changes to legislation (Social Services Wellbeing Act 2014) regarding new responsibilities to support foster children up to the age of 25. Care leavers are entitled to a one off grant (not means tested) and support for accommodation, university fees and associated travel.	92	167	149	205
Children & Young People Services	SOC40	Youth Offending Service		SW YOS Team - As a result of extensive police operations across Newport, particularly in the Pill area there has been a significant rise in the number of children requiring interventions from YOS.	45	0	0	0
Education (Schools)	EDU1	Schools		Secondary School Demographics - net increase for 2016/2017 financial year and beyond. Snapshot taken of known position at 6th March 2015. The figures show increases of 28, 81, 121, and 335 for 2016/2017 to 2019/2020 respectively into the system. For 16/17 & 17/18 proposal is to limit schools to cash limit of 15/16 budget, therefore no pressures included for these years.	0	461	534	778

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)
Education (Schools)	EDU1	Schools		Primary School Demographics - net increase between primary and nursery pupils for 2016/2017 financial year and beyond. Snapshot taken of known position at 6th March 2015. The figures show increases of 298, 209, 258, and 367 for 2016/2017 to 2019/2020 respectively into the system. For 16/17 & 17/18 proposal is to limit schools to cash limit of 15/16 budget, therefore no pressures included for these years.	0	78	292	29
Education (Schools)	EDU1	Schools		Teaching staff increments	0	736	612	484
Education (Schools)	EDU1	Schools		Ysgol Gyfun Gwent Is Coed: This is the new Welsh Medium Secondary School, which is being established from September 2016. The schools is opening as a seedling school with intake of pupils up to the following numbers in September of 2016 (90), 2017 (120), 2018 (120), 2019 (120), 2020 (120) and 2021 and thereafter (150). The costs now built into the MTRP are those costs associated with the growth of the school, as it takes in the additional year groups, and significantly grows its curriculum towards year 11 and GCSE year groups. The initial operating costs in 16/17 have been met through a school reserve, which has been exhausted covering the initial seven months of operation and set up.	202	271	275	0
Education (Schools)	EDU1	Schools		New ASD School Provision: This is the new ASD Special School which is being established on the site of Gaer Primary School. The school building is due for completion in early 2017. The school is being built to accommodate 48 pupils and will be a 3-16 school. The MTRP assumes that the school will open with pupils in September 2017, and costs reflect full staffing and running costs of the school as demand indicates that the school should be full. Costs have been therefore indicated over two financial years to reflect the academic year transversing the 17/18 and 18/19 financial years.	314	0	0	0
Education (Schools)	EDU1	Schools		New Jubilee Park Primary School: This school will be established on the housing development of the former Alcan Site, and is being built by the developer as part of S106 agreements. The school will be a 1.5 FE school, with a nursery and LRB unit on site. The MTRP assumes that the school will open in September 2017 as a seedling school with cohorts of upto 45 pupils being admitted each year until all year groups are admitted. The costs that are therefore built into the MTRP are those costs associated with the growth of the school.	393	225	90	0

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)
Education (Schools)	EDU1	Schools		New Llanwern Primary School: This school will be established on the housing development of the former steelworks Site, and is being built by the developer as part of S106 agreements. The school will be a 2 FE school, with a nursery and LRB unit on site. The MTRP assumes that the school will open in September 2021 as a seedling school with cohorts of upto 60 pupils being admitted each year until all year groups are admitted. The costs that are therefore built into the MTRP are those costs associated with the growth of the school.	0	0	0	519
Education (Schools)	EDU1	Schools		New West Glan Llyn Primary School: This school will be established on the housing development at St Modwens, and is being built by the developer as part of S106 agreements. The school will be a 2 FE school, with a nursery and LRB unit on site. The MTRP assumes that the school will open in September 2018 as a seedling school with cohorts of upto 60 pupils being admitted each year until all year groups are admitted. The costs that are therefore built into the MTRP are those costs associated with the growth of the school.	119	811	122	120
Education (Schools)	EDU1	Schools		New Primary School - Whiteheads: This school will be established on the housing development at the Whiteheads site, and is being built by the developer as part of S106 agreements. The school will be a 2 FE school, with a nursery and LRB unit on site. The MTRP assumes that the school will open in September 2020 as a seedling school with cohorts of upto 60 pupils being admitted each year until all year groups are admitted. The costs that are therefore built into the MTRP are those costs associated with the growth of the school.	0	0	519	411
<b>PLACE</b>								
Regeneration, Investment & Housing	RIH1	Homelessness		Homelessness - removal of new burdens funding. Welsh Government funding has been reduced over the past three financial years and will be removed altogether from 2018/19. To not fund the prevention programme would result in a significant increase in the number of families presenting themselves as homeless and accessing the Council's comparatively more expensive statutory service.	69	0	0	0
Streetscene & City Services	STR3	Public Transport		MTRP Saving double count - SS171804 removal of bus service. A business case to generate £69k MTRP savings through the cessation of a bus service contract was mistakenly included twice in the overall MTRP savings target, removal of this target will result in a more realistic budget.	69	0	0	0

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)
Streetscene & City Services	STR21	Street Cleansing		MTRP Saving incorrect assumptions applied to calculations, overstated by £60k. An MTRP savings approval to remove 10 operative posts was agreed based on an average salary pf £25k x 10. All 10 posts were removed but on review it was discovered that each of the posts were valued at less than £25k, the combined shortfall has led to the £60k under achievement of the MTRP saving.	60	0	0	0
Streetscene & City Services	STR11	Sustainable Waste		Waste Strategy - reduction in waste grant. Over the past few years the waste grant has been reduced annually whilst activity and recycling targets have increased. Waste budgets have consistently overspent and whilst certain savings proposals will be implemented this will not fully address the shortfall unless extra budget is applied.	277	120	120	0

**CORPORATE**

People and Business Change	PBC12	Shared Resource Service		Pinacl Wifi - Newport Community Cloud	195	0	0	0
People and Business Change	PBC12	Shared Resource Service		Ransomware protection - Upgrading the virus and ransomware protection to become more resilient and ensure business continuity.	30	0	0	0
People and Business Change	PBC1	HR Strategy & Operations		Strategic HR - Removal of unachievable income target in respect of schools SLA	80	0	0	0

**NON-SERVICE**

Non-Service	N/A	N/A		Non Teaching staff increments	777	0	0	0
Non-Service	N/A	N/A		Other pressures' - To Be Identified as annual detailed budget work undertaken - there is normally miscellaneous budget pressures identified. This amount here provides an 'allowance' for this - so that the overall budget gap in each year takes account of some amount for this.	0	1,000	1,000	1,000
Non-Service	N/A	N/A		Capital programme MRP / Interest Costs of capital programme MTRP/ interest, following a review of the programme in Sept/Oct 2014 and subsequent re-phasing of projects. Indicative figure and dependent upon future capital programme.	200	0	0	0

Agreed/ Revised Investments

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)
Non-Service	N/A	N/A		Pension Deficit - Market conditions have continued to worsen for funds and the deficit is likely to increase from £47bn since the last valuation by around £20bn. The exact increase of individual employer contributions are to be negotiated once the details of the LGPS triennial valuation have emerged. 1% increase per annum from 18/19 currently assumed	660	660	660	0
Non-Service	N/A	N/A		Pension Deficit - Newport Live	100	0	0	0
Non-Service	N/A	N/A		Pension Deficit - SRS	28	0	0	0
Non-Service	N/A	N/A		City Deal - contribution to funding	100	0	0	0
Non-Service	N/A	N/A		Norse JV - pension deficit and increased contribution. A regular tri-annual review of the pension fund attributed to those staff that transferred was undertaken by the fund managers, Greater Gwent (Torfaen) which has highlighted an annual shortfall of pension contribution as well as a deficit payment.	347	5	TBC	TBC
<b>AGREED/ REVISED BUDGET INVESTMENTS TOTAL</b>					<b>5,647</b>	<b>5,494</b>	<b>5,102</b>	<b>3,736</b>
<b>BUDGET INVESTMENT TOTAL</b>					<b>11,338</b>	<b>5,944</b>	<b>5,446</b>	<b>3,736</b>

## APPENDIX 2 – BUDGET SAVINGS FOR CONSULTATION (Cabinet & Cabinet Member)

Cabinet

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
<b>PEOPLE</b>									
Education	EDU9/ EDU 4	Inclusion Management Account/ Psychology Services	EDU181902	Consolidation of the Educational Psychology, Additional Learning Needs, and Specific Learning Needs Teams into a 'Inclusion Enrichment Team'	267	53	0	0	-6.3
Education	EDU11	Bridge Achievement Centre	EDU181904	Re-modelling of the Pupil Referral Unit	285	200	0	0	TBC
Children & Family Services	SOC30	NCC Childrens Residential	CFS181901	Review of Oaklands Short Break Service	154	0	0	0	TBC
Children & Family Services	SOC26	Integrated Family Support Service	CFS181904	Restructuring of the Funding within Prevention Services	311	0	0	0	-4.0
<b>PLACE</b>									
Streetscene & City Services	STR21	Street Cleansing	SS181902	Closure of Public Conveniences	20	0	0	0	-0.3
Streetscene & City Services	STR26	Customer Services	SS181904	Reducing Telephone and Face to Face Services within Customer Services	5	16	0	0	-0.9
Streetscene & City Services	STR1	Environmental Services	SS181905	Introduce Parking Charges in City Parks	40	0	0	0	0.0
Non Service	N/A	N/A	NS181901	Council Tax - Increase Council Tax by a further 1% from current assumption of 4% to total of 5%	466	0	0	0	0.0
<b>NEW BUDGET SAVINGS FOR CONSULTATION - Cabinet</b>					<b>1,548</b>	<b>269</b>	<b>0</b>	<b>0</b>	<b>-11.5</b>

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
<b>PEOPLE</b>									
Children & Family Services	SOC26	Integrated Family Support Service	CFS181902	Integrated Family Support Team Restructure	120	0	0	0	-3.0 (9 alternative employment)
Children & Family Services	SOC31/32/34	Various	CFS181913	Reduction in expenditure on placements for Looked After Children	213	0	0	0	0.0
Adult & Community Services	SOC1	Homecare & Extracare	ACS181903	Review of the Domiciliary Care Service	150	150	0	0	-57.2 (TUPE)
Adult & Community Services	SOC3	Supported Living Agency	ACS181904	Re-provision of Supported Living Service	40	93	0	0	-7.0
Adult & Community Services	SOC8/10/11	Various	ACS181907	Reduction in Adult Budget	257	0	0	0	0.0
<b>PLACE</b>									
Streetscene & City Services	STR11	Sustainable Waste	SS181901	Composting at Docks Way	42	14	0	0	2.0
Streetscene & City Services	STR2	Cemeteries	SS181903	Review of Back office Cemetery Operations and facilities in some parks	23	0	0	0	0.0
<b>NEW BUDGET SAVINGS TOTAL - Cabinet Member</b>					<b>845</b>	<b>257</b>	<b>0</b>	<b>0</b>	<b>-65.2</b>



## APPENDIX 3 – NEW BUDGET SAVINGS IMPLEMENTED UNDER DELEGATED AUTHORITY (Head of Service)

Head of Service

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
<b>PEOPLE</b>									
Education	EDU3/7/14/15/21/23/24	Various	EDU181905	Reduction in budget lines	321	0	0	0	0.0
Education	EDU9/18	Inclusion Management Account/ Service	EDU181906	Staff Reductions	68	0	0	0	-2.0
Children & Family Services	SOC23	Child Safeguarding & Missing Children	CFS181903	Gwent Missing Children Service	20	0	0	0	0.0
Children & Family Services	SOC20	Leaving care	CFS181905	Use of Grant Funding to Support Care Leavers	35	0	0	0	0.0
Children & Family Services	SOC26	Integrated Family Support Service	CFS181906	Use of grant funding for services to children at risk of going into care (Edge of Care)	200	0	0	0	0.0
Children & Family Services	SOC20	Leaving care	CFS181907	Use of grant funding for Leaving Care	50	0	0	0	0.0
Children & Family Services	SOC28	Child Protection	CFS181908	Funding for Asylum Seekers	20	0	0	0	0.0
Children & Family Services	SOC28	Child Protection	CFS181909	Childcare Legal Fees Budget	50	50	0	0	0.0
Children & Family Services	SOC33	In House Fostering	CFS181910	Remodelling of the Fostering Service	41	26	26	0	0.0
Children & Family Services	SOC28	Child Protection	CFS181911	Children's Day-care Support	17	0	0	0	0.0
Children & Family Services	SOC33	In House Fostering	CFS181912	Psychologist Secondment	46	0	0	0	0.0
Children & Family Services	SOC21/22/24/35/36/37/39	Various	CFS181914	Reduction in budget lines to be achieved with a mix of efficiencies and reduction in hours for some posts	44	0	0	0	-0.5

Head of Service

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
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**PEOPLE**

Adult & Community Services	SOC14	Service Day & Commissioning	ACS181905	Changes to staffing arrangements within Adult Services	100	0	0	0	-1.8
Adult & Community Services	SOC16	Adult Services Contract Support	ACS181906	South East Wales Commissioning Arrangements	75	0	0	0	0.0
Adult & Community Services	SOC5/9/11/13	Various	ACS181908	Reduction in Staffing Budgets in Adult & Community Services	147	0	0	0	-4.0

**PLACE**

Streetscene & City Services	STR1	Environmental Services	SS181906	Review Pitch Markings	10	0	0	0	0.0
Streetscene & City Services	STR11	Sustainable Waste	SS181907	Savings from Fuel Efficiencies	16	0	0	0	0.0
Streetscene & City Services	STR4/5/6/8/12/13/14/16/17/23/24/25	Various	SS181908	Service Improvement & Efficiency Savings	325	0	0	0	3.0
Regeneration, Investment & Housing	RIH8	Station Buildings	RIH181901	Asset Rationalisation: Information Station	180	0	0	0	0.0
Regeneration, Investment & Housing	RIH27	Partnerships	RIH181902	Grants for Family Information Service	26	0	0	0	0.0
Regeneration, Investment & Housing	RIH 11/ 13/16	Various	RIH181903	Modernised Development Services	59	0	0	0	-2.0
Regeneration, Investment & Housing	RIH21	Youth Core	RIH181904	Review of Youth Service	27	0	0	0	-1.0
Regeneration, Investment & Housing	RIH7	Civic Centre Facilities Management	RIH181905	Housing and Maintenance efficiencies	203	0	0	0	0.0
Regeneration, Investment & Housing	RIH20	Community Development Core	RIH181906	Co funding of service delivery for Community Development Worker	14	0	0	0	-1.0

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
Regeneration, Investment & Housing	RIH19/21/22/36	Various	RIH181907	Efficiency savings in Community Regeneration	14	0	0	0	0.0
Regeneration, Investment & Housing	RIH24/25/26/28/30	Various	RIH181908	General reduction in Budgets	28	0	0	0	0.0
Regeneration, Investment & Housing	RIH11/12/14/17/18	Various	RIH181909	Efficiency savings in Development Services	16	0	0	0	0.0
Regeneration, Investment & Housing	RIH10/12	Strategy & Development / Private Sector Housing	RIH181910	Housing and Assets general efficiencies	17	0	0	0	0.0
Regeneration, Investment & Housing	RIH1/3	Homelessness & Housing Needs	RIH181911	Housing & Assets - Housing Needs (Supporting People & Homelessness)	54	0	0	0	0.0
<b>CORPORATE</b>									
People & Business Change	PBC3	Business Change Improvement	PBC181901	Core Resource Reduction in Business Improvement Team	10	0	0	0	0.0
People & Business Change	PBC10/11/13/14/15/16	Various	PBC181902	Reduction in Digital and Information Budgets	10	0	0	0	0.0
People & Business Change	PBC8	Health & Safety	PBC181903	Reduction in Health & Safety Budget	3	0	0	0	0.0
People & Business Change	PBC9	Social Services Training	PBC181904	Reduction in Social Services Workforce Development Budget	8	0	0	0	0.0
People & Business Change	PBC2	HR Employment Services	PBC181905	Vacancy Deletion in Transactional HR & Payroll	14	0	0	0	-0.5
People & Business Change	PBC11	Information Governance & Development	PBC181906	Deletion of Post in Digital and Information Governance	31	0	0	0	-1.0
People & Business Change	PBC7	Partnership & Policy	PBC181907	Reduction in Partnership Budgets	17	0	0	0	0.0

Head of Service

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
Finance	FIN5	Council Tax NNDR Revenue	FIN181901	Increase in Council Tax Collection Rate to 98.9%	350	0	0	0	3.0
Finance	FIN5	Council Tax NNDR Revenue	FIN181902	Advanced Charging of Court Fees	5	0	0	0	0.0
Finance	FIN 1/3/4	Accountancy/ Purchase to Pay/ Strategic	FIN181903	Miscellaneous Efficiency Savings	22	0	0	0	0.0
Law & Regulation	LAW1	Communications & Marketing	LR181901	Reduction in Tourism Budget	10	0	0	0	0.0
Law & Regulation	LAW2	Registrars	LR181902	Reduction in Grounds Maintenance Budget for Mansion House	10	0	0	0	0.0
Law & Regulation	LAW3	Democratic Services	LR181903	Reprovision of Services within Democratic Services	42	0	0	0	-1.0
Law & Regulation	LAW8	Insurance	LR181904	Reduction in Insurance Premiums for Works of Art	10	0	0	0	0.0
Law & Regulation	LAW9	Community Safety	LR181905	Deletion of Vacant Part Time Post	12	0	0	0	-0.5
Law & Regulation	LAW11	Trading Standards	LR181906	Review of Regulatory Service Support	14	0	0	0	-0.8
Council Wide	Various - TBC	TBC	CC181901	Digital Council	34	0	0	0	2.0
Council Wide	Various - TBC	TBC	CC181902	Our People	122	0	0	0	1.0
				<b>NEW BUDGET SAVINGS TOTAL - Delegated Head of Service</b>	<b>2,947</b>	<b>76</b>	<b>26</b>	<b>0</b>	<b>-7.1</b>

## APPENDIX 4 – BUDGET SAVINGS PREVIOUSLY APPROVED

### Cabinet

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
<b>PEOPLE</b>									
Children & Family Services	SOC28	Child Protection	CFS03	Reduction in Social Worker posts	144	0	0	0	-7.0
Education	EDU1	Schools	EDUC171802	Cease funding to the Learning Support Centres in eight secondary schools	184	0	0	0	-16.0
Education	EDU1	Schools	EDUC171804	To Cease funding and close the Learning Resource Base in Llanwern High School	56	0	0	0	-4.0
<b>PREVIOUSLY AGREED SAVING - Cabinet</b>					<b>384</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-27.0</b>

### Cabinet Member

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
<b>PEOPLE</b>									
Adult & Community Services	SOC10	Community Care Packages	AS171808	Review of Supporting People Programme's Grant (SPPG) funding contribution to Social Services	150	0	0	0	0.0
<b>PREVIOUSLY AGREED SAVING - Cabinet Member</b>					<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

### Head of Service

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
<b>PEOPLE</b>									
Adult & Community Services	SOC13	Adults Management Account	AS171802	Various Budget reductions	20	20	20	0	0.0
Adult & Community Services	SOC4	Day opportunities	AS171806	Review of the Council's In House Day Opportunities Service	60	0	0	0	-3.5

Service Group	Activity Short Code	Activity Description	Unique ID	Proposal Title	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
<b>PLACE</b>									
Regeneration, Investment & Housing	RIH11	Building Control	RIH171806	Deletion 0.6FTE Technical Support post	6	0	0	0	-0.6
Streetscene & City Services	STR9	Leisure Trust	STS27	Newport LIVE - Efficiency savings from Newport Live operation	60	60	0	0	0.0
Streetscene & City Services	STR1	Environmental Services	SS171810	Review of lodges within Streetscene portfolio	10	0	0	0	0.0
Streetscene & City Services	STR20	Off Street Parking	SS171813	Provision of car parking facilities to Aneurin Bevan University Health Board (ABUHB) - Part one and part two	39	0	0	0	0.0
Streetscene & City Services	STR18	Routine Maintenance	SS171815	Southern Distributor Road (SDR) operation and maintenance contract award - Part one and part two	10	0	0	0	4.0
<b>CORPORATE</b>									
People & Business Change	PBC12	Shared Resource Service	CSDI011	Information Governance - PSBA (Public Sector Broadband Aggregation) circuits. Greater Gwent Network project developed involving the provision of a new wide area network funded by Welsh Government	12	0	0	0	0.0
Finance	FIN1	Accountancy	FIN171801	Centralisation of Accountancy Assistants	46	0	0	0	-2.0
Finance	FIN5	Council Tax NNDR Revenue	FIN171805	Increase council tax collection rate	62	0	0	0	0.0
Law & Regulation	LAW10	Environmental Health	LR171805	Public protection structure review	121	0	0	0	-6.0
<b>NON-SERVICE</b>									
Non-Service	N/A	N/A	NS171802	MRP/ Interest budgets - Expected interest rate savings when bonds mature	0	1,500	0	0	0.0
Non-Service	N/A	N/A	NS181900	Revision to MRP policy as agreed by Council in 2016/17	1,088	0	0	0	0.0
				<b>PREVIOUSLY AGREED SAVING - Delegated Head of Service</b>	<b>1,534</b>	<b>1,580</b>	<b>20</b>	<b>0</b>	<b>-8.1</b>

Savings Decision Type	18/19 (£'000)	19/20 (£'000)	20/21 (£'000)	21/22 (£'000)	Staff Impact FTE
Previously Agreed Cabinet Savings	384	0	0	0	-27.0
Previously Agreed Cabinet Member Savings	150	0	0	0	0.0
Previously Agreed Delegated Head of Service Savings	1,534	1,580	20	0	-8.1
<b>PREVIOUSLY AGREED BUDGET SAVINGS</b>	<b>2,068</b>	<b>1,580</b>	<b>20</b>	<b>0</b>	<b>-35.1</b>

Links to previously agreed budget savings: [Report to Council 2 March 2017](#)

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## APPENDIX 5 – SAVINGS SUMMARY

Savings Decision Type	2018/19 (£'000)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	Staff Impact FTE
Budget savings for full Cabinet decision (Appendices 2 and 6)	1,548	269	0	0	-11.5
Budget savings for Cabinet Member decision (Appendices 2 and 6)	845	257	0	0	-65.2
Budget savings delegated to officers (Appendix 3)	2,947	76	26	0	-7.1
<b>Total new budget savings</b>	<b>5,340</b>	<b>602</b>	<b>26</b>	<b>0</b>	<b>-83.8</b>
Previously agreed budget savings (Appendix 4)	2,068	1,580	20	0	-35.1
<b>TOTAL BUDGET SAVINGS</b>	<b>7,408</b>	<b>2,182</b>	<b>46</b>	<b>0</b>	<b>-118.9</b>

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## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Service Area</b>	Education Services
<b>Unique Reference Number</b>	<i>EDU1819902</i>
<b>Proposal Title</b>	Consolidation of the educational psychology team (EP), additional learning needs team (ALN), and specific learning difficulty service (SpLd) into an 'inclusion enrichment team'
<b>Version</b>	20 <sup>th</sup> December 2017
<b>Proposal Summary Description</b>	Consolidation of three teams into one with a complementary purpose to provide advice, support and training to schools. This team would also meet the statutory duties of the local authority regarding statements of special educational needs and support vulnerable groups of pupils.
<b>Impact on Performance</b>	The consolidation of three teams into one should maximise value for money, provide resilience and have a contained impact on services for schools and vulnerable pupils.
<b>Impact on FTE Count</b>	<p>The ALN team is currently made up of 2 FTE advisory teachers and 2 FTE curriculum improvement advisors. This would reduce to a 0.5 FTE advisory teacher and 2 FTE curriculum improvement advisors.</p> <p>The SpLd service currently comprises 3 teachers and 4 teaching assistants. This would reduce to 2 teaching assistants.</p> <p>There is currently one principal educational psychologist managing the team of educational psychologists. The total current staffing is 5.4 FTE. This would reduce to 4.6 FTE.</p> <p>The total reduction is 6.3 FTE posts across the three teams.</p>
<b>Impact on other Service Areas</b>	Less staff overall will result in reduced face to face contact with pupils, however the merged team will develop more teacher and teaching assistant training opportunities to ensure that school based staff can support pupils in their own learning environments.
<b>Impact on Citizens</b>	A reduction in staffing can lead to decreased support to schools; however the merging of three teams will ensure that work is re-prioritised to meet the needs of vulnerable pupils across the city in a valuable way.
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet
<b>Activity Codes</b>	EDU 9 inclusion management account

## MTRP Proposal - 18/19 and Beyond - Business Case

Net Savings (£000's)	2018/19	2019/20	2020/21	2021/22
	267	53		

Implementation Costs (- £000's)	2018/19	2019/20	2020/21	2021/22
Revenue – Redundancy/Pension	150			
Revenue – External consultants				
Revenue - Other				
Capital – Building related				
Capital - Other				
<b>Implementation Cost - Total</b>	150			

### **Current Position**

The educational psychology (EP) team consists of a 0.8 FTE principal educational psychologist and 4.6 FTE main scale educational psychologists. The specific learning difficulty (SpLD) service is made up of 3 teachers and 4 teaching assistants. The additional learning needs (ALN) team is made up of 2 FTE advisory teachers and 2 FTE curriculum improvement advisors

The key functions of the three teams are:

- Assessing learning and emotional needs by observing and consulting with multi-agency teams and providing advice on the best approaches and provisions to support learning and development;
- Developing and applying effective interventions to promote psychological wellbeing, social, emotional and behavioural development, to raise educational standards and reduce exclusions;
- Designing and delivering courses for parents, teachers and others involved with the education of children and young people;
- Writing statutory reports for pupils with additional learning needs and to make recommendations on action to be taken, including formal statements of special educational needs (SEN);
- Conducting active research;
- Supporting whole school communities at times of crisis, bereavement etc.
- Supporting the SEN manager at tribunal;
- Providing and delivering individual programmes of work in primary schools for those who are experiencing literacy difficulties which meet the SpLD criteria.
- Providing schools with individual learner targets and a programme of work.
- To ensure ALN and SEN resources are deployed effectively.
- To actively monitor, analyse and prevent pupil exclusions with support and challenge for schools.
- Lead the Autism Spectrum Disorder (ASD) steering group.
- Provide advice and support on the local authority SEN panel and at managed move panel.
- To develop inclusion practices through monitoring and evaluating and reporting on the work of schools.
- To lead on the development of Welsh Government initiatives linked to the inclusion agenda.

## **MTRP Proposal - 18/19 and Beyond - Business Case**

### **Key Objectives and Scope**

The proposal is to consolidate three teams that provide external ALN support and advice to schools into one 'inclusion team'. The single team will consist of educational psychologists; two curriculum improvement advisors for ALN; a 0.5 FTE teacher advisor for ALN and two teaching assistants for SpLd who will provide direct support for pupils with specific learning difficulties.

The combined team will operate school cluster-based support to develop the skills and capacity of school staff to provide bespoke learning packages for pupils (including advice to families and some direct work with vulnerable pupils). This will further enhance the local authority's approach to developing 'seamless learning pathways' and promoting cluster-based work. Funding for SEN has already been delegated to schools and is managed on a cluster basis. The proposed new model will also support the implementation of ALN reform legislation which places greater emphasis on timely, coordinated response to the identification of pupils with ALN by schools, and a reduction of the use of statements of SEN.

Under the proposal the following changes to current staffing levels are planned:

- The ALN team is made up of 2 FTE advisory teachers and 2 FTE curriculum improvement advisors. This would change to 2 FTE curriculum improvement advisors and 1x 0.5 FTE teacher advisor.
- The SpLd service currently comprises of 3 teachers and 4 teaching assistants. This would change to 2 teaching assistants.
- There is currently a principal educational psychologist and a team of educational psychologists (a total of 5.4 FTE). This would change to a total of 4.6 FTE.

The total reduction is 6.3 FTE posts across three teams. This includes 5.8 FTE redundancies and 1 FTE reduction in hours to 0.5 FTE (teacher adviser role).

### **Options considered**

1. Maintain the status quo

This would present no cost savings and present no relative risk to performance.

2. Reduce educational psychology service to statutory levels (2 FTE educational psychologists) and remove all non-statutory post within the ALN and SpLD teams.

This will present a saving of £688,000 and pose a potential risk to performance.

3. Consolidation of the educational psychology, additional learning needs, and specific learning difficulty teams into a single 'inclusion team'.

This will present an annual saving of £320,000

### **Recommended Proposal/Option**

3. Consolidation of the Educational Psychology, Additional Learning Needs, and specific learning difficulty teams into a single 'inclusion team'.

## MTRP Proposal - 18/19 and Beyond - Business Case

This would present an annual saving of £320,000 and present a low risk to performance

### **Required Investment**

Redundancy costs would be approximately £150k

### **High Level Milestones and Timescales**

Proposal to be implemented by April 2018

### **Key Risks/issues**

<b>Risk Description</b>	<b>Risk Score (as per matrix below)</b>	<b>Mitigation Measures</b>
The reduction in staff may reduce capacity for support in schools and the face to face support of pupils.	12	The integrated inclusion team will build capacity in schools (via the training and support of teachers and teaching assistants) to support learners directly, within in their everyday learning environments. Inclusion support will be more accessible. Face to face support for pupils will be available for the most vulnerable pupils. Cluster work will improve resilience and capacity for sharing good practice, resulting in an improved culture of inclusion within the city.

### **Specific linkage with Future generation act requirements**

Integration – This proposal continues to support the target to decrease the rates of exclusion, increase the rates of school attendance and reduce the number of NEETS (those not in education, employment or training)

Long term – This proposal continues to support wellbeing in schools which will impact positively on end of key stage results, attendance, exclusion, employability and NEETS.

Prevention – This proposal continues to support early intervention, assessment and training.

Collaboration - This proposal acknowledges the need for schools to work with the integrated inclusion team to support its vulnerable learners.

Involvement – This proposal will be subject to wider consultation as part of the democratic process.

## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Fairness and Equality Impact Assessment</b>
Yes

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## MTRP Proposal - 18/19 and Beyond - Business Case

Service Area	Education Services
Unique Reference Number	EDU181904
Proposal Title	Remodelling of the Pupil Referral Unit (PRU)
Version	For Cabinet 20 <sup>th</sup> December 2017
Proposal Summary Description	To undertake a statutory school reorganisation proposal to reduce provision and LA funding to the Secondary PRU by establishing a SEBD Special School which could be funded out of the Individual School Budget (ISB)
Impact on Performance	This proposal would result in short term (turnaround) provision in the PRU only. Schools would need to find their own alternative provision for young people who cannot successfully engage in a mainstream curriculum for example 'Aspire programmes'. This will add additional pressures to school and could result in the increase of secondary school exclusion rates. However this proposed model reflects good practice.
Impact on FTE Count	There would be no impact on FTE as staff would either stay in the PRU or move to the Special School
Impact on other Service Areas	There could be an impact on mainstream schools if savings are kept centrally (as the ISB would have an additional cost pressure to cover the cost of the Special School).  Schools will need to maintain and extend their skill sets in supporting pupils disengaged from mainstream provision. Schools will also need to access more preventative support services; however such services are at risk in the current financial climate.
Impact on Citizens	Potential impact on mainstream pupils who may have less focus on their own learning needs if PRU or alternative education places cannot be sourced.
Delegated Decision (Head of Service/Cabinet Member/ Cabinet)	Cabinet
Activity short code	EDU11 Bridge Achievement Centre

Net Savings (£000's)	2018/2019	2019/20	2020/21	2021/2022
	285	200	0	0

Implementation Costs (- £000's)	2018/2019	2019/20	2020/21	2021/2022

## **MTRP Proposal - 18/19 and Beyond - Business Case**

Revenue – Redundancy/Pension	tbc	tbc		
Revenue – External consultants				
Revenue - Other				
Capital – Building related				
Capital - Other				
Implementation Cost - Total				

### **Current Position**

#### Staffing at the centre :

1 Manager, 1 Deputy Manager, 7 full time teachers who are supported by 1 HLTA, 3 Level 3 TA's Workers , 1 Learning Coach/Attendance Officer,4 permanent level 2 TA's plus additional TA's linked to pupils with statements if the need arises. Nine young people suffering from high anxiety are taught offsite in a small group by one of the teachers. There is one full time administrator and one who works term time only. Home tuition is supplied to pupils with medical needs by a team of casual home tutors who work as necessary to meet the fluctuating need.

The Bridge Achievement Centre is a Pupil Referral Unit (PRU) maintained by Newport City Council which was formed in September 2011 following a restructure of two existing PRU's. The provision is split between two sites, primary provision is based within The Gol Centre temporarily and the KS3/4 is based on a refurbished site in Stephenson Street. The Bridge Achievement Centre is also the 'Umbrella' that sits over Home/Medical Tuition and Alternative Provision and all managed by the PRU Manager under the line management of the Assistant Head of Education for Inclusion . There are currently 88 pupils on the register but this fluctuates due to the revolving door, short-term element. All have additional needs and 33 have statements of Special Needs. All other pupils are registered as needing additional support at 'School Action Plus'. A total of 185 pupils accessed the PRU last academic year.

PRU's should operate as a 'revolving door' system, aiming for children and young people to be reintegrated into their home school with support from PRU staff. There is currently a short term, turnaround provision which should be maintained for KS2, 3 and 4 pupils along with Home Tuition. This business case proposes that the 'long term' provision at the PRU is not appropriate and should be replaced with a registered 24 place SEBD school to support high end pupils who have SEBD statements. This would benefit the Local Authority, schools, pupils and their families by ensuring that young people can maintain their education within the city rather than 'Out of County', which does not provide value for money. The establishment of a new school for pupils with SEBD would require the Council to take forward a school reorganisation proposal in accordance with the statutory School Organisation Code. This will include a period of formal consultation and stakeholder engagement.

### **Key Objectives and Scope**

The objective is to reduce the funding to the Current Pupil Referral Unit and establish a small SEBD School on the current site plus a satellite provision for highly anxious pupils.

The scope is to move the short term, turnaround PRU and home tuition provision base but cease LA funding to the long term element . Cost of the new PRU provision:

## MTRP Proposal - 18/19 and Beyond - Business Case

Overall 1 Manager	59,239	covering ALNCO/CP
1 HLTA	26,685	covering Home Tuition/CP
1 Admin	18,697	
KS3 Teacher	38,338	
2 TA's	44,688	
KS2 Teacher	47,928	
2 TA's	44,688	
Running costs	40,000	
Home Tuition	150,000 (has been higher than this but will need to reduce)	
Total	470,263	
Potential Savings	484,807	
<b>Options considered</b>		
<ol style="list-style-type: none"> <li>1. Set up short term PRU and SEBD School. Use £484, 807 as central savings over 2 years (2018/19 £285k 2019/20 £200k) creating an additional cost pressures on the ISB with the setting up and opening of a new SEBD provision.</li> <li>2. Set up short term PRU and SEBD School. Transfer a total of £484, 807 (Over 2 years 2018/19 £285k 2019/20 £200k) to the ISB to supporting the cost pressure of establishing a new SEBD school resulting in no cost savings centrally.</li> </ol>		
<b>Recommended Proposals/Options</b>		
Option 2.		
<b>Required Investment</b>		
N/A		
<b>High Level Milestones and Timescales</b>		
In order for consultation to take place we would be unlikely to realise this proposal until September 2018 at the earliest.		
<b>Key Risks/issues</b>		
<b>Risk Description</b>	<b>Risk Score (as per matrix below)</b>	<b>Mitigation Measures</b>

## MTRP Proposal - 18/19 and Beyond - Business Case

<p>There could be an impact on mainstream schools if the central cost savings are made as the ISB would be further diluted to cover the cost of the Special School.</p>	<p>12</p>	<p>Option 2 mitigates this risk, placing the cost savings in to the ISB.</p>
<p>Increased pressure on Educational Psychologists and Additional Learning Needs Team (ALN) to support young people causing concern although these posts are at risk of deletion.</p>	<p>16</p>	<p>School staff will need to provide further intervention and support and extend their options for alternative provision. Young people with a specific SEBD need (Social and Emotional Behavioural Disorder) will be assigned a place in the new SEBD provision.</p>
<p>The current PRU building would be suitable for a small EBD School although could not cater for the amount of places we are likely to need in the future.</p>	<p>16</p>	<p>The council Capital Assets Management Group will work collectively to find additional space.</p>
<p>Specific linkage with Future generation act requirements</p>		
<p>Integration – This proposal poses a risk to decreasing the rates of exclusion, increasing the rates of school attendance and, in the long term, continuing to increase the end of key stage assessment rates. Increase to the number of NEETS</p> <p>Long Term – This proposal poses a risk to the support for wellbeing in schools which will impact on end of key stage results, attendance, exclusion, employability, NEETS</p> <p>Prevention – This proposal poses a significant risk . The reduction of early intervention ,assessment and training based on research will impact on individual young people and schools in general.</p> <p>•</p> <p>Collaboration - This proposal acknowledges the additional risks and extra pressure that will be put on Health, Social Services and other agencies.</p> <p>Involvement – This proposal will be subject to wider consultation as part of the democratic process</p>		
<p>Fairness and Equality Impact Assessment Initial</p>		
<p>Yes</p>		

## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Service Area</b>	Children's Services
<b>Unique Reference Number</b>	CFS181901
<b>Proposal Title</b>	Review of Oaklands short breaks service
<b>Version</b>	20 <sup>th</sup> December 2017
<b>Proposal Summary Description</b>	To remodel the short breaks service at Oaklands to provide care on five nights a week with an increased emphasis on outreach care.
<b>Impact on Performance</b>	The – council has a duty to provide short breaks for disabled children. Short breaks will still be provided for families but the service will be provided over five days and nights a week instead of seven
<b>Impact on FTE Count</b>	The rotas for Oaklands will be revised. The final figure will depend on the restructuring.
<b>Impact on other Service Areas</b>	There could potentially be increased demand on other Children's Services teams and schools
<b>Impact on Citizens</b>	Support for families with a disabled child will be reduced.
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet
<b>Activity Code</b>	SOC30 children residential

<b>Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	154			

<b>Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Revenue – Redundancy/Pension</b>	tbc			
<b>Revenue – External consultants</b>	0			
<b>Revenue - Other</b>	0			
<b>Capital – Building related</b>	0			
<b>Capital - Other</b>	0			
<b>Implementation Cost - Total</b>				

### **Current Position**

The local authority has specific requirements under the Children Act 1989 and the Social Services and Well-being (Wales) Act 2014 to provide support for disabled children. The definitions of which children and the type of support are laid out in our Short Breaks statement agreed by Cabinet and the Care and Social Services Inspectorate for Wales (CSSIW).

As part of this support, Oaklands provides short breaks for disabled children. The children accessing Oaklands have multiple disabilities including learning disabilities,

## **MTRP Proposal - 18/19 and Beyond - Business Case**

autism, physical disabilities and life limiting medical conditions. All of the children require extensive physical care for example, feeding, toileting and/or changing, mobility, behaviour management, lifting and turning, invasive medical procedures

Currently during the course of each year the service provides support on a rota basis to 35 – 40 children.

The purpose is twofold. Firstly, to provide positive experiences to children who, because of their disability, find it extremely difficult to access other play and leisure opportunities and, secondly, to give parents and carers time to recharge and provide care for siblings. Many of the children require 24 hour care and place very heavy demands on carers. The break of Oaklands gives parents time to be able to carry out ordinary domestic tasks and recover a little. It can mean the difference between a child continuing to remain with their family and coming into local authority care.

A scoping exercise has been completed with the manager at Oaklands

### **Current Resources**

The staff group can be restructured as a result of anticipated changes from expected retirements and other movements. The potential for a reduction and change in the services will require further discussion and consultation.

### **Key Objectives and Scope**

This proposal, if agreed, would result in a remodelling of the current short breaks services for disabled children.

To ensure the shared objectives of short breaks of respite for families and positive experiences for children are still met, implementing this proposal will require extensive consultation with families.

The scope of the savings would be focussed on Oaklands and the children accessing the services of Oaklands.

### **Options considered**

#### **Option 1 - Retain the current arrangements**

The services would continue to be funded in the same way so no saving would be realised.

#### **Option 2 - Saving of £124K**

The service would be remodelled to provide care on five nights a week instead of seven and with an increased emphasis on outreach care. For some children there would be a reduction in the offer within their package of care.

### **Recommended Proposal/Option**

Option 2

### **Required Investment**

## **MTRP Proposal - 18/19 and Beyond - Business Case**

This proposal will require ongoing staff support

### **High Level Milestones and Timescales**

Staff would need to be advised before the end of the calendar year to achieve a full year saving

In light of the need for full consultation with families, a full year saving may not be possible to achieve and this will require further consideration.

### **Key Risks/issues**

<b>Risk Description</b>	<b>Risk Score (as per matrix below)</b>	<b>Mitigation Measures</b>
Poor communication with parents and children leading to dissatisfaction and complaints	2 x 5	Communication plan implemented with early and meaningful consultation
Diminution to service creates additional stresses for families thus placing pressures on other services	3 x 4	Ensure remaining services offer families effective support

### **Specific linkage with Future Generation Act requirements**

The proposal is a direct saving as a result of a reduction in services. Specific linkage with the Future Generations Act requirements is, therefore, limited. However, the proposal will ensure full collaboration with services working with disabled children and collaboration with families to ensure the services if the savings are achieved can deliver positive outcomes for families.

### **Fairness and Equality Impact Assessment**

Yes

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## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Service Area</b>	Children's Services
<b>Unique Reference Number</b>	CFS181904
<b>Proposal Title</b>	Restructuring of the funding within the prevention services.
<b>Version</b>	20 <sup>th</sup> December 2017
<b>Proposal Summary Description</b>	Restructuring of the funding within preventions services.
<b>Impact on Performance</b>	<i>Option 1</i> No impact <i>Option 2</i> No impact <i>Option 3</i> Reduction in number of families supported preventatively
<b>Impact on FTE Count</b>	<i>Option 1</i> No impact <i>Option 2</i> No impact <i>Option 3</i> Reduction of 4 FTE
<b>Impact on other Service Areas</b>	Reduced access to services particularly for schools and increased referrals to Children's Services if Option 3 is agreed
<b>Impact on Citizens</b>	Reduced service if Option 3 is agreed
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet
<b>Activity Code</b>	SOC 26 integrated family support

<b>Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	311			

<b>Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Revenue – Redundancy/Pension – if option 3 is agreed</b>	100			
<b>Revenue – External consultants</b>				
<b>Revenue - Other</b>				
<b>Capital – Building related</b>				
<b>Capital - Other</b>				
<b>Implementation Cost - Total</b>	100			

### **Current Position**

The preventions team provides support and interventions to families below the

## MTRP Proposal - 18/19 and Beyond - Business Case

threshold for statutory intervention by Children's Services

This service has been independently evaluated by IPC as part of the wider Families First evaluation and is an effective provision for families. It contributes to the sustainability of comparatively low numbers of looked after children in Newport and provides the step up and step down provision for vulnerable families on the cusp of child protection. It provides the foundation for the Families First services and coordinates the single point of entry.

CANS (Children with Additional Needs) mirrors the preventions service but with a focus on children who have additional needs who do not meet the criteria for statutory interventions from the Disabled Children's Team.

Young Carers supports children and young people undertaking a caring role for their parents because of disability.

This proposal if Options 1 or 2 were agreed would not change the service and would not impact on the numbers of staff.

However, Option 3 would see a reduction in the service and a loss of posts.

### **Key Objectives and Scope**

The objective of this business case is a simple restructuring of the existing preventions service budget.

Families First provides a ranges of preventative services for children and families across the city. The existing grant funding is spread across strands with some delivered directly by council services and some by other providers. Welsh Government reviewed the grant in 2016 and has changed the parameters of the grant funding with an increased emphasis on parenting and direct work with children and young people. The stress on skills and employment related projects has reduced. Families First has to be recommissioned for the commencement of services in April 2018.

Children's Services delivers statutory interventions for families. The services are delivered in line with legislation and a regulatory framework. Services are inspected against the statutory and regulatory framework. Performance for Children's Services is measured externally against services for the most vulnerable. Early intervention and prevention, while desirable, are not part of the statutory provision.

Therefore, the preventions services should reasonably be funded by Families First. The timing of the recommissioning of Families First is an opportunity to reconfigure the funding in line with the statutory requirements.

### **Options considered**

#### **Option 1 - Retain the current arrangements**

The services would continue to be funded in the same way across Families First and Children's Services so no saving would be realised.

#### **Option 2 - Children's Services continues with funding of £130,000 while Families First funds £181,000 thus generating a saving of £181K from the core budget**

Families First has to be recommissioned by April 2018. There are already changes anticipated because of the changes in the grant conditions. The changes would allow

## **MTRP Proposal - 18/19 and Beyond - Business Case**

for the increased funding of Preventions, CANS and Young Carers from the grant as all three will satisfy the grant requirements.

### **Option 3 - Children's Services saving of £311K so Families First would fund £181,000 while Children's Services ceases all funding**

This would lead to a diminution of the service offered. The increased pressure would in the short term be felt in other Families First services, education and community providers. In the medium term this would lead to greater numbers of children surfacing in statutory Children's Services. The three elements of Preventions, CANS and Young Carers all have waiting lists for services so any decrease in funding would increase the gap in provision.

#### **Recommended Proposal/Option**

Option 3

#### **Required Investment**

#### **High Level Milestones and Timescales**

In order to achieve a full year saving the engagement with staff would need to commence prior to the final cabinet decision.

#### **Key Risks/issues**

<b>Risk Description</b>	<b>Risk Score (as per matrix below)</b>	<b>Mitigation Measures</b>
Greater number of referrals to Children's Services	4 x 4	None in place
Reduced capacity in schools for support	4 x 4	None in place

The primary risk will be an increased demand for other services including statutory Children's Services. This could bring about greater costs for acute services.

#### **Specific linkage with Future Generation Act requirements**

The preventions service is a core element of working with families in such a way as to prevent future problems. The service offers integrated interventions involving a range of agencies.

This business case potentially reduces the preventative services offered to families. A potential restructuring of the Families First grant may lead to a reduction in opportunities for third sector organisations.

#### **Fairness and Equality Impact Assessment**

Yes

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## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Service Area</b>	<i>Streetscene and City Services</i>
<b>Unique Reference Number</b>	SS181902
<b>Proposal Title</b>	Closure of Public Conveniences
<b>Version</b>	20/12/2017
<b>Proposal Summary Description</b>	<p><i>Streetscene and City Services operate and maintain 6 public convenience sites across the city at:</i></p> <ul style="list-style-type: none"> <li>• Caerleon Road – Local Shops</li> <li>• Chepstow Road, Maindee – Local Shops ( currently closed due to ASB)***</li> <li>• Corporation Road – Leisure Area</li> <li>• Cardiff Road – Near City Centre (closed for over a year due to vandalism)</li> <li>• Caerleon Village – Tourist Area</li> <li>• Caerleon Broadway – Leisure Area</li> </ul> <p>*** This site is being considered for community asset transfer to Maindee Unlimited</p>
<b>Impact on Performance</b>	<i>There is no Public Accountability Measures or service plan KPI's relating to this service. It should however be noted the new requirement for Welsh authorities to prepare and publish a strategy for its toilet provision.</i>
<b>Impact on FTE Count</b>	<i>Net reduction in FTE numbers as a direct result of the proposal is 0.3 (filled but will be redeployed ) There is no detrimental effect on workforce planning from this proposal.</i>
<b>Impact on other Service Areas</b>	<p>Increased calls &amp; complaints from members of the public to the City Contact Centre with additional impact on Staff within the Streetscene Service.</p> <p>Public may access toilet provision within other council controlled buildings resulting in additional cleansing and consumables being used</p>
<b>Impact on Citizens</b>	<p>Impact on general public including tourists to the Caerleon Village Area</p> <p>The potential for isolation for vulnerable groups (disabled/children &amp; elderly) to be able to go out without the reassurance of access to public toilets.</p>
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet
<b>Activity Code</b>	STR21 Street Cleansing

## MTRP Proposal - 18/19 and Beyond - Business Case

Net Savings (£000's)	2018/19	2019/20	2020/21	2021/22
	20			

Implementation Costs (- £000's)	2018/19	2019/20	2020/21	2021/22
Revenue – Redundancy/Pension				
Revenue – External consultants				
Revenue - Other				
Capital – Building related	7			
Capital - Other				
Implementation Cost - Total	7			

### Current Position

#### *What the area does*

The current provision of toilet facilities is not a statutory requirement, however, the authority currently provides facilities at six sites across the city at :-

- Caerleon Road – Local Shops
- Chepstow Road, Maindee – Local Shops ( currently closed due to ASB)
- Corporation Road – Leisure Area
- Cardiff Road – Near City Centre (closed for over a year due to vandalism)
- Caerleon Village – Tourist Area
- Caerleon Broadway – Leisure Area

#### *Objectives*

Each of these toilets require:-

- maintenance of the assets and building
- cleaning twice daily and stock replenishment
- utility bills/rates
- opening and closing resource
- vehicle transport plus specialist equipment including steam cleaner

#### Background

Reviewed numerous times over the last 6 years and a number of options have been considered such as:

- closure of all facilities
- permanent closure of facilities that are currently closed due to ASB
- closure of all toilets excluding the Caerleon toilets due to tourism

#### Key External and Internal Impacts on the Area

- possible negative public response to closures
- section 87 of Public Health Act 1936 gives local authorities the power to provide public toilets but imposes no duty to do so.
- New Welsh Government requirement for local authorities to prepare and publish a toilet strategy

#### Systems

Manual schedules/sheets

## **MTRP Proposal - 18/19 and Beyond - Business Case**

### Key Issues

The buildings and fittings will need investment and maintenance now and in the future to ensure acceptable standards are maintained.

### **Key Objectives and Scope**

#### *Detailed objectives of the **proposal***

*Option 1 Closure of all Public Conveniences operated and maintained by Streetscene and City Services*

#### *Detail of what is in scope and specific exclusions*

- Decommissioning of building
- disconnection of services

### **Options considered**

#### Option 1

Close all the current facilities managed by the Council

The potential for isolation for vulnerable groups (disabled/children & elderly) to be able to go out without the reassurance of access to public toilets

#### Option 2

Retain the current provision across the Service at the Current Budget Cost.

This will help the vulnerable groups (disabled/children & elderly) to be able to go out with the reassurance of access to public toilets but will not realise any financial benefit.

#### Option 3

Closing 5 out of the 6 facilities, acknowledging the strong tourism attraction within Caerleon.

### **Recommended Proposal/Option**

Closure and decommissioning of all public conveniences currently operated and maintained by Streetscene and City Services.

Decommissioning costs £ 7k

MTFP saving £20k

- Caerleon Road – Local Shops
- Chepstow Road, Maindee – Local Shops ( currently closed due to ASB)
- Corporation Road – Leisure Area
- Cardiff Road – Near City Centre (closed for over a year due to vandalism)
- Caerleon Village – Tourist Area
- Caerleon Broadway – Leisure Area

## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Required Investment</b>		
The sum of £7,000 is required to decommission the buildings		
<b>High Level Milestones and Timescales</b>		
Service can be physically withdrawn simply by locking the doors following any statutory consultation and adverts.		
Approx 3 months for utilities disconnections		
<b>Key Risks/issues</b>		
.		
<b>Risk Description</b>	<b>Risk Score (as per matrix below)</b>	<b>Mitigation Measures</b>
Negative perception by residents and visitors/tourists to the city especially Caerleon area.	12	Prepare standard scripts for the City Contact Centre and web page to inform public  Comprehensive public relations strategy to inform public
Increased complaints, through the city centre contact centre/webpage and additional administration for Council Officers	12	Prepare standard scripts for the City Contact Centre and web page to inform public  Comprehensive public relations strategy to inform public
Lack of a toilet strategy to inform decision making results in objections from protected characteristic groups and Welsh Government	16	Nil
Lack of facilities result in urination/ defecation within the public realm	5	Nil



## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Probability description</b>	<b>Score</b>
Very Low probability	1
Low probability	2
Medium probability	3
High probability	4
Very high probability	5

<b>Impact description</b>	<b>Score</b>
Negligible	1
Low	2
Medium	3
High	4
Very High	5

Probability	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Impact				

### Specific linkage with Future generation act requirements

**Integration** – Possible asset transfer opportunities with community groups

**Long Term** – Costs associated with servicing and maintaining aging buildings will be saved. Possible asset transfer opportunities securing services through the community

**Prevention** – All toilets have historically been a catalyst for inappropriate and antisocial behaviour. This proposal will remove this possibility.

**Collaboration** – opportunities for asset transfer with community groups

**Involvement** – Consultation with all affected groups

### Fairness and Equality Impact Assessment

Yes

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## MTRP – 18/19 and Beyond - Business Case

<b>Service Area</b>	Streetscene and City Services
<b>Unique Reference Number</b>	WS181904
<b>Proposal Title</b>	Reducing telephone and face to face services within Customer Services
<b>Version</b>	20/12/2017
<b>Proposal Summary Description</b>	To reduce front line Customer Service resource by 0.88 fte this will equate to a £21.3k savings in 2018/19. The reduction will be made from a channel shift from telephone and face to face to online services only.
<b>Impact on Performance</b>	<p>Customer Services consists of 21, covering 3 services and based across 2 locations. These teams are front line and deal directly with the public either over the telephone or face to face. Therefore, any reduction in staffing levels will have an impact on call handling and customer wait times.</p> <p>Customer service officers are multi-skilled and work across all service areas. A reduction in .88fte will mean there is less flexibility to manage peaks in demand. As a result services may be negatively impacted, particularly when managing leave and sickness.</p> <p>Newport 2020 sets out the council's aspirations to support 80% of all customer requests and transactions through self-service channels by the year 2020. In line with this the proposal is to move some requests and transactions to self-service channels only. As a result these services will no longer be supported by telephone or face to face.</p>
<b>Impact on FTE Count</b>	A reduction of 0.88 fte
<b>Impact on other Service Areas</b>	A reduction in .88 fte and move to online services could see an increase in complaints due to a reduction in services and result in longer customer wait times.
<b>Impact on Citizens</b>	A reduction in .88 fte and a move to online services will mean that some citizens will no longer be able to access some service transactions in the same way. However, they will still be able to access these services online.
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet
<b>Activity Code</b>	STR26 Customer Services

## MTRP – 18/19 and Beyond - Business Case

Net Savings (£000's)	2018/19	2019/20	2020/21	2021/22
	5	16		

Implementation Costs (- £000's)	2018/19	2019/20	2020/21	2021/22
Revenue – Redundancy/Pension				
Revenue – External consultants				
Revenue - Other				
Capital – Building related				
Capital - Other				
Implementation Cost - Total				

### Current Position

As a result of promoting on-line services the uptake of self-service transactions since 2015 is 56% of the total transactions received through all channels.

This uptake of self service is steadily increasing and as a result there has been a decrease in the volume of calls received. 2016/17 was the first year that saw a reduction in face to face services since 2012.

Customer services consists of 21 staff, covering 3 services and based across 2 locations. Each fte equivalent customer service officer deals with approximately 20,000 telephone calls per annum, which can result in higher waiting times. A reduction in .88fte will mean there is less flexibility to manage peaks in demand. As a result services may be negatively impacted, particularly when managing leave and sickness.

### Key Objectives and Scope

To reduce front line customer service resource by 0.88 fte will equate to a £21.3k savings in 2018/19. The reduction will be made from a channel shift from telephone and face to face to online/self-service only. This will include touchtone and Netcall options.

This will mean customer services will no longer provide some of the same telephone and face to face services that they currently do.

In order to maximise savings, with minimum changes to services, we have only considered requests that account for the highest volume of enquiries received. These are outlined in the table below:

Transaction		Current Split	Annual Volumes	FTE
Requests for new recycling bags – customers can already request these via self-service on the council website.	Self-Service	37%	3378	n/a
	Mediated	60%	1,395	0.06
Reporting fly tipping – customers can use the council website.	Self-Service	44%	1,432	n/a

## MTRP – 18/19 and Beyond - Business Case

	Mediated	56%	1,841	0.08
Special collections – customers can use the council website but customers are not able to book a date. Confirmation of collection date is issued by email within 2 working days.	Self-Service	38%	3,610	n/a
	Mediated	62%	5,789	0.56

The table below shows the calculations used;

Switching off phone channels	Volume phone transactions per annum*	Average call duration	Hours on phone saved per week#	FTE saved (people x hours closed per week)	Annual Saving £(FTE saved x salary)	Option 2 (recommended)
New recycling bags	1395	06:30	0.4	0.32	7,772	7,772
Reporting fly tipping	1841	06:30	3.5	0.19	4,614	0
Special collections	5789	06:30	12	0.56	13,601	13,601

\*based on sample of 2016/2017 volumes # shrinkage not included in calculation

Total £21,373

### **Options considered**

Option 1	Status quo: This does not create any savings and does not meet the objectives of supporting 80% of all customer requests and transactions through self-service channels by 2020 in line with Newport 2020.
Option 2	<p>Switch off a combination of mediated channels for some of the transactions listed above. This would deliver a saving of between £4.6k and £21.3k in the first full year of savings, depending on which channels are switched off.</p> <p>It is likely that the city contact centre and information station will continue to receive some telephone and face to face enquiries about these transactions, especially in the following 6 months. During that period it is likely call wait times and complaints will increase until the changes become more widely known and accepted.</p> <p>It has been recognised that not all citizens will be able to access services through self service and on line due to vulnerability, location and lack of IT skills and resources. As a result these individuals may still continue to access these services face to face. Where possible we will encourage citizens to work with local libraries, the information station and city contact centre to access on line and self-service channels.</p>
Option 3	Switch off mediated channels for all of the transactions listed above which would deliver the full saving of £21.3k in the first year. As noted in Option 2 It is likely the city contact centre and information station will continue to receive some telephone and face to face enquiries about these transactions, especially in the following 6 months. During that period it is likely call wait times and complaints will increase until the changes become more widely known and accepted.

## **MTRP – 18/19 and Beyond - Business Case**

### **Recommended Proposal/Option**

Option 2 – Switch off mediated channels for the transactions listed in the table above. In particular switching off the mediated channels for requests for recycling bags and special collections would reduce the fte by .88 achieving a saving of £21.3k.

Whilst further savings could be made by switching off mediated channels for fly tipping, it should be noted the council has a legislative responsibility to respond to fly tipping requests. Offering fly tipping through the council website alone would impact on the council's ability to meet its legislative responsibility.

### **Required Investment**

Options for improvements to self-service channels are being considered and developed through the council's digital board. It is anticipated that there may be some minimum investment to enhance online platforms but the amount has yet to be confirmed. Areas for development and consideration include the following:

- Improving the customer experience for self-service options will support and encourage citizens to move away from face to face and telephone transactions. Such as:
  - A single online account for customers to complete transactions.
  - Ability for customers to book appointments online so there is no delay in confirming slots for special collections.

It is unlikely that any redundancy costs would be incurred as the reduction in fte would likely be managed through natural attrition, as per previous savings made. Any reduction in fte or changes to T&C's will be managed through the staff consultation process in line with HR policies and procedures.

### **High Level Milestones and Timescales**

- |  |                         |
|--|-------------------------|
| - Council approval                                     | March 2018              |
| - Staff consultation                                   | May – June 2018         |
| - Development of automated phone service (if required) | August – September 2018 |
| - Reduction in fte resource                            | October - November 2018 |

### **Key Risks/issues**

- Customers may try to bypass the automated phone option to speak directly with a member of staff. Reducing the fte resource gradually may go some way in migrating the resource that this will require, as this is more likely to be prevalent in the months following the change.
- The proposal is likely to cause an increase in complaints during the initial months as citizens get used to the new online services. Again a gradual reduction in fte may help to mitigate this initially.
- There is the potential for this proposal to impact negatively on the council's reputation as citizens transition to online and self-service transactions, as not all citizens will embrace this change.
- Customer services consist of 21 staff, covering 3 services and based across 2 locations. Each fte equivalent customer service officer deals with approximately 20,000 telephone calls per annum which can result in higher waiting times. A reduction in .88fte will mean there is less flexibility to manage peaks in demand. As a result services may be negatively impacted, particularly when managing leave and sickness.
- If an automated phone service is not offered as an alternative to online and self-service options, those who are digitally excluded due to location, skills or resources may no longer be able to access services. Further to this the council will continue to promote training sessions in local communities to enable citizens to develop their

## **MTRP – 18/19 and Beyond - Business Case**

digital skills to access online services.

Risk	Probability	Impact	Total score
Little/No reduction in calls/footfall and increased bottlenecks/ wait times as a result of change	5	5	25
Increase in complaints	5	3	15
Impact on NCC reputation	2	2	4
Impact on ability to manage demand across all customer services channels effectively with reduced resource	5	5	25
Impact on service areas	4	3	12
Impact on services for vulnerable customers	5	5	25
Little reduction in calls/footfall as a result of change	4	2	8

### Mitigation actions:

- Increased wait times; amend Service Level Agreements and Key Performance Indicators to reflect reduced ability to respond to customer demand. Continue to promote self-service options as an alternative to face to face /telephone contact.
- Increase in complaints; the proposals will be widely promoted to all citizens once they are approved. This will ensure that the proposed changes are communicated with affected individuals should they wish to engage with staff. A service response will be developed in conjunction with a fact sheet/Q&A, which will be made available to all affected citizens.
- Council’s reputation: the council will develop a communication strategy in line with its MTRP budget setting process. All proposed changes will be communicated through consultation period. It is possible that some negative publicity may be received initially but it is anticipated that this will subside once the changes have been implemented.
- Impact on ability to manage demand across all customer services channels effectively with reduced resource; spreading 21fte to cover all the services offered by customer services is already a challenge and there is no simple mitigating action that could be deployed to reduce this.
- Impact on services for vulnerable customers: The council will continue to promote digital support sessions on a daily basis across the city for those who are digitally excluded due to location, skills or resources. This will enable citizens to gain more confidence in their digital skills. An automated phone service may be offered as an alternative to online and self-service options.
- The council will commit to making user friendly improvements to the online service before the changes are implemented, which should make the service easier to use.

### **Specific linkage with Future Generation Act requirements**

#### **Integration**

This proposal supports the council’s integration objectives to carry out 80% of all transactions by self-service by 2020. The Customer Services Strategy will be reviewed by April 2018 and will include specific links to the Future Generation Act requirements.

## **MTRP – 18/19 and Beyond - Business Case**

### **Long Term**

This proposal is in line with the council's strategic objectives. In particular moving away from face to face and telephone transactions meet the council's objective to achieve 80% of all transactions through self-service by 2020.

### **Prevention**

This proposal takes steps towards reducing reliance on mediated channels for basic transactions. This initial step towards switching off channels will be developed further in coming years. This will create better opportunities to focus limited resources on complex and challenging enquiries which benefit from mediated interactions.

### **Collaboration**

In order to create 'Digital by Design' services which are intuitive, easy to access, readily available and designed around the customer will require working in collaboration with Streetscene and IT to understand and refine the end to end process to enhance customer experiences.

### **Involvement**

Customer Services have been working with Streetscene, Finance and IT for some time to understand customer drivers, and design better end to end processes supported by digital channels. Further work will be undertaken with the Senior Leadership Team and Cabinet Member for Community Services, Work and Skills to review and refine the customer service offering and deliver a refreshed customer services strategy. As part of this process consultation has taken place with citizens to understand drivers for contact with council departments. (Please see attached).



Involve Npt Panel  
Results (Spring 2016)

**Fairness and Equality Impact Assessment Initial**



## Medium Term Revenue Plan Proposal - Business Case

<b>Service Area</b>	<i>Streetscene and City Services</i>
<b>Unique Reference Number</b>	SS181905
<b>Proposal Title</b>	Introduce parking charges within city parks
<b>Version</b>	20/12/2017
<b>Proposal Summary Description</b>	<p>To install meters for visitor parking in the city parks.</p> <p>Scheme will be undertaken in Belle Vue Park initially and extended to other sites such as Tredegar Park and Fourteen Locks as potential second phase.</p> <p>This proposal includes invest to save measures for installation of parking meters, access control measures, surface repairs and re-lining of bays. It also includes the removal of redundant sheds at the park which allows the opportunity to extend the parking area if required.</p> <p>With current parking facilities used throughout the day by commuters , this proposal, together with an appropriate charging tariff, will stimulate increased visits to our parks, provide an income and increase the viability of concessions based in the park buildings and sites, such as the conservatory.</p>
<b>Impact on Performance</b>	<p>Improved income generation for LA and the concession holder.</p> <p>Improve and increase security of car park areas.</p> <p>Increased footfall/ turnover of vehicles will reduce the likelihood of ASB within the parks.</p> <p>CCTV facilities are located at the car park area and will be used to monitor the sites</p> <p>This proposal will influence the following performance indicator:</p> <p>Number of visitors to city parks, open spaces and coastal path.</p>
<b>Impact on FTE Count</b>	None. It is anticipated these facilities will be managed by existing car parking staff
<b>Impact on other Service Areas</b>	None
<b>Impact on Citizens</b>	Increase availability of parking throughout the day when facilities are open.

## Medium Term Revenue Plan Proposal - Business Case

	<p>Additional income generation</p> <p>Disabled facilities can be reviewed through this proposal and would remain free to blue badge holders</p> <p>Some people may visit park less or park on street in the vicinity of the park.</p> <p>May affect the business within the café if cost is too high and people not willing to pay for parking.</p>
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet
<b>Activity Code</b>	STR1 Environmental Services

<b>Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2020/21</b>
<b>Savings through income generation</b>	40			

<b>Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2020/21</b>
<b>Revenue – Redundancy/Pension</b>				
<b>Revenue – External consultants</b>				
<b>Revenue - Other</b>	4			
<b>Capital – Building related</b>	50			
<b>Capital - Other</b>	6			
<b>Implementation Cost - Total</b>	60			

<b>Current Position</b>
<p><b>Current Position</b></p> <p>Streetscene Green services have car parks within most city parks and countryside sites.</p> <p>Parking in the parks is free and for many years city centre parks are being used by commuters on a daily basis. This prevents bays being used by legitimate visitors to the parks. This is particularly problematic in Belle Vue Park, which is adjacent to the Royal Gwent Hospital and other key city employment sites.</p> <p>Despite issuing warnings (leaflets on windscreens, notices etc.) this has not discouraged the activity. The use of bays by commuters can generate a negative visitor experience and impact on facilities and events within the parks. In Belle Vue, for example, the café facility currently franchised to Parc Pantry, has seen increased numbers of visitors over the last eighteen months. However the lack of available</p>

## **Medium Term Revenue Plan Proposal - Business Case**

parking in the park has led to increases in complaints to Service staff and also from residents who experience greater use of the on street parking as people cannot find space to visit the park.

Recently an agreement was reached with Aneurin Bevan Health Board on rental of part of Park Square car park. Therefore there is now off road parking available specifically for hospital staff. This has not deterred those who still wish to park for free.

The car park at Belle Vue is partly used by the Parks teams for storage of materials. There are a number of sheds and garage buildings in poor repair. This site is often vandalised and also attracts antisocial behaviour. Recently the Parks Team was moved to the vacant nursery area and the remaining container is being relocated. As the site is now vacant there is an opportunity to demolish these buildings and extend the car park area to provide adequate parking and increase revenue. We estimate that this could provide an additional 25+ car parking spaces.

### **Key Objectives and Scope**

Introducing daily charges will discourage commuter parking and free up space for park visitors. In addition it will generate income for the service area that can be brought in as expected revenue. In turn this will allow revenue savings. In addition any income above the expected income can be re- invested in the infrastructure of these sites.

The scheme will start in at Belle Vue in 2018 before being rolled onto other sites within the authority such as Fourteen Locks. The roll out will depend on the success of this project.

2017/18 includes a sum of £50K to obtain necessary planning permissions and undertake the demolition of the buildings and the reconstruction of the additional parking spaces. The investment cost also includes a figure of £6K for two parking meters to be installed on the upper and lower tiers, and a figure of £4K for the collection costs using an extension to an existing contract.

### **Potential parking revenue generated**

Using an example of a car park in close proximity to the site at Belle Vue: (Stow Hill car park) to demonstrate the potential rates charged and costs incurred through installation and operation of parking meters, the data is indicated below:

Tariff up to summer 2016 was

Stow Hill	101A	£2.00 upto 3 hours
	101B	£4.00 upto 5 hours
	101C	£5.50 over 5 hours

Income generation on this 2015/16 car park was 39K for an area containing 17 car parking spaces. This does not include the section used by permit holders only.

Running costs per machine is £3K (see below).

Total revenue generated £36K

### **Costs for meter installation and maintenance**

## Medium Term Revenue Plan Proposal - Business Case

**Pay & display machine rental (Investec)    £        1,201.34**

SkiData Maintenance	£	-
Skidata Tickets	£	-
P&D Tickets	£	226.88
P&D maintenance	£	62.50
ECN thermal rolls	£	40.00
Printing	£	55.56
Workwear	£	27.78
C Probe systems	£	-
Coin Machine contract	£	6.50
Collection of Money - G4S	£	409.71

Chipside	£	777.23
DVLA Keeper enquiries	£	12.50

**Supplies & Services Total                    £        2,819.99**

### **Suggested charging for Belle Vue**

With the introduction to charges the service does not want to disadvantage existing or potential business within the parks. Nor do we wish to be seen as actively encouraging people to park in residential areas or discourage people from visiting local parks therefore it is proposed to introduce parking on the tariff shown.

101A	£1.00 for 2 hours
101B	£3.00 up to 5 hours
101C	£5.00 for Over 5 Hours

Based on formula and calculation of visits from Stow Hill and observational evidence in the parks, we estimate that, with re-lining to create up to 50 bays, this will generate the following:

101A	£1.00 for 2 hours	30 x 3 x £1 = 90/day
101B	£3.00 up to 5 hours	5 x 2 x £3 = 30/day
101C	£5.00 for Over 5 Hours	3 x 1 x £5 = 15/day

An assumption is that a percentage of bays will be unused on an average day (or less use in winter) therefore calculations are based on the use of 75% on a daily basis, 38 spaces not the full 50.

Number of spaces x frequency used x charge

Total income for the present car park would be  
 £135/day x 365 = £ 49,275.00 assuming that all visitors pay to park

## **Medium Term Revenue Plan Proposal - Business Case**

Total income for the proposed extension – which would provide an additional 25 spaces would be 50% of the figure above – a further £24,500.00

Total income before on costs could be up to £74K per year

Running costs per machine is £3K. Estimate would need two machines – one on each level- x 2 (£6K in total). There would also be a cost for collection of the money which we understand is a further £4K per year

Total income, once operating costs are subtracted, would therefore be £ £64K. As this is a new initiative we have put a conservative estimate of £40K on the first year's income and will monitor the outcomes and issues carefully.

Additional income could come from applying enforcement and we would look into this once the initial parking scheme is up and running – if this was deemed to be necessary. Park rangers could be trained to undertake enforcement duties as part of their roles.

Other options that could be introduced include an annual permit in designated area for residents and rental to the café concession holder for weddings and other events.

### **Options considered**

Option #1: is the option stated above to introduce charges at the levels indicated.

Option #2: To consider a free one hour parking option however this could have a direct impact on lengths of stay, encouraging people to stay for a short time. This would potentially affect the café clientele as people may forgo a visit to the café in order to take advantage of the free hour. A £1 charge for two or even three hours would encourage people to stay longer and possibly use the café.

Option #3: Another option would be to restrict parking to less than five hours only which would prohibit the commuter parking altogether however this would impact on events and private hires such as weddings.

Option #: would be to have free parking at the weekend as the commuter parking is during the week. This could be a consideration and could be reviewed in the first year.

Option #5: moving the gardening team to the nursery area would free up further space at the top car park and with the demolition of the storage sheds the area could benefit from a further 20+ parking spaces which would generate long term income.

### **Recommended Proposal/Option**

To implement option #1 plus the option listed as Option#5 and increase the potential car parking space.

### **Required Investment**

Spend on project in 2016/17 would be for the removal of the gardening sheds, installation of the parking meter, the white lining refresh and some signage.

Removal of the storage sheds which are in an extremely poor condition. These sheds were the subject of a planning application for renovation/ removal in 2008/09 and the application was granted however the work was not carried out due to lack of funding at

## **Medium Term Revenue Plan Proposal - Business Case**

the time. Estimated cost of removal and resurfacing of area and moving equipment to suitable store on old nursery site. The cost of upgrading is £70K

Costs of the parking meter machines and the ongoing maintenance and servicing costs is £3K each for two machines required with one on each level. At the inception of the project we will also consider the installation of cashless and hybrid cash/card machines which would effectively increase annual income as collection costs would not have to be met. The costs in this MTRP do include for collection as the hybrid option may be best suited to park users initially.

Cost of the white lining refresh on the existing car park and the associated signage.

### **High Level Milestones and Timescales**

First phase of white lining and parking meters to be in place in existing car park by the end of March 2018.

Scheme to begin in April 2018 and the whole income can be assessed after six months.

Planning application to be submitted by December 2017.

Removal of the sheds and relocation of the staff equipment began in spring 2017 and will be complete by end of summer 2017. Redundant sheds will then be subject of a planning application.

### **Key Risks/issues**

<b>Risk Description</b>	<b>Risk Score (as per matrix below)</b>	<b>Mitigation Measures</b>
May not be able to move staff in timely manner to realise full year saving.	1	Due to outcome of audit report some of the administration function is being moved to the Civic centre now.
Planning application has to be made as the initial approvals for this scheme has lapsed Therefore planning application may be refused.	2	Unlikely as previous application was approved
Public dissatisfaction with paying for parking and negative press.	2	Will improve as it becomes easier to park at the site
Parking for the hospital staff may move to on street and complaints from residents will rise	3	Greater enforcements will be needed around the adjacent streets

### **Specific linkage with Future generation act requirements**

## Medium Term Revenue Plan Proposal - Business Case

### **Integration –**

This proposal will solve an ongoing issue that affects members of the public on a daily basis. It will increase opportunities and savings for the service area and potentially enable funds to be reinvested within the assets. The income generation will allow us to continually improve and, where of historical significance, to conserve and protect the parks and assets making an investment in the future of the assets and the sites within which they are located.

If successful, ongoing improvement will increase revenue over the years and is linked to ensuring resilience and protecting green space areas.

### **Long Term**

Costs associated with servicing park infrastructure and redundant amenity buildings are dealt with. Parks are an important cultural asset especially where these are historic parks and gardens.

Income generation that can be used to offset on going future maintenance costs.  
Asset transfer can benefit user groups

### **Prevention**

Removing old buildings prevents vandalism and theft protecting assets located in very public areas. Limits the council liabilities if buildings are removed.

### **Collaboration –**

**Some** buildings are listed structures or in historic settings.  
Facilities that are no longer needed provide potential venues for antisocial behaviour.  
Removing them benefits other park users

### **Involvement –**

Parks friends groups and user groups will be supportive of this proposal to protect the historic fabric of the Newport Parks and cemeteries.

### **Fairness and Equality Impact Assessment Initial**

Yes

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## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Service Area</b>	Non Service
<b>Unique Reference Number</b>	NS181901
<b>Proposal Title</b>	Council Tax - Increase Council Tax by a further 1% from current assumption of 4% to total of 5%
<b>Version</b>	For Cabinet 15 <sup>th</sup> November 2017
<b>Proposal Summary Description</b>	To increase the rate of increase in Council Tax from the modelled 4% to an increase of 5%.
<b>Impact on Performance</b>	No negative impact on performance.
<b>Impact on FTE Count</b>	N/A
<b>Impact on other Service Areas</b>	The level of Council Tax increase will affect the level of funding Service Areas have for their budget.
<b>Impact on Citizens</b>	Citizens will be required to pay more Council Tax than currently modelled.
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet
<b>Activity Code</b>	N/A

<b>Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	466			

<b>Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Revenue – Redundancy/Pension</b>				
<b>Revenue – External consultants</b>				
<b>Revenue - Other</b>				
<b>Capital – Building related</b>				
<b>Capital - Other</b>				
<b>Implementation Cost - Total</b>				

### **Current Position**

The current Band D equivalent Council Tax for 2017/18 is £1,008.72, this gives budgeted funding of £58,122k. The current assumption in the MTFP is a rise of 4% in 2018/19 which would give additional funding of £1,957k.

This proposal is to increase the Council Tax by a further 1% to 5% increase.

### **Key Objectives and Scope**

The Councils current budget is c.£8.3m below the Standard Spending Assessment (SSA), that level of spend which WG calculates is required to deliver a 'standard level' of service. This is due to historically low Council Tax, in order to increase funding to

## MTRP Proposal - 18/19 and Beyond - Business Case

protect services and to avoid the gap to the SSA increasing, it is proposed that there will be an increase to Council Tax of 5% to Band D equivalent of £1,059.16, and increase of £50.44 from 2017/18.

For each 1% increase in Council Tax, there is a further £466k of funding.

### Options considered

1. Increase Council Tax by 4% as per currently modelled in the MTFP
2. Increase Council Tax by a further 1% to 5% as described above.
3. Choose another Council Tax rate increase as required.

### Recommended Proposal/Option

Option 2 is recommended to maintain the differential between the budget and SSA.

### Required Investment

None

### High Level Milestones and Timescales

Communication Plan	1 December 2017
Budget Realignment	31 March 2018
Go Live	1 April 2018

### Key Risks/issues

Risk Description	Risk Score (as per matrix below)	Mitigation Measures
There are little risks in the ability to implement the Council Tax increase, however citizens will be impacted by the need to pay increased Council Tax	Green Risk Score 3: Probability low (1), Impact Medium (3)	Support is available for eligible Council Tax payers in the form of Council Tax Reduction Scheme, and various exemptions and discounts available.

Probability description	Score
Very Low probability	1
Low probability	2
Medium probability	3
High probability	4
Very high probability	5

Impact description	Score
Negligible	1
Low	2
Medium	3
High	4
Very High	5

Probability	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Impact				

## MTRP Proposal - 18/19 and Beyond - Business Case

### Specific linkage with Future generation act requirements

**Integration** – these proposals are in line with the council's Corporate Plan,

**Long Term** – *Each year that Council Tax is not increased, the Council will lose out on essential funding to protect services for the long term. It will also increase the gap to the Standard Spending Assessment as described in the proposal.*

**Prevention** – *This proposal seeks to secure funding to protect services for the future.*

**Collaboration** – N/A

**Involvement** – Improving stakeholder involvement through the quality assurance and consultation process.

### Fairness and Equality Impact Assessment

Yes required.

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## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Service Area</b>	Children Services
<b>Unique Reference Number</b>	CFS181902
<b>Proposal Title</b>	Integrated Family Support Team (IFST) restructure
<b>Version</b>	20 <sup>th</sup> December 2017
<b>Proposal Summary Description</b>	The IFST is a regional team delivering family support using a range of intervention services to families where parental substance misuse is a key issue. It is proposed to wind up the regional team and replace with a consultation service in line with statutory requirements.
<b>Impact on Performance</b>	The performance of the IFST is reported to Welsh Government. The reporting will be part of the proposed new arrangements which will be discussed with Welsh Government officials.
<b>Impact on FTE Count</b>	12 posts. 3 posts return to the health service, six will have alternative roles
<b>Impact on other Service Areas</b>	There will be increased demand on family assessment and support services but, given the current demands, this will be a manageable impact.
<b>Impact on Citizens</b>	There will be a change in the way services are provided but the recommissioning of the reduction in the service available for Family Support but the recommissioning of the Integrated Family Support Service (IFSS) contract and the use of very similar interventions will mean a similar level of delivery.
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet Member
<b>Activity Code</b>	SOC 26 integrated family support service

<b>Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	120			

<b>Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Revenue – Redundancy/Pension</b>	75			
<b>Revenue – External consultants</b>	0			
<b>Revenue - Other</b>	0			
<b>Capital – Building related</b>	0			

## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Capital - Other</b>	0			
<b>Implementation Cost - Total</b>	25			

### **Current Position**

The Integrated Family Support Team is a regional service delivered across the five Gwent councils. The requirement for the IFST is set out in Part 9 of the Social Services and Well-being (Wales) Act 2014 (SSWA). The current arrangements have been reviewed and the five councils are in agreement that, in order to deliver more aligned outcomes for family support and achieve savings, the service needs to be restructured.

In principle, agreement for the restructuring is already in place across the five local authorities and the type of minimal arrangement proposed has, again in principle, been agreed with Welsh Government.

In Newport, the work undertaken by the IFST would be absorbed into the wider family support services of the Integrated Family Support Service (IFSS).

### **Current Resources**

Three staff seconded from Aneurin Bevan University Health Board who will return to the board. There are nine staff employed by Newport who work across the region. All are qualified social workers and are likely to be redeployed by the five councils following consultation.

### **Key Objectives and Scope**

The IFST has operated regionally for the past four years. While the service has supported many families and offered a strong range of evidence-based interventions, the regional delivery model has been challenging to deliver because of the structures of local teams and variations across the five councils.

Changes as a result of the SSWA bring an opportunity to review and rethink the delivery of the model. The best way to meet the needs of families and the requirements of the Act is being considered across Wales. For Newport, it is clear having the FASS and FST provision in place will ease the transition and ensure service delivery can be largely protected.

The IFST staff are already aware changes are required.

### **Options considered**

#### **Option 1** Retain the current arrangements

A restructuring would still be required to deliver the services in a way that is more effective

#### **Option 2** Secure a saving of £120k

The current proposed restructuring to provide minimal service will generate a saving of £120k

## **MTRP Proposal - 18/19 and Beyond - Business Case**

<b>Recommended Proposal/Option</b>		
Option 2		
<b>Required Investment</b>		
None		
<b>High Level Milestones and Timescales</b>		
<p>If the proposal is accepted the restructuring for the alternative arrangements will be finalised. Given the work already completed a full year saving will be achievable.</p> <p>The final model will need to be agreed with the Regional Partnership Board and Welsh Government.</p>		
<b>Key Risks/issues</b>		
<b>Risk Description</b>	<b>Risk Score (as per matrix below)</b>	<b>Mitigation Measures</b>
A loss of service will impact directly on families	3 x 3	Work with FASS and FST to consider additional pressures
<b>Specific linkage with Future Generation Act requirements</b>		
The proposal is a saving which would result in a reduction in service. There is therefore no positive linkage with FG Act requirements.		
<b>Fairness and Equality Impact Assessment</b>		
Yes		

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## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Service Area</b>	Children and Family Services
<b>Unique Reference Number</b>	CFS181913
<b>Proposal Title</b>	Reduction in expenditure on placements for looked after children
<b>Version</b>	20 <sup>th</sup> December 2017
<b>Proposal Summary Description</b>	Reduction in three key areas of expenditure on placements for looked after children
<b>Impact on Performance</b>	Quantifying performance for placements has to be linked to individual child outcomes.
<b>Impact on FTE Count</b>	None
<b>Impact on other Service Areas</b>	Placement options create workload pressures across Children's Services and are closely linked to out of authority placements in education. Changes in Children's Services in respect of placement will impact on education.
<b>Impact on Citizens</b>	The current lack of placements for looked after children are reducing the options for matching children with good placements. The savings identified will be aligned with work in house to improve choices and increase positive choices.
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet Member
<b>Activity Codes</b>	SOC32 Independent foster agency placements SOC31 Out of authority residential placements SOC 34 Kinship payments

<b>Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Independent Foster Agency Placements	54			
Out of Authority Residential Placements	113			
Kinship Payments	46			

<b>Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Revenue – Redundancy/Pension				
Revenue – External consultants				
Revenue - Other	52			
Capital – Building related				
Capital - Other				
<b>Implementation Cost - Total</b>	<b>52</b>			

<b>Current Position</b>

## **MTRP Proposal - 18/19 and Beyond - Business Case**

The placements budget in Children's Services is used to support a range of placement options for looked after children.

This proposal is for savings in three key areas: independent fostering agency(IFA) fees; out of authority (OOA) residential placement fees  
care fees

All three areas have seen increasing spend over the past two years resulting from lack of choices in-house, the increasing complexity of presenting and enduring need and a wider national shortage of placements leading to a very strong providers market.

The three component areas of this proposal will require significant work to achieve the savings. This proposal will need to link to an invest to save proposal to create a small amount of capacity in Children's Services to first undertake a concentrated review of the current position and then put in place the framework to achieve long term change.

### **Key Objectives and Scope**

This proposal is specifically to reduce spending in three key areas of the placements budget.

IFA and OOA residential could be achieved relatively easily if alternative placements can be identified. The work and challenge will be to identify safe alternatives for the children currently in placement which are sustainable.

### **Options considered**

The option is to consider is the reduction in spend in the three key areas of placements. The only alternative is to maintain the status quo which would prevent the achieving of a saving.

### **Recommended Proposal/Option**

As outlined reduce spending in each of the areas by developing alternative placement options.

### **Required Investment**

### **High Level Milestones and Timescales**

The high level milestones and timescales will be developed in the final quarter of this financial year.

### **Key Risks/issues**

The risk in this proposal is simply that because of external demands and increasing complexity in the children being cared for that we will be unable to achieve the saving.

### **Specific linkage with Future generation act requirements**

The proposal is a direct saving as a result of reducing the spend on placements. There

## MTRP Proposal - 18/19 and Beyond - Business Case

is therefore no linkage with FG Act requirements.

### **Fairness and Equality Impact Assessment**

No

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## Medium Term Revenue Plan Proposal - Business Case

<b>Service Area</b>	Adult & Community Services
<b>Unique Reference Number</b>	ACS181903
<b>Proposal Title</b>	Review of the Domiciliary Care Service
<b>Version</b>	20 <sup>th</sup> December 2017
<b>Proposal Summary Description</b>	This proposal outlines the opportunity to reduce cost by moving the domiciliary care service used in four Linc Cymru Extracare schemes to a new provider.
<b>Impact on Performance</b>	This business case supports Improvement Plan priorities, Newport a Caring City – supporting independent living for older people and ensuring that people have the right social services.  The service will be focussed on the outcomes model required by Social Services and Wellbeing Act.
<b>Impact on FTE Count</b>	The number of staff affected 57.22 FTE (TUPE)
<b>Impact on other Service Areas</b>	Strategic housing – Linc Cymru is the landlord for the Extracare scheme .
<b>Impact on Citizens</b>	A new domiciliary care provider will be contracted. TUPE will ensure the staff team remains consistent which will be important for tenants and the on-site Linc team.
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet Member
<b>Activity Codes</b>	SOC1 Homecare and extra care

<b>Recurring Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	150	150		

<b>One off Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Revenue – Redundancy/Pension</b>				
<b>Revenue – External consultants</b>				
<b>Revenue – Other</b>				
<b>Capital – Building related</b>				
<b>Capital – Other</b>				
<b>Implementation Cost - Total</b>				

<b>Current Position</b>
The council's domiciliary care service has been subject to a number of changes since 2013 in order to reduce cost and make savings. Specifically for the Extracare schemes, in 2013 changes were made to the deployment of staff; in 2014 consideration was given to outsourcing the service but with uncertainty over living wage and domiciliary care framework this was not pursued and savings were

## **Medium Term Revenue Plan Proposal - Business Case**

achieved through a wider re-structure. In 2016/17 further changes are being undertaken initially to night-time staffing within Extracare, with more significant restructuring being undertaken of the whole service which will create specific and separate frailty and Extracare services.

The service is registered and regulated by Care and Social Services Inspectorate Wales (CSSiW) and there are 57.22 FTE employees in Extracare, the majority of who are as carers. The Extracare service is provided 365 days a year, with the majority of staff working between 7am to 10.30pm with two staff (one waking and one back-up sleeper) providing support each night, allowing tenants to continue to live independently in their own homes.

A three year partnership agreement, signed June 2015 between the council and Linc for the Extracare schemes requires that Linc is consulted on any proposed changes. A costings exercise has demonstrated that an outsourced model would save the council £300k per year. The timing of the process of contracting out means that in 2018/19, half year savings would be achieved.

The cost of re-provision, £1.3m, would transfer to the community care budget to cover the cost of commissioning a contract with a provider to deliver the service.

### **Key Objectives and Scope**

To reduce the costs of providing the domiciliary care service within the Extracare schemes by outsourcing the in-house service to a new single provider. This business case considers the service provided in Extracare, not the service that forms part of the Gwent frailty service.

### **Options considered**

**Option one:** The option of outsourcing the domiciliary care service has been considered previously by the council, most recently in the 2017/18 budget.

The proposal to move to an external provider would ensure consistency of staff supporting the tenants, at a lower cost to the council. It is likely that the process of procuring a contract will take six months. The restrictions of TUPE may impact on the ability to source an external provider but there have been similar arrangements made in other local authorities.

**Option two:** maintain the Extracare service in-house.

### **Recommended Proposal/Option**

Option one: to begin the process of securing an external provider during 2017/18 to start in October 2018.

### **Required Investment**

Staff support

### **High Level Milestones and Timescales**

- December 2017, start engagement with Linc and residents
- Consultation with key stakeholders from December 2017 when the MTRP proposals are published.
- February 2018 Cabinet/Council approval, subject to consultation.
- March 2018, formal notice of change given to Linc and residents
- April 2018 commence process for securing external domiciliary care provider
- October 2018, new contract starts

### **Key Risks/issues**

## Medium Term Revenue Plan Proposal - Business Case

Risk	
The costs of TUPE may impact on our ability to secure an external partner	
Change of care provider for tenants	
Capacity of the commissioning and procurement teams to support process	
Projected costs/savings are based on current unit costs and hours of care delivered may not reflect the cost of contract in two years time.	
<b>Specific linkage with Future generation act requirements</b>	
Future Generations Act 2014 requires that the council makes the right services available at the right time. A commissioning approach, rather than in-house service allows greater flexibility around services for individuals.	
<b>Impact Assessment</b>	
Yes – a FEIA will be completed once we fully understand details of the transfer arrangements	

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## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Service Area</b>	Adult and Community Services
<b>Unique Reference Number</b>	ACS181904
<b>Proposal Title</b>	Re-provision of supported living service
<b>Version</b>	20 <sup>th</sup> December 2017
<b>Proposal Summary Description</b>	<p>Reduction in Newport City Council's in-house supported living services for adults with learning disabilities</p> <p>To reduce the capacity of NCC's internal supported living services to meet the changing needs of the tenants and to reflect a modernised approach to delivery of the supported living model.</p>
<b>Impact on Performance</b>	Social work input, supported by the operational area project manager, is required to arrange alternative provision to meet the changing needs of tenants.
<b>Impact on FTE Count</b>	<p>By the end of 2019/2020, the staff capacity of the supported living service can be reduced by 40%, based on the phased consolidation of the existing four schemes into two.</p> <p>This will be a reduction of seven FTEs.</p>
<b>Impact on other Service Areas</b>	As some of the older tenants in Newport City Council's supported living services require residential accommodation due to their changing needs, this may result in an increased demand for the Council's residential services.
<b>Impact on Citizens</b>	Tenants will require support from council staff to move to the new delivery model.
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet Member
<b>Activity Codes</b>	SOC 3 Supported Living Agency

<b>Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	40	93		

<b>Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Revenue – Redundancy/Pension</b>	53	123		
<b>Revenue – External consultants</b>				
<b>Revenue - Other</b>				
<b>Capital – Building related</b>				

## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Capital - Other</b>				
<b>Implementation Cost - Total</b>	53	123		

### **Current Position**

The council operates four supported living services in Newport, supporting 14 adults with learning disabilities and employs support workers to meet the needs of the tenants, while Charter Housing and Newport City Homes are the registered social landlords.

These small group homes have successfully enabled people to live within the community, but no longer reflect the council's approach to meeting the needs of adults with learning disabilities. There are three vacancies across the service, presenting a risk that the council may be required to pay rental voids to the landlords.

The model of supported living has evolved with younger adults with learning disabilities preferring to rent their own flat, rather than living in traditional small group homes. The council is required by the Social Services and Wellbeing Act 2014 to promote pathways to greater independence. Social work assessments have shown that several tenants would benefit from a change of accommodation and services to help them achieve greater independent living skills.

There are a number of tenants who require residential care to meet their changing needs as they age and become more physically dependent. The council's draft Independent Living Strategy 2017-2022 prioritises working with registered social landlords to look at developing accommodation that supports independent living and meets the demand for accessible accommodation for older adults with learning disabilities.

This business case proposes a change from the current four services to two, giving a more sustainable support model.

### **Key Objectives and Scope**

- To reduce the provision of the council's in-house supported living services from four homes to two by the end of 2019/2020.
- To restructure the management and staff team within the in-house supported living service to support identified tenants to move to more independent living in accordance with changes in their assessed needs
- To support identified tenants to move to residential care in accordance with their assessed needs
- To continue to work with registered social landlords to develop accommodation and supported living that provides more independence

### **Options considered**

1. Status quo – continue to work with tenants but fill any voids with new tenants as people move on.
2. Targeted move-on approach for those tenants who have an assessed need for a change of service and phased reduction of the capacity of the in-house service.
3. Tender the service to the external providers.

## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Recommended Proposal/Option</b>		
Option 2 is the recommended proposal.		
<b>Required Investment</b>		
Staff investment required.		
<b>High Level Milestones and Timescales</b>		
<ol style="list-style-type: none"> <li>1. Engagement with service users and their families to commence December 2017</li> <li>2. Engagement with staff to commence December 2017</li> <li>3. Engagement/briefings with housing associations December 2017</li> <li>4. Completion of social care assessments by June 2018</li> <li>5. Alternative provision sourced by October 2018</li> <li>6. Completion of first phase of targeted move on of tenants by October 2018.</li> </ol>		
<b>Key Risks/issues</b>		
<b>Risk Description</b>	<b>Risk Score (as per matrix below)</b>	<b>Mitigation Measures</b>
Opposition from the supported living staff may have a negative impact on the tenants.	12	Meaningful consultation with the staff team to explain the rationale behind the initiative.
Opposition from tenants and their families	6	Consultation with the tenants and families to explain the rationale behind the initiative.
Difficulties in sourcing alternative accommodation and support provision for the tenants	12	Workstream planning with registered social landlords to develop suitable options
<b>Specific linkage with Future generation act requirements</b>		
<p><b>Integration</b> This proposal is consistent with the council's focus on improving people's lives, as it promotes a pathway to increased independence for adults with learning disabilities.</p> <p><b>Long term</b> It offers a long term approach that acknowledges the imperative of the Social Services and Well-Being Act 2014 and the Future Generations Act to reduce dependency and</p>		

## **MTRP Proposal - 18/19 and Beyond - Business Case**

promote long-term sustainability.

### **Prevention**

The proposal focusses on enabling adults with learning disabilities to have opportunities for greater independence and community participation, rather than excessive reliance on direct support provision. For those older adults who are becoming more frail, the proposal identifies the need for more appropriate accommodation solutions which can facilitate their changing health needs.

### **Collaboration**

The proposal is based on ongoing collaboration with colleagues in housing and social services to work with registered social landlords to develop appropriate models of accommodation and support, while maximising available funding opportunities.

### **Involvement**

A consultation plan involving all key stakeholders will be developed.

### **Fairness and Equality Impact Assessment**

Yes

## Medium Term Revenue Plan Proposal - Business Case

<b>Service Area</b>	Adult & Community Services
<b>Unique Reference Number</b>	ACS181907
<b>Proposal Title</b>	Reduction in Adult Budgets
<b>Version</b>	20 <sup>TH</sup> December 2017
<b>Proposal Summary Description</b>	This proposal will aim to reduce budgets across Adult & Community Services by £222K The budgets impacted will be Community Care and Mental Health.
<b>Impact on Performance</b>	This business case affects Improvement Plan priorities, Newport a Caring City – supporting independent living for older people and ensuring that people have the right social services.  The service will be focussed on the outcomes model required by Social Services and Wellbeing Act.
<b>Impact on FTE Count</b>	0
<b>Impact on other Service Areas</b>	N/A
<b>Impact on Citizens</b>	A reduction in budgets across Adult Services will impact on the capacity to deliver care and support for people with eligible needs.
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet Member
<b>Activity Codes</b>	SOC8 Centrica Lodge Respite SOC10 Externally commissioned care packages SOC11 Mental health

<b>Recurring Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	257			

<b>One off Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Revenue – Redundancy/Pension</b>				
<b>Revenue – External consultants</b>				
<b>Revenue – Other</b>				
<b>Capital – Building related</b>				
<b>Capital – Other</b>				
<b>Implementation Cost - Total</b>				

<b>Current Position</b>
Centrica Lodge £30,000 This is a respite service for people with learning disabilities which operates from a building owned by Newport City Council but the service is provided through a

## **Medium Term Revenue Plan Proposal - Business Case**

commissioned provider. We have been successful in securing an ICF capital bid to improve the facilities and install a lift to the first floor. This will both improve the occupancy levels and also provide an opportunity for income generation as neighbouring local authorities have indicated that they will purchase some capacity. This should mitigate the reduction in the budget of £30k.

### **Community Care £71,000**

This represents a further reduction in the Community Care budget which has been under considerable pressure due to the impact of an aging population and the numbers of people with profound disabilities surviving into adulthood.

### **Mental Health £96,000**

This will be a reduction in the budget availed for funding care and support plans including in residential placements for people of working age with Mental Health problems. Many of the people affected by Mental Health problems are subject to a Mental Health Section 117 and so the cost of their Community Treatment plan is shared across health and social care. This has meant that the cost to social care have reduced as a more robust approach to attributing these costs has been put in place.

### **GWICES – £25,000**

This is the Gwent Integrated Community Equipment Service which is part of a Section 33 pooled budget arrangement. The service has recently been re-tendered and it is anticipated that this will deliver efficiency saving with any impact of the service delivery.

### **Supplies and services budgets £35,000**

The savings will be achieved through reviewing existing care and support plans to identify people whose needs have changed and can be met through an alternative service or the use of their own resources.

### **Key Objectives and Scope**

This business case will reduce the budgets available for commissioned services in the areas listed above as follows:-

Centrica Lodge £30,000

Community Care £71,000

Mental Health £96,000

GWICES £25,000

Supplies and Services £35,000

**TOTAL £ 257,000**

### **Options considered**

Option one: To reduce the budgets in Adult & Community Services by £257,000

Option two: Status quo

### **Recommended Proposal/Option**

## Medium Term Revenue Plan Proposal - Business Case

Recommended proposal is option one				
<b>Required Investment</b>				
N/A				
<b>High Level Milestones and Timescales</b>				
To reduce available budget from April 2018				
<b>Key Risks/issues</b>				
<table border="1"> <tr> <td><b>RISKS</b></td> </tr> <tr> <td>Reduction in budget may affect service provision</td> </tr> <tr> <td>Increased demand may affect ability to deliver savings and increase budget pressures.</td> </tr> <tr> <td>Projected Costs/savings are based on current unit costs and hours of care delivered may not reflect cost of contract 2 years hence</td> </tr> </table>	<b>RISKS</b>	Reduction in budget may affect service provision	Increased demand may affect ability to deliver savings and increase budget pressures.	Projected Costs/savings are based on current unit costs and hours of care delivered may not reflect cost of contract 2 years hence
<b>RISKS</b>				
Reduction in budget may affect service provision				
Increased demand may affect ability to deliver savings and increase budget pressures.				
Projected Costs/savings are based on current unit costs and hours of care delivered may not reflect cost of contract 2 years hence				
<b>Specific linkage with Future generation act requirements</b>				
Future Generations Act 2014 requires that the City Council makes the right services available at the right time.				
<b>Impact Assessment</b>				
Yes				

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## MTRP Proposal - 18/19 and Beyond - Business Case

<b>Service Area</b>	Streetscene and City Services
<b>Unique Reference Number</b>	SS181901
<b>Proposal Title</b>	Composting at Docks Way
<b>Version</b>	20/12/2017
<b>Proposal Summary Description</b>	Re-establish a composting facility at Docksway site
<b>Impact on Performance</b>	This activity will not have a direct impact on recycling performance as tonnage profile and type of activity would remain unchanged
<b>Impact on FTE Count</b>	2 additional FTE to be created
<b>Impact on other Service Areas</b>	The proposal just involves operational changes affecting the service area as new operations are to be brought in-house
<b>Impact on Citizens</b>	This proposal has no impact on citizens as it will not affect any service delivered to them
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	Cabinet Member
<b>Activity Code</b>	STR11 Sustainable Waste

<b>Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	42	14		

<b>Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Revenue – Redundancy/Pension				
Revenue – External consultants				
Revenue - Other				
Capital – Building related				
Capital - Other	(*)			
<b>Implementation Cost - Total</b>				

### **Current Position**

- Currently the Service area uses a conditioned area at its Docksway site to store the green waste collected from households in Newport and through its Household Waste Recycling Centre. The green waste is then collected by the Council's contractor, Viridor Exeter Ltd, who take the material to its composting facility at Walpole, Somerset, where it is composted, with the Council claiming that tonnage towards its recycling target.

## **MTRP Proposal - 18/19 and Beyond - Business Case**

- Current contract introduced in 01/05/2017 for a period of 4 years, includes a 'no fault' termination clause that would enable the Council to cease the activity after a set notice period.
- Current cost of this activity is £35/tonne, including haulage

### **Key Objectives and Scope**

Key objectives of this proposal are:

- Reduction in cost of the service
- Creation of 2 new jobs locally
- Greater resilience at disposal site and HWRC site
- Environmental benefit from reduced transportation
- Potential to offer service to other councils

Additional benefits could be found from the use of the compost produced by the activity in-house, for NCC grounds and parks etc.

### **Options considered**

#### 1. Option 1: Bring composting in-house

The Council historically composted garden waste at its Docksway landfill site. The operation was an in-house service which ceased due to quality issues which arose from the mixed collection of garden and cardboard, and an externalised composting activity was carried out by using a private contractor.

Nowhowever, garden waste and cardboard are collected separately, which would solve all the previous issues linked to the cardboard's presence in the mix.

This option would imply terminating the current contract in place for composting the green waste collected by the Service area, and re-instating the in-house composting activity that was in place until 2012.

Benefits would imply a tighter control of the composting operations, especially around contamination issues, as the Service has experienced problems with the current contractor in the past which resulted in increased disposal costs. It would also bring savings due to reduced operational and haulage costs, estimated at around £58,000/year.

This proposal also represents a potential option to develop the composting activity in the future to offer the service to neighbouring local authorities, which

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could generate a future revenue income for the Service area.

Additionally, it would have a positive impact on employment, as 2 new FTEs would be needed to operate the facility.

### 2. Option 2: keep Status Quo

No changes would be implemented, there would be no operational impact to current services but NCC would not achieve the key objectives detailed above or achieve the proposed savings

### **Recommended Proposal/Option**

The recommended option is to develop the in-house composting activity. This would imply terminating the existing contract and conditioning Docksway site to enable the activity.

The composting process would require the following phases:

- Receipt of garden waste and bulking pre-shredding;
- Shredding material in approximately 300 tonne batches;
- Building of windrows with shredded material;
- Turning windrows;
- Screening of material into compost products and some oversize material;
- Loading of compost products.

These operations, plus the required cleaning and equipment maintenance, would require 2 FTE as follows:

- Basic operative-grade 3 (top of the scale) £22,510 per annum
- HGV driver or supervisor-grade 4 (top of the scale), £25,657 per annum

Plus the following equipment:

- Shedder
- Telehandler
- Screener

And associated costs

Finally, the compost obtained as an end of process product should meet the PAS100 quality qualification to ensure compliance with legislation, so there would be certification costs linked to this.

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In summary the expected annual operational costs of the composting activity would be the following:

Activity	Annual cost (£)
Annual Tonnage In	6,871 <sup>(*)</sup>
Labour	48,167
Maintenance	20,650
Fuel (Red Diesel)	16,063
Compliance PAS 100	10,000
Other (PPE, training etc.)	4,817
Total	99,697

(\*) Includes about 5% contaminated material that needs to be disposed of

The current cost of the service, for the same tonnage profile (6,871 which is the tonnage collected in 16/17, less 5% contaminated material) at £35/tonne is £228,461/year, thus a full year operation would bring in a total saving of £128,764. Once the annualised capital costs (see below) are deducted, a net annual saving of £55,864 would be achieved, this would be coded to NN02 46170 3479.

### Required Investment

Implementation costs would imply purchase of all the required equipment to operate the composting facility:

Equipment	Capital cost
Shredder	£350,000
Telehandler	£100,000
Screeener	£200,000
Conditioning of site	£15,000
Total	£665,000

This would have an annualised cost of £72,901 over a 10 year period (interest rate of 2.4%) as detailed below:

Year	Bf Amount	Annual MRP	Interest	Total	Bal cf
		years	@		
		10	2.40%		
	£	£	£	£	£
1	665,000	66,500	11,638	78,138	598,500
2	598,500	66,500	10,474	76,974	532,000
3	532,000	66,500	9,310	75,810	465,500
4	465,500	66,500	8,146	74,646	399,000
5	399,000	66,500	6,983	73,483	332,500
6	332,500	66,500	5,819	72,319	266,000
7	266,000	66,500	4,655	71,155	199,500
8	199,500	66,500	3,491	69,991	133,000

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9	133,000	66,500	2,328	68,828	66,500
10	66,500	66,500	1,164	67,664	0
Total Payable		<u>665,000</u>	<u>64,006</u>	<u>729,006</u>	
Total Payable annualised				<u>£72,901</u>	

### High Level Milestones and Timescales

Action	Implementation date	Comments
Contract termination	4 months before inhouse composting goes live	
Tender to purchase equipment	As soon as decision is made	Tendering process will last a minimum of 3 months
Installation/conditioning of site	Lead time for machinery to be delivered-not less than 3 months	
Staff recruitment and training	Process to start 3 months before start date	

This means implementation will last a minimum of 6 months once a decision has been made. For a Cabinet Member decision made around November-December 2017 the starting date would be 01/07/2018.

### Key Risks/issues

Risk Description	Risk Score (as per matrix below)	Mitigation Measures
Lead time for equipment	9	All required equipment will need to be procured via open tender. These processes are long and sometimes can be delayed further if additional information etc. is required; once a supplier is selected, lead time for equipment such as this can be 12 to 15 weeks. To avoid delays that may impact on the in-year savings a minimum period of 6 months needs to be allowed from the moment the proposal gains approval to the implementation date
Ability to meet PAS 100 standard	9	Requirements to produce PAS100 quality compost have been taken into account when costing machinery etc., however there might be contamination processes that may pose a risk; to prevent that clear procedures detailing how to tip, store and manipulate the material need to be in place, and measures such as fencing off the area closer to the access road to the site will be considered
Outlet for material	6	Finding outlets for the compost is a commercial operation which would involve additional costs and a carefully designed strategy; however this BC has been

## **MTRP Proposal - 18/19 and Beyond - Business Case**

		prepared on a zero income basis and assumes NCC will be using the entire product in-house (grounds, parks etc.) or distributing it free of charge to residents or businesses in the area, which significantly reduces the risk.
Risk Description	Risk Probability	Risk Impact
Lead time for equipment	3	3
Ability to meet PAS 100 standard	3	3
Outlet for material	3	2
<b>Specific linkage with Future generation act requirements</b>		
<p>Integration – This proposal contributes towards a greener city and works towards the Wellbeing of Future Generation Goals through increased resilience, environmental benefits (local process and reduced contamination through reduced transportation) and circular economy. It also contributes to generate local employment.</p> <p>Long Term – This proposal contributes to increased resilience within the service area as it provides a long term solution for one of its waste streams.</p> <p>Prevention – By placing operational control back in-house dependence on private contractors is minimised.</p> <p>Collaboration – This proposal opens up the possibility of future collaboration with neighbouring authorities as Council services could be offered to them, this would contribute to strengthen relationships and promote a collaborative environment and potential partnerships.</p> <p>Involvement – this proposal would allow NCC to work together with community groups, local retailers etc. to offer compost for free or at a discounted price for local projects; it also contributes to the circular economy by providing a locally sourced outlet to suppliers in the area.</p>		
<b>Fairness and Equality Impact Assessment</b>		
No		

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<b>Service Area</b>	<i>Streetscene and City Services</i>
<b>Unique Reference Number</b>	SS181903
<b>Proposal Title</b>	Review of Back Office Cemetery Operations and facilities in some parks
<b>Version</b>	<i>20/12/2017</i>
<b>Proposal Summary Description</b>	Transfer of cemetery operations and closure of satellite offices, storage areas, changing and toilet facilities in parks and cemeteries. Community asset transfer of facilities where viable. To relocate services and re-let, mothball or demolish buildings and facilities which are surplus to operational requirements in parks and cemeteries.
<b>Impact on Performance</b>	Action will result in savings in rates, repairs, utility costs and overheads. Some short term impact on service performance but long term improvements
<b>Impact on FTE Count</b>	No impact on FTE count
<b>Impact on other Service Areas</b>	No impact on other service areas
<b>Impact on Citizens</b>	Closure of the cemetery office may be unpopular initially however services will be maintained by staff who have moved to the civic centre and via signs on site asking people to make appointments via the telephone
<b>Delegated Decision (Head of Service/Cabinet Member/ Cabinet)</b>	<i>CM</i>
<b>Activity Code</b>	<i>STR2 Cemeteries</i>

<b>Net Savings (£000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	23			

<b>Implementation Costs (- £000's)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Revenue – Redundancy/Pension</b>				
<b>Revenue – External consultants</b>				
<b>Revenue - Other</b>				
<b>Capital – Building related</b>				
<b>Capital - Other</b>	10			
<b>Implementation Cost - Total</b>	10			

## MTRP Proposal - 18/19 and Beyond - Business Case

### **Current Position**

Streetscene Green Services manages parks, cemeteries and other public open spaces for public recreation. Buildings and structures at the sites are used to deliver operational requirements or provide public facilities. Most of these sites and facilities were developed as the city grew during the 19<sup>th</sup> and 20<sup>th</sup> century and this infrastructure has historic liabilities and ongoing maintenance requirements linked to age, use, limited investment. It is clear a number of buildings are no longer required to support operations due to changing work methods and service rationalisation. This business case looks at where we can make savings on running and repairing such facilities.

Key external impact will be for people to access services via the contact centre, and eventually look at remote access to information and services. In time this should improve performance and also improve service delivery.

There may be some issues for people accessing the cemetery service initially however their need will be accommodated at the civic centre and at the city contact centre.

### **Key Objectives and Scope**

This would be the first phase in identifying where we can relocate services and re-let, mothball or demolish buildings and structures surplus to operational requirements resulting in savings in rates, repairs, utility costs and overheads. This will include identifying and to examine any opportunity for new lease agreements and community asset transfer. This would include looking at Green infrastructure assets as part of workable management programme, consulted on by our in-house teams and other service areas.

This MTRP will be a first phase, considering built assets, such as toilets, lodges and shelters where these offer opportunities to contribute or affect proposals. Immediate savings would be generated from centralisation of out posted staff from mess rooms and offices on sites, where this could be realistically achieved with minimal service disruption.

One of the changes would be the buildings at St Woolos cemetery.

- Closure of cemetery mess rooms and public toilets (St.Woolos and Christchurch) and relocation of staff operations to Telford.
- Closure of cemetery office and relocation of staff to civic centre/registrars office £15,000.00

Estimated saving in utility costs would be £15,000 in first year. Income generation could improve the position of service moving forward

- Savings on utilities following on the transfer of the Shaftesbury Park changing room to the club for management. £1,500.00
- Closure of the toilets in Coronation Park £1,000.00
- Savings on the maintenance and upgrade on football pitch at Malpas, Darwin Drive by transferring to the West of St. Julian's football club via a Community Asset Transfer £5,000.00

Total saving £22,500.00

Some buildings, such as the toilets at St. Woolos and the



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changing rooms at Coronation Park, have been closed temporarily due to antisocial behaviour which generated a high number of public complaints which could not be contained by staff even during office opening hours. This case would be to formally close the facilities.

### **Options considered**

#### 1. Retain outsourced cemetery service and parks facilities

- no savings
- increased costs of utilities and maintenance for buildings and playing fields over time
- toilets and outbuildings damaged following antisocial behaviour and the buildings have to be policed and locked by staff
- people can visit the offices without appointments to receive search information for genealogy and other purposes.
- No online system available at present.
- Workforce has access to facilities on site during the day
- Workforce has to travel across city to other sites and to depot for tools, vans etc.
- Cemetery records and ledgers are not protected in a building which has been a target for break-ins. If these historic records are stolen or damaged this would be a significant loss for Newport.
- Tools and equipment stored in unsafe buildings on site resulting in break-ins

#### 2. Move cemetery admin into central location

- operational staff make single journey from depot to cemetery
- savings on utilities etc of outlying buildings
- staff time saved by not having to undertake searches for the public or open and close toilets etc.
- Benefits would mean manpower for cemeteries are interchangeable with grounds and other services.
- All tools, vehicles etc will be available at a central point for safety and servicing.
- Easier to monitor workload and outputs from a central location

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- Empty premises can be commercially let and generate further income.
- More resilience for the service if the physical and administrative operations are brought in with other operations.
- Protection of physical ledgers which can be moved to Gwent archives
- All communications will go through contact centre and can be cross checked and monitored through CRM.
- Workforce may need access to facilities on site.
- Epilogue system needs to be fully complete and the records data made available online for searches to be undertaken remotely.
- Lack of staff presence within cemetery may be unwelcome by public

### **Recommended Proposal/Option**

Option 2 as this will realise a saving of £22,500 immediately and offer greater resilience and options for income generation in the future.

### **Required Investment**

The investment cost identified as £10,000 will be for completing the GIS survey of the gravestones to enable grave location data to be GIS/CAD plotted and be accessed via Epilogue. This will then allow for a full data upload of the cemetery records onto an online system to enable the public to access searches remotely. We are currently undertaking a pilot study of mapping the graves sample areas.

This in turn may lead to a bigger digital project

### **High Level Milestones and Timescales**

Moving staff and resources began in early 2017 and will be completed by April 2018 to realise the full in year saving

### **Key Risks/issues**

<b>Risk Description</b>	<b>Risk Score (as per matrix below)</b>	<b>Mitigation Measures</b>
May not be able to move staff in timely manner to realise full year saving.	1	Due to outcome of audit report some of the administration function is being moved to the civic centre now.
Higher costs involved with making search data	2	Capital bid will be made to complete the project

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remotely accessible		
Public dissatisfaction with dealing in cemetery matters at civic centre or city contact centre	2	Possible move to the Registrar's office may be considered at a later stage
Lack of communication between separated cemetery admin and ops functions could lead to errors	2-3	Outcome of this would be a serious issue however likelihood would be low if communication is set up correctly
<b>Specific linkage with Future Generation Act requirements</b>		
<p><b>Integration –</b>  This proposal will increase opportunities and savings for the service area and enable funds to be reinvested within the assets. The income generation will allow us to continually improve and, where of historical significance, to conserve and protect the buildings, making an investment in the future of the assets and the sites within which they are located.</p> <p>If successful ongoing improvement will increase revenue over the years and is linked to ensuring resilience and protecting green space areas.</p> <p><b>Long Term</b>  Costs associated with servicing aging buildings and redundant amenity buildings are passed onto third parties. Some of these buildings are important cultural assets especially where these are located in historic parks and gardens, or protected with listing in their own right such as buildings in St. Woolos.</p> <p>Income generation can be used to offset future maintenance costs.  Asset transfer can benefit user groups</p> <p><b>Prevention –</b>  Changing use of buildings which are occupied prevents vandalism and theft, protecting assets located in very public areas. Limits the council liabilities if buildings are maintained by others or simply removed.</p> <p><b>Collaboration -</b> some buildings are listed structures or in historic settings.  Over time the uses of these buildings will move from residential to commercial as the authority is no longer a housing provider.  Changing facilities which are no longer needed provide potential venues for antisocial behaviour. Removing them benefits other park users  Asset transfer benefits the clubs and can enable additional funding to be secured</p> <p><b>Involvement –</b>  Parks' friends groups and user groups will be supportive of this proposal to protect the historic fabric of the Newport Parks and cemeteries.</p>		
<b>Fairness and Equality Impact Assessment</b>		
Yes		

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## APPENDIX 7 – FEES & CHARGES FOR CONSULTATION

### SERVICE AREA: Social Services

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
<b>Other Local Authorities Charges</b>					
<b><u>Local Authority Residential Homes (£/week)</u></b>					
Blaen-y-pant - Residential Care	550.00	560.00	per week	1.81%	A review of the market of other Local Authority charges and private sector homes, these increases bring the fees in line.
Blaen-y-pant - Dementia Care	605.00	650.00	per week	7.43%	
Parklands - Residential Care	550.00	560.00	per week	1.81%	
Spring Gardens - Dementia Care	605.00	650.00	per week	7.43%	
<b><u>External Respite Facilities (£/week)</u></b>					
Centrica	903.00	975.00	per week	7.97%	As above
<b><u>Day Services (£/Day)</u></b>					
Day Services/Opportunities – Learning Disability	75.00	97.00	per day	29.33%	Full cost recovery of providing a place
Day Services/Opportunities – Mental Health/Older People	56.00	84.00	per day	50.00%	Full cost recovery of providing a place
Spring Gardens Day Opportunities	56.00	84.00	per day	50.00%	Full cost recovery of providing a place
<b><u>Supported Housing (£/week)</u></b>					
Supported Housing for Learning Disability clients	855.00	1,022.00	per week	19.49%	Full cost recovery of providing a place

Income Source	Current Charge (Exc VAT)	Proposed Charge (Exc VAT)	Unit of charge	% Increase	Reason if different from 4% fee increase MTFP assumption
	£ (2 d.p)	£ (2 d.p)	(per hr/ day etc)		
<b>Newport Residents Charges</b>					
<b><u>Local Authority Residential Homes (£/week – Short Term Stays over 9 weeks and Permanent Admissions)</u></b>					
Blaen-y-pant - Residential Care	550.00	560.00	per week	1.81%	A review of the market of other Local Authority charges and private sector homes, these increases bring the fees in line.
Blaen-y-pant - Dementia Care	605.00	650.00	per week	7.43%	
Parklands - Residential Care	550.00	560.00	per week	1.81%	
Spring Gardens - Dementia Care	605.00	650.00	per week	7.43%	
<p>Applicable to those who have capital in excess of £40k (capital threshold level set by the WG) or sufficient disposable income.</p>					
<b><u>Local Authority Residential Homes (£/week – Short Term Stays up to 8 weeks duration)</u></b>					
Blaen-y-pant - Residential Care	Charged under non-residential charging policy and capped at £70 per week (current rate set by WG and due to be increased in April 2018)			N/A	
Blaen-y-pant - Dementia Care					
Parklands - Residential Care					
Spring Gardens - Dementia Care					
<b><u>External Respite Facilities (£/week –short term stays up to 8 weeks duration)</u></b>					
Centrica					
<b><u>Supported Housing (£/week) Inter Authority Charges</u></b>					
Supported Housing for Learning Disability clients	Charged under non-residential charging policy and capped at £70* per week (*current rate set by WG and due to be increased in April 2018)			N/A	
<b><u>Day Services (£/Day)</u></b>					
Day Services/Opportunities – Learning Disability					

Income Source	Current Charge (Exc VAT)	Proposed Charge (Exc VAT)	Unit of charge	% Increase	Reason if different from 4% fee increase MTFP assumption
	£ (2 d.p)	£ (2 d.p)	(per hr/ day etc)		
Day Services/Opportunities – Mental Health/Older People Spring Gardens Day Opportunities					
<b><u>Extracare Services (£/hour)</u></b> Domiciliary Services	14.00	14.70	per meal	5.00%	Increase to recover the costs of providing the meal
<b><u>Meal Income (per meal)</u></b> All Establishments (Service Users, Visitors & Staff)	3.00	3.50	per meal	16.67%	Increase to recover costs of providing the meal
<b><u>Legal and Administration Charges</u></b>  Deferred Payment Administration Charge (DPA) Legal Charge	60.00	100.00	each	66.66%	Review deemed the previous charges were insufficient to cover the cost of legal and administration of the charge. Includes land registry costs and administrative and professional costs for preparing the DPA contract and placing land charges
	40.00	50.00	each	25.00%	
Residential Care- Provided by External Providers Non-Residential Care- Provided by External Providers Direct Payments Telecare  Where services are provided by external providers the charges made are based on actual costs paid to providers (after income assessment has been made)	Charged under non-residential charging policy and capped at £70* per week (*current rate set by WG and due to be increased in April 2018)			N/A	

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**SERVICE AREA:** Regeneration, Investment & Housing

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption	
<b><u>Building Control Fees</u></b>								
<b>Single Storey Extensions</b>								
Single storey extension floor area not exceeding 10m2								
Full plans charge	325.00	325.00	487.50	487.50	each	0%	Building control fees will not be increased as they have been benchmarked against external competitors; which could result in a loss of market share. Performance against budget shows this is currently achievable.	
Single storey extension floor area exceeding 10m2 but not exceeding 40m2								
Full plans charge	404.17	404.17	606.26	606.26	each	0%		
Single storey extension floor area exceeding 40m2 but not 100m2								
Full plans charge	570.83	570.83	856.25	856.25	each	0%		
<b>Two Storey Extension</b>								
Two storey Extension not exceeding 40m2								
iii) building notice charge	466.67	466.67	700.00	700.00	each	0%		
Two storey Extension exceeding 40m2 but not exceeding 100m2								
Full plans charge	570.83	570.83	856.25	856.25	each	0%		
<b>Loft Conversions</b>								



Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption	
Loft conversion that does not include the construction of a dormer	420.83	420.83	631.25	631.25	each	0%		
Loft conversion that does include the construction of a dormer	466.67	466.67	700.00	700.00	each	0%		
<b>Garages and Carports</b>								
Erection of extension of a non exempt detached domestic garage or carport upto 100m2	245.83	245.83	368.75	368.75	each	0%		
Erection of a non exempt attached single storey extension of a domestic garage or carport upto 100m2	245.83	245.83	368.75	368.75	each	0%		
<b>Other</b>								
Conversion of a garage to a habitable room(s)	245.83	245.83	368.75	368.75	each	0%		
Alterations to extend or create a basement upto 100m2	466.67	466.67	700.00	700.00	each	0%		
Underpinning	229.17	229.17	343.76	343.76	each	0%		
Renovation of a thermal element to a single dwelling	87.50	87.50	131.25	131.25	each	0%		
<b>Creation of New Dwelling</b>								
i) Plan charge	203.13	203.13			each	0%		
ii) Inspection charge	406.87	406.87			each	0%		
iii) building notice charge	610.00	610.00	915.00	915.00	each	0%		



Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
<b>Non Domestic Work</b>							
Commercial Building - Floor Area not exceeding 40m2	533.00	533.00	799.50	799.50	each	0%	
Commercial Building - Floor Area exceeding 40m2 but not exceeding 100m2	612.50	612.50	918.75	918.75	each	0%	
Commercial Building - Floor Area exceeding 100m2 but not exceeding 200m2	891.67	891.67	1,337.51	1,337.51	each	0%	
Underpinning - Est. cost upto £50,000	341.67	341.67	512.51	512.51	each	0%	
Underpinning - Est. cost exceeding £50,000 and up to £100,000	441.67	441.67	662.51	662.51	each	0%	
Underpinning - Est. cost upto £100,000 and upto £250,000	550.00	550.00	825.00	825.00	each	0%	
<b>Window Replacement</b>							
Window Replacement - 1 to 20 windows	204.17	204.17	306.63	306.63	each	0%	
Window Replacement - 21 to 50 windows	325.00	325.00	487.50	487.50	each	0%	
<b>New Shop front(s)</b>							
Window Replacement - 1 to 20 windows	291.67	291.67	437.51	437.51	each	0%	
Window Replacement - 21 to 50 windows	370.83	370.83	556.25	556.25	each	0%	
Renovation of a thermal element - Est. cost upto £50,000	204.17	204.17	306.63	306.63	each	0%	

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Renovation of a thermal element - Est. cost exceeding £50,000 and upto £100,000	245.83	245.83	368.75	368.75	each	0%	
Renovation of a thermal element - Est. cost exceeding £100,000 and upto £250,000	312.50	312.50	468.75	468.75	each	0%	
Alterations not described elsewhere inc. structural alterations and installation of controlled fittings							
Estimated cost upto £5,000	204.17	204.17	306.63	306.63	each	0%	
Estimated cost exceeding £5,000 and upto £15,000	262.50	262.50	393.75	393.75	each	0%	
Estimated cost exceeding £15,000 and upto £25,000	345.83	345.83	518.75	518.75	each	0%	
Estimated cost exceeding £25,000 and upto £50,000	508.33	508.33	762.50	762.50	each	0%	
Estimated cost exceeding £50,000 and upto £75,000	675.00	675.00	1,012.50	1,012.50	each	0%	
Estimated cost exceeding £75,000 and upto £100,000	795.83	795.83	1,193.75	1,193.75	each	0%	
Installation of Mezzanine floor upto 500m2	587.50	587.50	881.25	881.25	each	0%	
Office Fit Out - floor upto 500m2	570.83	570.83	858.25	858.25	each	0%	
Office Fit Out - floor 500m2 to 2000m2	733.33	733.33	1,100.00	1,100.00	each	0%	

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Shop fit out - Floor upto 500m2	570.83	570.83	856.25	856.25	each	0%	
Shop fit out - Floor 500m2 to 2000m2	733.33	733.33	1,100.00	1,100.00	each	0%	
Letter of acceptance to Als	20.00	20.00	20.00	20.00	each	0%	
Preliminary enquiries	50% of plan fee	50% of plan fee	50% of plan fee	50% of plan fee	each		
Market Rents	various based on size of stall and facilities	various based on size of stall and facilities			each	0%	Rentals are long term leases / licenses that will remain the same next year. Performance against budget makes this achievable.
<b>Civic Centre</b>	The charges for the Civic Centre below are subject to charging under the following criteria:						
-	<b>Full Charge:</b> Industrial or Business Organisations; Organisations whose members are engaged in trade, business or professional practice (other than student associations); Statutory official or Government Bodies including Local Government except where reciprocal arrangements apply						
-	<b>Half Price:</b> Political, Social or Trade Union Groups not included under full price or Free						
-	<b>Free</b> (this applies to evening sessions only): Organisations devoted exclusively to charitable causes; Societies for the handicapped; Organisations for promotion of recreational activities for young people; Trade Union Branches whose members are employed by Newport City Council; Any political group meetings of Councillors and invited guests are free of charge (provided that not more than 25 % of the people attending the political group meetings are non-Councillors). NB Any registered charities chaired by the Mayor of Newport can use the meeting rooms free of charge at any time						

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
<b>Civic Centre Room Hire</b>							
Council Chamber	68.00	71.00			Per Session	4%	
	213.00	221.50			Per Day	4%	
Committee Room 1	36.00	37.50			Per Session	4%	
	109.00	113.00			Per Day	4%	
Committee Room 2	26.00	27.00			Per Session	4%	
	78.00	81.00			Per Day	4%	
Committee Room 3	26.00	27.00			Per Session	4%	
	78.00	81.00			Per Day	4%	
Committee Room 4	26.00	27.00			Per Session	4%	
	78.00	81.00			Per Day	4%	
Committee Room 5	21.00	21.80			Per Session	4%	
	62.00	64.50			Per Day	4%	
Committee Room 7	62.00	64.50			Per Session	4%	
	187.00	194.50			Per Day	4%	
<b>Equipment Hire</b>							
Digital Projector	9.40	9.80			per meeting	4%	
Television	9.40	9.80			per meeting	4%	

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption	
Video	5.20	5.40			per meeting	4%		
OHP	5.20	5.40			per meeting	4%		
Screen	4.20	4.35			per meeting	4%		
Flipchart Stand	4.20	4.35			per meeting	4%		
Slide Projector	5.40	5.60			per meeting	4%		
Full facilities in Committee Room 7 including staff assistance	57.20	59.50			per meeting	4%		
Council Chamber Microphones	28.60	29.75			per meeting	4%		
Council Chamber 1 Microphone	12.50	13.00			per meeting	4%		
<b><u>Community Centres Room Hire</u></b>								
<b>Caerleon Town Hall</b>								
<b>Non Profit Making/ Voluntary Organisations</b>								
Town Hall	10.20	10.60			per hour	4%		
Memorial Hall	8.00	8.30	per hour	4%				
Council Chamber	8.00	8.30	per hour	4%				
Hire of Kitchen	6.20	6.45	per hour	4%				
First Floor	10.20	10.60	per hour	4%				
<b>Small Group Organisations</b>								

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption	
Town Hall	13.00	13.50			per hour	4%		
Memorial Hall	10.20	10.60			per hour	4%		
Council Chamber	10.20	10.60			per hour	4%		
Hire of Kitchen	7.20	7.50			per hour	4%		
First Floor	13.00	13.50			per hour	4%		
<b>Commercial/ Business (per hour)</b>								
Town Hall	16.00	16.60			per hour	4%		
Memorial Hall	13.00	13.50			per hour	4%		
Council Chamber	13.00	13.50			per hour	4%		
Hire of Kitchen	8.30	8.60			per hour	4%		
First Floor	14.00	14.50			per hour	4%		
<b>Ringland Community Centre</b>								
<b>Non Profit Making/ Voluntary Organisations (per Hour)</b>								
Main Hall	10.20	10.60			per hour	4%		
Meeting Rooms	8.00	8.30			per hour	4%		
Hire of Kitchen	6.10	6.35			per hour	4%		
Special Events	(all weekend and large event charges to be set by Malpas Court)	(all weekend and large event charges to be set by Malpas Court)						



Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption		
Changing Rooms	13.10	13.60			per hour	4%			
<b>Small Group Organisations (per hour)</b>									
Main Hall	13.00	13.50					per hour	4%	
Meeting Rooms	10.20	10.60					per hour	4%	
Hire of Kitchen	7.20	7.50					per hour	4%	
Special Events	(all weekend and large event charges to be set by Malpas Court)	(all weekend and large event charges to be set by Malpas Court)							
Changing Rooms	13.10	13.60					per hour	4%	
<b>Commercial/ Business (per hour)</b>									
Main Hall	16.00	16.60					per hour	4%	
Meeting Rooms	13.00	13.50					per hour	4%	
Hire of Kitchen	8.30	8.60					per hour	4%	
Special Events	(all weekend and large event charges to be set by Malpas Court)	(all weekend and large event charges to be set by Malpas Court)							
Changing Rooms	13.10	13.60					per hour	4%	

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
<b>Always Community Centre</b>							
<b>Non Profit Making/ Voluntary Organisations (per Hour)</b>							
Main Hall	10.20	10.65			per hour	4%	
Meeting Rooms	8.00	8.35			per hour	4%	
Hire of Kitchen	6.10	6.35			per hour	4%	
Special Events	(all weekend and large event charges to be set by Malpas Court)	(all weekend and large event charges to be set by Malpas Court)					
Changing Rooms	13.10	13.65			per hour	4%	
<b>Small Group Organisations (per hour)</b>							
Main Hall	13.00	13.50			per hour	4%	
Meeting Rooms	10.20	10.60			per hour	4%	
Hire of Kitchen	7.20	7.50			per hour	4%	
Special Events	(all weekend and large event charges to be set by Malpas Court)	(all weekend and large event charges to be set by Malpas Court)					



Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
<b>Small Group Organisations (per hour)</b>							
Main Hall	11.30	11.75			per hour	4%	
Meeting Rooms	10.90	11.35			per hour	4%	
Hire of Kitchen	5.90	6.15			per hour	4%	
<b>Commercial/ Business (per hour)</b>							
Main Hall	14.00	14.60			per hour	4%	
Meeting Rooms	13.50	14.10			per hour	4%	
Hire of Kitchen	5.90	6.15			per hour	4%	
<b>Retws Day Centre</b>							
Non Profit Making/ Voluntary Organisations (per Hour)							
Main Hall	10.20	10.60			per hour	4%	
Day Club	8.00	8.30			per hour	4%	
Hire of Kitchen	6.10	6.35			per hour	4%	
Special Events	(all weekend and large event charges to be set by Malpas Court)	(all weekend and large event charges to be set by Malpas Court)					
<b>Small Group Organisations (per hour)</b>							
Main Hall	13.00	13.50			per hour	4%	
Day Club	10.20	10.60			per hour	4%	

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Hire of Kitchen	7.20	7.50			per hour	4%	
Special Events	(all weekend and large event charges to be set by Malpas Court)	(all weekend and large event charges to be set by Malpas Court)					
<b>Commercial/ Business (per hour)</b>							
Main Hall	16.00	16.60			per hour	4%	
Day Club	13.00	13.50			per hour	4%	
Hire of Kitchen	8.30	8.60			per hour	4%	
Special Events	(all weekend and large event charges to be set by Malpas Court)	(all weekend and large event charges to be set by Malpas Court)					
<b>Small Group Organisations (per hour)</b>							
Main Hall	14.70	15.30			per hour	4%	
Training Room	11.80	12.30			per hour	4%	
Hire of Kitchen	7.20	7.50			per hour	4%	

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Special Events	(all weekend and large event charges to be set by Malpas Court)	(all weekend and large event charges to be set by Malpas Court)					
<b>Commercial/ Business (per hour)</b>							
Main Hall	16.00	16.60			per hour	4%	
Training Room	13.00	13.50			per hour	4%	
Hire of Kitchen	8.30	8.60			per hour	4%	
Special Events	(all weekend and large event charges to be set by Malpas Court)	(all weekend and large event charges to be set by Malpas Court)					
<b>Museum &amp; Art Gallery</b>							
Educational Publications UK Rights	18.00	18.75				4%	
" " World Rights	35.00	36.50				4%	
Commercial Publications & Websites UK rights	36.00	37.50				4%	
Commercial Publications & Websites world rights	75.50	78.50				4%	

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption	
Publication Jacket, Covers & Homepages UK Rights	85.50	89.00				4%		
Publication Jacket, Covers & Homepages World Rights	175.00	182.00				4%		
Television Flash Fees UK rights	86.00	89.50				4%		
Television Flash Fees world rights	170.00	177.00				4%		
Digital Image 300 dpi	6.50	6.80				5%		
<b>Ship Project</b>								
Staff Consultancy & Training services								
Hourly Rate	39.00	40.50				per hour	4%	
Staff Consultancy & Training services								
Day Rate	270.00	281.00				per day	4%	
Faro Arm Rental	76.00	79.00				per day	4%	
<b>Libraries</b>								
Fines (per day)	0.20	0.20				Per day	0%	Charges across the libraries service area are already higher than the average across Wales therefore no increase to be applied. Performance against budget makes this achievable.
Overdue Administration Adult	0.30	0.30				Per Letter	0%	
Replacement Library Card	4.00	4.00				each	0%	
Lost Books and other items	Sliding scale linked to Book Price	Sliding scale linked to Book Price				each		
Hire of Talking Books	1.40	1.40				each	0%	
Charge for late return of Talking Books	0.20	0.20		per day	0%			

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Current Retrospective Charge* (applies to Building Control Charges only)	Proposed Retrospective Charge* (applies to Building Control Charges only)	Unit of charge (per hr/day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Family History Research	28.00	28.00			per hour	0%	
Hire of Rooms	15/ 20	15/ 20			per hour	4%	
<b>Transporter Bridge</b>							
Day Ticket - Adult	3.00	3.00			per ticket	0%	
Day Ticket - Child	2.00	2.00			per ticket	0%	
<del>1</del> Gondola - Adult (one way)	1.00	1.00			per ticket	0%	
<del>2</del> Gondola - Adult (return)	1.50	1.50			per ticket	0%	
<del>3</del> Gondola - Child (one way)	0.50	0.50			per ticket	0%	
<del>4</del> Gondola - Child (return)	1.00	1.00			per ticket	0%	
Development Management Fees	Various based on scale of development	Various based on scale of development			per application	0%	
Pre-application advice	Various depending on the scale of development	Various depending on the scale of development			per application	0%	
Dangerous Structures - Building Control	0.00	0.00			per application	0%	
Demolition Notice -	0.00	0.00			per application	0%	

Fees valid from 1st April 2018 to 31st March 2019



\* A retrospective charge will be applied in the case of Building Control charges where it's been deemed that regulations have not been adhered to and a further charge will apply in such cases.

SERVICE AREA: Streetscene & City Services

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
<b>Exclusive right of burial and issue deed and marker</b>	990.00	1,030.00	per plot	4%	
Standard Grave space not exceeding 2.15m x 0.76m (30") including Headstone Permit	990.00	1,030.00	per plot	4%	
Grave space exceeding 0.92m (36") width (double plot required) including Headstone	990.00	1,030.00	per plot	4%	
Grave space exceeding 0.92m (36") width (double plot required) including Headstone	1,612.00	1,677.00	per plot	4%	
Purchase of two Grave Spaces to accommodate Fibreglass Burial Cube, including Headstone	1,639.00	1,705.00	per plot	4%	
Cremated remains in Garden of Rest – grave space <b>not</b> exceeding 0.23m x 0.92m	472.00	492.00	per plot	4%	
<b>INTERMENTS – INCLUDING USE OF GRASS MATS AS NECESSARY</b>					
Stillborn child or child up to the age of eighteen years	No charge	No charge	per plot	0%	N/A
Persons exceeding eighteen years	1,076.00	1,119.00	per plot	4%	
Interment of second person in grave space on same day	171.00	178.00	per plot	4%	
Cremated remains in Full Grave Space	238.00	248.00	per plot	4%	
Cremated remains in Garden of Rest	238.00	248.00	per plot	4%	

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Interment of second person cremated remains in same space on same day	56.00	58.25	per plot	4%	
Scattering of Ashes	130.00	135.25	each	4%	
Scattering of Ashes of second person at same time	56.00	58.25	each	4%	
<b>HEADSTONES AND TABLETS – INCLUDING ALL INSCRIPTIONS</b>					
ALL PERMIT COSTS NOW INCLUDED WITH EXCLUSIVE RIGHT					
Colombaria Sanctum 2000 Units – above ground	1,531.00	1,592.20	each	4%	
Second and Subsequent Interment Sanctum 2000 Units	56.00	58.25	each	4%	
<b>OTHER SERVICES AND ITEMS</b>					
Administrative research of Burial records (per 30 minute period)	11.00	15.00	per 30 minutes	36%	Following a long needed review of the administrative function and cost associated with this task as well as NCC paying the living wage, the cost has increased to ensure this function is now cost neutral to the authority
Provision of Fibreglass Burial Cube	759.00	789.40	each	4%	
Provision of BROXAP Bench and Concrete Plinth	832.00	903.60	each	9%	Increase in the supply of products and increased installation costs
<b>TRANSPORT HIGHWAYS AND GREEN SERVICES</b>					
<b>RASWA</b>					
Skip licence	39.50	41.00	each	4%	
Unauthorised Skips	152.00	158.00	each	4%	

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Private works: New apparatus Sec 50	382.00	398.00	each	4%	
Sec 50 – Single Dwelling new apparatus	382.00	398.00	each	4%	
Sec 50 – Licence for repair or replace	382.00	398.00	each	4%	
Sec 50 inspection – repair or replace	247.00	257.00	each	4%	
Sec 50 inspection of excavations >200m long	382.00	398.00	each	4%	
S171 Highway Excavation	202.00	211.00	each	4%	
Tower Crane Oversailing the Highway Licence: 10 Working days Notice required.	135.00	140.40	each	4%	
Road Space Booking	135.00	141.00	each	4%	
Vehicle Crossing Inspections	93.00	97.00	each	4%	
Pavement Cafe - Charge for table plus 4 chairs	128.00	133.15	each	4%	
Application to erect sign	205.00	214.00	each	4%	
Signage on the Highway (new charge)	0.00	141.00	each		
Traffic Sign – Application to extend for excess 12 months	35.00	36.50	each	4%	
<b>PARKING</b>					
Residents parking permits	17.00	17.00	each	0%	Due to the current lack of parking enforcement, any increase is seen as detrimental to the current client base which if they see a price increase may result in a reduction in renewals for 18/19 and an increase in illegal parking. This may have an adverse effect on the budget that will need to be managed in year.
Visitor parking permits (Book of 10)	7.00	7.00	per book of 10	0%	
Bus service departure Fees (Market Square)	0.78	0.78	each	0%	
Business Parking	936.00	936.00	per annum	0%	
ECN's - Excessive Charge Notice	£35/£70	£35/£70	each	0%	
<b>Car Park Charges (exc Maindee)</b>					NCC car parking has already seen a tariff increase in May 17. It's therefore seen as too premature to increase again. This may have an adverse effect on the budget that will need to
Up to 3 hours	2.00	2.00		0%	
Up to 5 hours	4.00	4.00		0%	

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Over 5 hours	5.50	5.50		0%	be managed in year.
<b>Maindee Car Park</b>					
Up to 2 hours	0.50	0.50		0%	NCC car parking has already seen a tariff increase in May 17. It's therefore seen as too premature to increase again. This may have an adverse effect on the budget that will need to be managed in year.
Up to 5 hours	2.00	2.00		0%	
Over 5 hours	2.50	2.50		0%	
Plotment Rents	26.30	27.40		4%	
<b>WASTE COLLECTION</b>					
Trade waste collection:-					
Trade sacks	2.11	2.20	per roll	4%	
240 Litre bin	5.57	5.80	each	4%	
360 Litre bin	7.44	7.75	each	4%	
660 Litre bin	13.62	14.20	each	4%	
1100 Litre bin	22.71	23.65	each	4%	
Bulky/Special: Collection	6.00	6.25	each	4%	
Cesspit emptying;					
1,000 gallons	161.00	168.00	per 1000 galloons	4%	
2,000 gallons	203.00	212.00	per 2000 gallons	4%	
<b>WASTE DISPOSAL CHARGES</b>					

Income Source	Current Charge (Exc VAT) £ (2 d.p)	Proposed Charge (Exc VAT) £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
<b>Active Waste</b>					
Disposal Charge	48.33	50.50	per tonne	4%	
<b>Inactive Waste</b>					
Disposal Charge	48.33	50.50	per tonne	4%	
<b>PARKS AND OPEN SPACES</b>					
* No vat					
<b>Belle Vue Park</b>					
Wedding Photography - Annual Permit	73.00	76.00	annually	4%	
Bandstand Per Events*	42.00	44.00	each	5%	
<b>Lodges - Rental Costs</b>					
Grove Park Lodge	496.00	516.00	per month	4%	
Shaftesbury Park Lodge	488.00	508.00	per month	4%	
Thrsitcurch Cemetery Lodge	448.00	466.00	per month	4%	
St.Woolos Cemetery Lodge	510.00	531.00	per month	4%	
Belle Vue Park - Residential Lodge Rent	510.00	531.00	per month	4%	
<b>Caerleon Pavilion</b>					
Caerleon Pavilion*	11.80	12.30	per hour	4%	
<b>Sport &amp; Leisure Pitch Hire</b>					
<b>Football</b>					
Pitch Only (Adult) (per match/pitch) summer and winter	29.00	30.20	each	4%	
Pitch & 1 x Changing (Adult) (per all sports summer and winter	37.00	38.50	each	4%	
Changing Room (per U16 age group)	9.40	20.00	each	113%	This charge reflects opening changing rooms and utility costs for teams that do not pay for pitch hire. This price had not been reviewed in

<b>Income Source</b>	<b>Current Charge</b> (Exc VAT) £ (2 d.p)	<b>Proposed Charge</b> (Exc VAT) £ (2 d.p)	<b>Unit of charge</b> (per hr/ day etc)	<b>% Increase</b>	<b>Reason if different from 4% fee increase</b> <b>MTFP assumption</b>
					detail for a number of years, update in charge following review.
Seasonal Football Charge Exclusive Use – Football Pitch Only	872.00	906.90	each	4%	
Seasonal Football charge Exclusive Use - Football Pitch & changing	994.00	1034.00	each	4%	
Seasonal Football Charge Priority - Pitch Only	458.00	476.50	each	4%	
Seasonal Football Charge Priority - Pitch & changing	561.00	584.00	each	4%	
Seasonal Football Charge Standard - Pitch Only	332.00	346.00	each	4%	
Seasonal Football Charge Standard - Pitch & Changing	448.00	466.00	each	4%	
Seasonal Football Charge General Use - Sunday sides - Pitch only	302.00	315.00	each	4%	
Seasonal Football Charge General Use - Sunday sides - Pitch & Changing	381.00	397.00	each	4%	
<b>Rugby</b>					
Rugby - Exclusive Use Pitch & Changing	994.00	1034.00	each	4%	
Rugby - Exclusive Pitch Only	872.00	907.00	each	4%	
Rugby - Standard Pitch	332.00	346.00	each	4%	
Rugby - Standard Pitch & Changing	448.00	466.00	each	4%	
<b>Events</b>					
Charity Events (discretionary)	200.00	208.00	each	4%	
Commercial Events per day (discretionary)	500.00	520.00	each	4%	

**SERVICE AREA:** Corporate Services

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
<b>CCTV for NCC clients</b>	Variable	Variable	per SLA		
PROPERTY SURVEYS (NON-STATUTORY)	172.00	178.88	per survey	4%	These are statutory and set by the Association of Port Health Authorities. There is no budget increase for this.
HEALTH & SAFETY - SWIMMING POOL/SPA POOL RESAMPLES FOLLOWING UNSATISFACTORY RESULT (Plus VAT)	63.00	65.52	per sample	4%	
<b>PORT HEALTH SHIP SANITATION CERTIFICATES</b>					
Gross Tonnage					
Up to 1,000	85.00	TBC	per certificate	0%	
1,001 to 3,000	120.00	TBC	per certificate	0%	
3,001 to 10,000	180.00	TBC	per certificate	0%	
10,001 to 20,000	235.00	TBC	per certificate	0%	
20,001 to 30,000	305.00	TBC	per certificate	0%	
Over 30,000	360.00	TBC	per certificate	0%	
With exception of vessels with capacity to carry between 50 and 100 persons	360.00	TBC	per certificate	0%	
With exception of vessels with capacity to carry more than 1,000 persons	615.00	TBC	per certificate	0%	
Extensions to Certificates	55.00	TBC	per certificate	0%	
<b>Tables &amp; Chairs (Lic)</b>					
Annual Fee	150.00	156.00	per licence	4%	
4 chairs	55.00	57.20	per licence	4%	
12 Chairs	85.00	88.40	per licence	4%	
24 chairs	150.00	156.00	per licence	4%	
24 + chairs	185.00	192.40	per licence	4%	
smoking area	50.00	52.00	per licence	4%	
change name on lic	25.00	26.00	per licence	4%	
<b>[a] Riding Establishments</b>					

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Up to 10 horses	114.00	118.56	per licence	4%	
11 to 20 horses	139.00	144.56	per licence	4%	
21 to 30 horses	149.00	154.96	per licence	4%	
<b>[b] Animal Boarding Establishments</b>					
Pet Sitters	80.00	83.20	per licence	4%	
Up to 25 animals	130.00	135.20	per licence	4%	
25 to 50 animals	148.00	153.92	per licence	4%	
Over 51 animals	173.00	179.92	per licence	4%	
<b>[c] Pet Shops</b>	108.00	112.32	per licence	4%	
[d] Dangerous Wild Animals	497.00	516.88	per licence	4%	
[e] Dog Breeding Establishments	108.00	112.32	per licence	4%	
[f] Zoo Licence	948.00	985.92	per licence	4%	
<b>For [a] to [f] above, in addition to the licence fee, the licensee to pay the Council's veterinary fees]</b>					
<b>LEGAL SERVICES</b>					
Local Land Charges Nlis Official Search (LLC1 & Con 29 R)	108	108	per search		
Local Land Charges Official Search (LLC1 & Con 29 R)	110	110	per search		
Optional Questions	12 (for 20 out of 22 questions)	12 (for 20 out of 22 questions)	per search	0%	There has not been an increase as the fee is set to be comparable with other competitors and would result in loss of market share if increased.
	15 (2 out of the 22 questions)	15 (2 out of the 22 questions)	per search		There has been no budget increase.
Solicitors own questions	25	25	per search		
Additional parcel fee (Con29 R)	24	24	per search		
Additional parcel fee (total)	25	25	per search		



Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Query re: personal search (dealing with errors etc)	25	25			
<b>Stray Dogs Reclaiming Fees:</b>					
Dogs reclaimed after one day	87	90	per dog	4%	
Dogs reclaimed after two day	100	104	per dog	4%	
Dogs reclaimed after three day	113	118	per dog	4%	
Dogs reclaimed after four day	126	131	per dog	4%	
Dogs reclaimed after five day	139	145	per dog	4%	
Dogs reclaimed after six overnight stays	152	158	per dog	4%	
Dogs reclaimed after seven overnight stays	165	172	per dog	4%	
Dogs reclaimed and staying with the kennels for an extended period (charge per night)	11	11	per dog	0%	This fee needs to be flexible to allow for personal circumstances. There is a budget increase of 4%.
<p>Page 13</p> <p>However there will be discretion given to the Kennels Officer on the level of charging due to unusual circumstances</p>					
<b>Dog re-homing fee :</b>					
Puppies up to 1 years old	160	160	per dog	0%	
Dogs aged 1-3 years old	140	140	per dog	0%	Fees need to be set at a level which does not discourage re-homing – hence the residual discretion.
Dogs aged 3-6 years old	120	120	per dog	0%	
Dogs aged 6 years old +	100	100	per dog	0%	
Tagging inc. VAT	15	15	per tag	0%	There is a budget increase of 4%.
Removal from home	49	49	per removal	0%	
<p>However there will be discretion given to the Kennels Officer on the level of charging due to unusual circumstances</p>					

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Property Naming/Renaming (does not cover newly built properties)	41.60	43.26	per property	4%	
Single Plot Development	114.40	118.98	per plot/property	4%	
Development 2+ Plots	114.40 + 41.60 per additional plot	118.98 + 43.26 per additional plot	per site/plot	4%	
Changes to Development Layout after Notification	41.60 per plot affected	43.26 per plot affected	per plot	4%	
Street Renaming at Residents Request	114.40 + 41.60 per property	118.98 + 43.26 per property	per street/property	4%	
Confirmation of Address to Conveyancers etc	41.60	43.26	per property	4%	
<b>A .EAR PIERCING, ACUPUNCTURE, ELECTROLYSIS AND TATTOOING-REGISTRATION</b>					
Premises	92.00	95.68	per registration	4%	
Practitioners	92.00	95.68	per registration	4%	
Replacement Certificates	23.00	23.92	per certificate	4%	
<b>B .CERTIFICATE FOR VOLUNTARY SURRENDER OF FOOD</b>					
Voluntary Surrender Certificate	55 for first half hour and 55 for every additional half hour or part thereof plus VAT	57.20 for first half hour and 57.20 for every additional half hour or part thereof plus VAT	per certificate	4%	
Collection and Disposal	To be determined by weight and cost of disposal	To be determined by weight and cost of disposal	per collection / disposal	N/A	

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Food Hygiene Rating Scheme - Rescore Fee (per certificate)	160.00	160.00	per certificate	0%	Fees set at a cost recovery only basis. No impact on the budget set for 18/19.
<b>C. EXPORT HEALTH CERTIFICATES</b>					
Export Health Certificate - Food Safety (per certificate)	108.00	112.32	per certificate	4%	
<b>LOCAL LAND SEARCHES IN RESPECT OF CONTAMINATED LAND ETC. [OTHER THAN THOSE UNDER THE LOCAL LAND CHARGES ACT 1975]</b>	54 for first hour and 54 for each additional hour or part thereof	56.16 for first hour and 56.16 for each additional hour or part thereof		4%	
<b>DRINK ENTRANCE CLEARANCE - PREMISES ASSESSMENT</b>					
Property inspection	172.00	178.88	per inspection	4%	
<b>Re-assessment for additional person (within 6 months)</b>	88.00	91.52	per assessment	4%	
<b>HOUSES IN MULTIPLE OCCUPATION LICENSING FEES</b>					
i. Initial Licence	901.00	937.04	per licence	4%	
(For larger HMO (6+ units of accommodation/households)	52 extra per additional unit up to a max of 1,577	54.08 extra per additional unit up to a max of 1,639	per additional accommodation	4%	
ii. Renewal of Licence made before expiry of existing license	712.00	740.48	per renewal	4%	
(For larger HMO (6+ units of accommodation/households)	£52 extra per additional unit up to a max of 1,388	£54.08 extra per additional unit up to a max of 1,442	per additional accommodation	4%	

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
iii. Renewal of Licence made after expiry of existing license	901.00	937.04	per renewal	4%	New fee for 2018/19
iv. Application following revocation of previous licence (where ownership unchanged)	0.00	740.00	per application	0%	
(For larger HMO (6+ units of accomodation/households)	52 extra per additional unit up to a max of 1,577	54.08 extra per additional unit up to a max of 1,442	per additional accommodation	4%	
<b>CAMP SITE LICENCES</b>	624.00	648.96	per site licence	4%	
<b>Mobile Homes</b>					
Site Licence fees - small site (3-10 caravans)	624.00	648.96	per site licence	4%	
Site Licence fees - medium site (11-49 caravans)	697.00	724.88	per site licence	4%	
Site Licence fees - large site (50+ caravans)	832.00	865.28	per site licence	4%	
Amendment to site licence conditions - variation	57.00	59.28	per amendment	4%	
Amendment to site licence conditions - variation requiring an inspection	146.00	151.84	per amendment	4%	
Other fees and Fixed Penalty Notice Charge - fee to deposit site rules	47.00	48.88	per fee	4%	
Other fees and Fixed Penalty Notice Charge - fee for replacement licence	14.00	14.56	per replacement licence	4%	
Other fees and Fixed Penalty Notice Charge - Fixed Penalty Notice charge	78.00	81.12	per FPN charge	4%	
<b>HOUSING ACT 2004 NOTICE FEES</b>	400.00	400.00	per notice	0%	
Each additional identical notice served on another recipient at the same time (charges added and split equally across recipients)	54.00	54.00	per notice	0%	
<b>WORKS IN DEFAULT - ADMINISTRATION FEE</b>	Fee charges by the contractor (ex.VAT) plus:	Fee charges by the contractor (ex.VAT) plus:		0%	Fees set at a cost recovery only basis. There is a budget increase of 4%.

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
	20% for fees up to £1,000 10% for fees £1,001+ *Fee charged by contractor plus "officer time" charge (up to a mx. Of the above charge) where EH Manager agree defaulter has special circumstances.	20% for fees up to £1,000 10% for fees £1,001+ *Fee charged by contractor plus "officer time" charge (up to a mx. Of the above charge) where EH Manager agree defaulter has special circumstances.		0% 0%	
<b>PORT HEALTH – WATER SAMPLING</b>					
i. Drinking water – Microbiological (First Sample) (Plus VAT)	91.40	95.06	per sample	4%	
ii. Drinking water – Microbiological (Each subsequent sample) (Plus VAT)	64.58	67.16	per sample	4%	
iii Legionella water sample (First sample) (Plus VAT)	109.08	113.44	per sample	4%	
iv Legionella water sample (each subsequent sample) (Plus VAT)	81.58	84.84	per sample	4%	
<b>PORT HEALTH – ORGANIC FOOD IMPORT CERTIFICATE</b>					
	58.00	45.00	Research on internet there is a national flat rate charge of £45	-22%	Statutory set therefore no budget increase.
<b>PORT HEALTH SHIP SANITATION CERTIFICATES</b>					
Gross Tonnage					These are statutory and set

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Up to 1,000	85.00	TBC	per certificate	0%	by the Association of Port Health Authorities. There is no budget increase for this.
1,001 to 3,000	120.00	TBC	per certificate	0%	
3001 to 10,000	180.00	TBC	per certificate	0%	
10,001 to 20,000	235.00	TBC	per certificate	0%	
20,001 to 30,000	305.00	TBC	per certificate	0%	
Over 30,000	360.00	TBC	per certificate	0%	
With exception of vessels with capacity to carry between 50 and 100 persons	360.00	TBC	per certificate	0%	
With exception of vessels with capacity to carry more than 1,000 persons	615.00	TBC	per certificate	0%	These are statutory and set by the Association of Port Health Authorities. There is no budget increase for this.
Extensions to Certificates	55.00	TBC	per certificate	0%	
<b>SPORTS GROUNDS GENERAL SAFETY CERTIFICATES</b>					
General Safety Certificates	0.00	Cost recovery up to maximum of £500	per certificate	0%	New fee for 2018/19
Special Safety Certificates for Sports Grounds	0.00	150.00	per certificate	0%	New fee for 2018/19
<b>CCTV Monitoring for external clients</b>	Variable	Variable	per SLA		
<b>Street Trading</b>					
City Centre Pitch - Application Fee (monthly)	52.00	54.08	per licence	4%	
City Centre Pitch - Application Fee (Quarterly / Full year)	156.00	162.24	per licence	4%	
License Fee (daily) Static Trader	47.00	48.88	per licence	4%	
License Fee (weekly) Static Trader	94.00	97.76	per licence	4%	
License Fee (monthly) Static Trader	260.00	270.40	per licence	4%	
License Fee (quarterly) Static Trader	364.00	378.56	per licence	4%	
License Fee (Full year) Static Trader	832.00	865.28	per licence	4%	

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
City Centre Pitch - License Fee (Full year) Static Trader	2600.00	2704.00	per licence	4%	
License Fee (daily) Mobile Trader	47.00	48.88	per licence	4%	
License Fee (weekly) Mobile Trader	94.00	97.76	per licence	4%	
License Fee (monthly) Mobile Trader	125.00	130.00	per licence	4%	
License Fee (quarterly) Mobile Trader	156.00	162.24	per licence	4%	
License Fee (Full year) Mobile Trader	312.00	324.48	per licence	4%	
<b>Taxi Licensing Fees</b>					
Vehicles - less than 5 years	83.00	83.00	per licence	0%	Fees set at a cost recovery only basis. No impact on the budget set for 18/19.
Vehicles – more than 5 years, less than 10	114.00	114.00	per licence	0%	
Vehicles – over 10 Years	166.00	166.00	per licence	0%	
Drivers 3 year	249.00	249.00	per licence	0%	
driver instalments	83.00	83.00	per licence	0%	
Operators 1-9 vehicles	1000.00	1000.00	per licence	0%	
Operators 10-19	1500.00	1500.00	per licence	0%	
Operators 19-35	2000.00	2000.00	per licence	0%	
Operators 35 +	2500.00	2500.00	per licence	0%	
Replacement rear plate	19.00	19.00	per item	0%	
Replacement internal plate	12.00	12.00	per item	0%	
Replacement licence	6.00	6.00	per licence	0%	
Replacement bracket	13.00	13.00	per item	0%	
Replacement Badge	19.00	19.00	per item	0%	
Transfer Plate	65.00	65.00	per item	0%	
Change of vehicle	115.00	115.00	per licence	0%	
Knowledge test	65.00	65.00	per test	0%	
<b>Scrap Metal</b>					
Site Licence	415.00	431.60	per licence	4%	
variation of licence	47.00	48.88	per licence	4%	
Collectors licence	270.00	280.80	per licence	4%	
<b>Ceremony Charges for Naming and Vow Renewal Ceremonies</b>					

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Booking fee	70.00	70.00		0%	Fees set at a cost recovery only basis. No impact on the budget set for 18/19.
Mansion House - Monday to Thursday	230.00	250.00	per event	9%	Discretionary fees for ceremonies at the Mansion House and higher increases can be justified based on the market rates charged elsewhere for other approved premises. No increase to budget.
Mansion House - Friday	285.00	305.00	per event	7%	
Mansion House - Saturday (includes Premier Package)	320.00	340.00	per event	6%	
Approved Venue - Monday to Thursday	335.00	355.00	per event	6%	
Approved Venue - Friday	390.00	410.00	per event	5%	
Approved Venue - Saturday	425.00	445.00	per event	5%	
Approved Venue - Sunday, Bank holidays	495.00	515.00	per event	4%	
Commemorative certificate packs	10.00	10.00	per pack	0%	Fee set at cost recovery basis. No increase to budget.
Save the Date Fee	25.00	25.00	per request	0%	
<b>CERTIFICATE FEES</b>					
<b>Certificate Search Fees</b>					
Search 1 year either side of date	0.00	0.00		0%	This fee is FOC – as instructed by the General Register Office
Search a further 5 years	10.00	10.00	per request	0%	Fee set at cost recovery basis.
Search a further 10 years	18.00	18.00	per request	0%	No increase to budget.
<b>Same Day Service</b>					
Standard Certificate - premium for issuing cert on same day	7.00	7.00	per certificate	0%	
Short Certificate - premium for issuing cert on same day	7.00	7.00	per certificate	0%	Fee set at cost recovery basis.
<b>Telephone Orders</b>					No increase to budget.
Administration Charge - Registrar Certificate	2.00	2.00	per application	0%	
Administration Charge - Superintendent Certificate	4.00	4.00	per certificate	0%	



Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
Same day service certificates *	21.00	21.00		0%	
Regular service applications *	14.00	14.00		0%	
<b>PRIVATE WATER SUPPLIES</b>					
Risk Assessment (each assessment) - Up to 3 hours	£162 for up to 3 hours plus £54 for each additional hour or part thereof, up to a maximum of £500*	£168.48 for up to 3 hours plus £56.16 for each additional hour or part thereof, up to a maximum of £500*	per assessment	4%	Fees set at a cost recovery only basis. No impact on the budget set for 18/19.
Sampling (each visit)	100*	100*	per sample	0%	
Investigation (each investigation)	£100* plus the analysis cost	£100* plus the analysis cost	per investigation	0%	
Grant of an authorisation (each authorisation)	100*	100*	per authorisation	0%	
Analysis (taken under regulation 10)	25*	25*	per analysis	0%	
Analysis (taken during check monitoring)	Analysis cost up to 100*	Analysis cost up to 100*	per analysis	0%	
Analysis (taken during audit monitoring))	Analysis cost up to 500*	Analysis cost up to 500*	per analysis	0%	
* Maximum permitted by regulation					
Fireworks - All year sales licence (set at statutory maximum)	500.00	500.00	per licence	0%	No increase to fee as statutory and no budget increase.
<b>Ceremony Charges for Marriage &amp; Civil Partnership</b> Approved Premises License	1560.00	1560.00	per licence	0%	Fees set at a cost recovery

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption	
Mansion House - Monday to Thursday	230.00	250.00	per event	9%	only basis. No impact on the budget set for 18/19. Discretionary fees for ceremonies at the Mansion House and higher increases can be justified based on the market rates charged elsewhere for other approved premises.	
Mansion House - Friday	285.00	305.00	per event	7%		
Mansion House - Saturday (includes Premier Package)	320.00	340.00	per event	6%		
Approved Venue - Monday to Thursday	335.00	355.00	per event	6%		
Approved Venue - Friday	390.00	410.00	per event	5%		
Approved Venue - Saturday	425.00	445.00	per event	5%		
Approved Venue - Sunday, Bank holidays	495.00	515.00	per event	4%		
Register Office (simple ceremony)	46.00	46.00	per event	0%		No increase to fee as statutory. No increase to budget.
Church/Chapel ceremony attendance	86.00	86.00	per event	0%		
Legal notice of marriage or civil partnership	35.00	35.00	per notice	0%		
Certificate (issued same day)	4.00	4.00	per certificate	0%		
Certificate (issued within 28 days)	7.00	7.00	per certificate	0%		
Citizenship Ceremonies	90.00	90.00	per event	0%		
Single Adult	30.00	30.00	per event	0%		
<b>Same Day Service</b>					Fees set at a cost recovery only basis. No impact on the budget set for 18/19. Cost recovery basis	
Certificate	10.00	10.00	per certificate	0%		
<b>Regular Service</b>					No increase to fee as statutory. No increase to budget.	
Standard Certificate	10.00	10.00	per certificate	0%		
Short Certificate	10.00	10.00	per certificate	0%		

Income Source	Current Charge £ (2 d.p)	Proposed Charge £ (2 d.p)	Unit of charge (per hr/ day etc)	% Increase	Reason if different from 4% fee increase MTFP assumption
<b>LEGAL SERVICES</b> Local Land Charges (LLC1 only) Local Land Charges (Nlis LLC1)) Additional parcel fee (LLC1)	6.00 4.00 1.00	6.00 4.00 1.00	per search per search per search	0% 0% 0%	No increase to fee as statutory. No increase to budget.

Fees valid from 1st April 2018 to 31st March 2019

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# Report

## Cabinet

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### Part 1

Date: 20 December 2017

**Subject** Welsh Education Strategic Plan (WESP) 2017 - 2020

**Purpose** To approve Newport's WESP for submission to Welsh Government

**Author** Education Service Manager, Planning and Resources

**Ward** ALL

**Summary** The School Standards and Organisation (Wales) Act 2013 requires local authorities to prepare a Welsh in Education Strategic Plan (WESP). WESPs are intended to set out the Authority's vision for how Welsh medium and Welsh language education is planned and developed locally.

WESPs from all 22 local authorities were submitted, as required to Welsh Government by February 2017. A review of all of the WESPs was undertaken on Welsh Government's behalf and Authorities have been asked to consider revising their proposals following feedback and to re-submit them following consultation with key stakeholders. A number of revisions to Newport's WESP are being proposed and are outlined in the following report.

**Proposal** **Cabinet is requested to consider the feedback and approve the revised WESP for submission to Welsh Government.**

**Action by** Chief Education Officer

**Timetable** The WESP should be submitted to Welsh Government once approved by Cabinet. The WESP covers the period 2017 to 2020 and includes actions and targets for this time period.

The Consultation process for WESPs is set out in Section 82 of the School Standards and Organisation (Wales) Act 2013. As such the following have been consulted:

- Neighbouring local authorities
- The head teacher of each school maintained by it
- The governing body of each school maintained by it
- Each institution within the further education sector in its area
- Other prescribed persons eg. the Welsh Language Commissioner, the Early Years Development and Childcare partnership, Her majesty's Chief Inspector of Education and Training , such organisations providing services to children and young people as the local authority considers appropriate, such persons or bodies as appear to the local authority to be appropriate.

The Cabinet Member for .Cabinet Member for Education and Skills has been consulted on this report

## Background

1. The School Standards and Organisation (Wales) Act 2013 requires local authorities to prepare a Welsh in Education Strategic Plan (WESP). WESPs are intended to set out the Authority's vision for how Welsh medium and Welsh language education is planned and developed locally.
2. Guidance for preparation of WESPs provides the context for which WESPs should be prepared – the Welsh Government's strategy for the Welsh language and the vision of a million Welsh speakers by 2050 (Cymraeg 2050). Whilst the Council hasn't had formal feedback about the 21<sup>st</sup> Century Schools Band B proposal, the Council has been advised that it is required to align our strategic aspirations for our schools capital programme with how it will contribute to achieving our WESP and Cymraeg 2050.
3. The School Standards and Organisation (Wales) Act 2013 states that Welsh Ministers must exercise the following in relation to WESPs, they have the powers to approve the plan as submitted; approve with modifications; or to reject the plan and prepare another.

## Development of the WESP

4. The development of Newport's WESP for 2017 - 20 began in October 2016 before being submitted to Welsh Government as required for a February 2017 deadline. In March 2017 Welsh Government announced that all WESPs would be the subject of a review which would be undertaken by former AM and Wrexham Council Leader, Aled Roberts. Formal feedback from this review was provided by the Minister for Lifelong Learning and Welsh Language about Newport's WESP in August 2017 along with an invitation to address the issues raised and to submit an amended plan.

### 5. The feedback about Newport's WESP from the Minister was as follows:

- Ambitious targets must be set in order to increase the numbers in Welsh Medium education
- Need to set targets and actions to ensure adequate provision for early years
- Identify how to address the lack of capacity at Bro Teyrnnon\*
- Establish a guideline to ensure that the new schools being built by developers serve the Welsh medium sector
- Need commitment to open a fourth Welsh medium primary school
- Need more detail regarding the location, model and capacity of the centre for latecomers\*
- Set timetable and objectives for Additional Learning Needs assessment

(\* NB: we are not aware of lack of capacity at Bro Teyrnnon; Newport does not have a separate centre for latecomers (children who are immersed in Welsh to develop their language skills) but a protocol whereby each of our three primary schools provides support).

6. Revisions were made to Newport's WESP in response to this feedback and the WESP was then subject to further consultation with stakeholders as required by School Standards and Organisation (Wales) Act 2013. This consultation closed on 13 November 2017.

### 7. Feedback from stakeholder consultation

Feedback was received as a result of the consultation from six organisations/sources; Newport Welsh medium head teachers, Early Years Development and Childcare Partnership, Menter Iaith Casnewydd, Mudiad Meithrin, Welsh Language Commissioner and Newport Parents for Welsh Medium Education (RhAG) . Feedback can be summarised as follows:

**Targets for increasing the numbers of children in Welsh medium schools:** the data included in the WESP are projections of the current children rather than targets for increased numbers and

the creation of demand. These should be targets and they should be more ambitious and take account of the expanding population in Newport. Targets should be set beyond the timescales of the WESP. Spare capacity within Welsh Medium primary schools is in older year groups – when considering need for expansion of Welsh medium education, greater weight should be given to rising 3s and Foundation phase. Clarity is required about the use of demand surveys to determine expansion of Welsh Medium education. Late comers should be included within the targets. Targets for transition of children from KS2 to KS3 should be more ambitious.

**Early years' education:** there is pressure on nursery provision in the Welsh medium schools. The number of non-maintained setting places for nursery needs to increase. Mudiad Meithrin expect to be given targets for opening of new provision and can provide training for Welsh speakers to level 3 in childcare. The sustainability of early years settings has been undermined by recruitment and retention of appropriately qualified Welsh speaking employees.

**New Welsh Medium Primary:** a clear commitment should be included to opening a new Welsh medium primary school – there should be a policy to do so on new housing developments. A dual medium (Welsh/English co-located school) option is not appropriate for Newport. Expansion of existing schools should be discussed with the Governing Bodies in those schools.

**Promotion of Welsh Medium education:** there should be more details about what this will include within the strategy. Promoting the benefits of being bilingual should go hand in hand with opening of new day care. Promotion of Welsh language should become core function of the Council's marketing team.

**Transport Policy:** the council should review its policy on transport as a means of supporting the expansion of Welsh medium education and to ensure that opportunities in Welsh Medium are as available as English Medium.

**Workforce:** a Welsh speaking Educational Psychologist is needed to support the children in Welsh medium schools. Greater CPD opportunities should be made available to develop a bilingual workforce to support the WESP.

## **Proposed revisions following consultation:**

### **Targets for the number of children in Welsh Medium education:**

8. It is generally recognised that in recent years Newport has made a commitment to Welsh Medium education with the opening of Ysgol Gyfun Gwent Is Coed the new secondary school and now having three Welsh Medium primary schools allowing increasing numbers of children to become bi lingual. Today 720 primary school children and 164 secondary school children are taught in Welsh medium schools within the city. Capacity remains within the existing schools, though it is recognised that within the timescales of the next WESP (2020-2025) plans for additional places will be needed.
  - It is recommended that WESP should include a commitment to begin to plan with the governing bodies of Ysgol Gymraeg Casnewydd and Ysgol Gymraeg Bro Teyrnnon for expansion as part of a future 21<sup>st</sup> century schools programme.
9. Targets within the current WESP, reflect realistically the numbers of children who will be in Welsh Medium education within the relatively short timescales of the WESP to 2020. To increase these numbers within this timescale would require more children being immersed in Welsh and transferring to Welsh medium schools.
  - It is recommended that the targets for Primary school pupils should be increased to take account of additional 'late comer' children who will be immersed in Welsh and so transfer to Welsh medium schools. This will be supported by a stream of work within the Welsh

education promotional strategy. Children moving 'in year' between schools and into Newport as new residents will be actively offered opportunity for immersion.

### **Early Years Education:**

10. Places available in non-maintained early years settings are very limited across the city and mean that the choice available for parents is limited compared to English medium settings. This year, the number of children applying for a nursery place at one of the Welsh medium primary schools has exceeded what had been planned and the number of available places has been expanded at Ysgol Gymraeg Casnewydd as a result. There are plans for a new Meithrin to be opened on the site of Ysgol Gymraeg Bro Teyrnnon in September 2018 and also a Meithrin at Ty Chuckles in Bettws which will help to provide more choice for parents and nursery places for children. Sustaining early years settings has been problematic because it has been difficult to attract appropriately skilled Welsh speaking work force.
  - It is recommended that the target for increasing the number of early years and nursery places should be increased and that a strategy is agreed with the Early Years Development and Child Care Partnership and Mudiad Meithrin for achieving this. Newport will work with regional partners in planning the development of the early years settings and to attract appropriately trained Welsh speaking workforce.

### **New Welsh medium primary school:**

11. Newport is a city whose population is expanding. The overriding objective of Newport's 21st Century schools Band B Strategic Outline Plan (approved by Cabinet in July 2017) is to ensure that we have adequate school places available to support this expanding population. There are just two other Authorities in Wales that have a similar issue to tackle (Cardiff and Wrexham). It is in this context that Newport considers its WESP alongside Welsh Government's policy Cymraeg 2050 which seeks to double the number of Welsh speakers by the middle of the century.
12. There are plans within the city to open four new schools over the next decade, all being provided by developers as part of 106 agreements. The WESP and the Council's 21<sup>st</sup> Century Schools Band B proposal make a commitment to scope whether these should be English, Welsh or dual medium when they open allowing the city to consider how it can manage the pressures of a growing city alongside its responsibilities to delivering the Welsh Government's Cymraeg 2050 strategy.
  - It is recommended that the commitment to scope the language medium of the new developer schools be included within the WESP. Acknowledging that demand for Welsh medium education is spread across the city and the Council's role delivering Cymraeg 2050, this scoping exercise should not be confined to the immediate area of the development.

### **Promotion of Welsh medium education**

13. The WESP already commits to a strategy to promote Welsh medium education. A sub group of the WEF will take forward this strategy and the Council will involve relevant officers in the delivery of the promotion strategy.

### **Transport Policy**

14. Transport policy and guidance has been subject to amendments in various services across the Authority in recent years, generally in the pursuit of making services more efficient. There are



concerns about the budget viability and sustainability of amending the transport policy in Education as suggested by consultees.

## Workforce

15. The Authority undertakes regular surveys of its employees on their Welsh language skills and offers regular opportunities for courses at various levels to enable language skill development. Prior to a post being advertised there is a requirement that an assessment is undertaken to determine whether there is a need for Welsh to be essential or not for the role. It is acknowledged that recruiting specialist posts where there is a demand for Welsh language skills may be challenging and where this is the case consideration should be given to working with regional partners.

It is recommended that there is a commitment included in the WESP to working with regional and neighbouring Authorities to ensure that specialist roles such as Educational Psychologists are available.

16. If the above recommendations are agreed by Cabinet, the WESP will be updated accordingly and submitted to Welsh Government.

## Financial Summary

There is no specific budget for delivering the WESP. Work to deliver various aspects of policy have separate funding streams. The council's capital programme is largely reliant upon Welsh Government 21<sup>st</sup> century schools programme.

## 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?
The Welsh Government do not approve the WESP and either modify or reject and prepare another.	H	M	The council has responded positively to the feed back provided by the review of the WESPs and within the context of other pressures it must balance has updated the strategy accordingly	Chief Education Officer
Timescales for delivering the WESP are short and are not aligned to other key policies and strategies eg. 21 century schools and Welsh	M	M	Targets within the WESP take account of the short timescales.  It is understood that Welsh Government are seeking to realign timescales for WESPs with other key policy drivers.	Chief Education Officer  Welsh Government

language strategy				
The targets within the WESP are not delivered within the timescales of the cycle	H	L	The targets that are included allow for work to be undertaken and consideration to be given in order that they can be delivered.	Chief Education Officer WEF
The decision to open a new Welsh medium or dual stream school may exasperate pupil place challenge as it would have to open as a seedling school	H	M	Scoping exercise that determines the medium of a new school would need to take account of demand across the city and map demand for places.  Funding and support from Welsh Government through 21 <sup>st</sup> century schools programme would need to ensure that pupil places are available for the growing population within the city.	Chief education Officer Welsh Government
Dual medium option for new primary school is not supported locally as a solution to increasing demand for Welsh medium education	M	M	Dual medium is recognised by Welsh Government and other local authorities and could provide a practical stepping stone to expansion of Welsh medium	Chief Education officer
Consideration of the WESP is taking place before formal notification from Welsh Government of Newport's 21 <sup>st</sup> century schools Band B strategic outline plan.	H	M	Informally the Authority has been notified that it must align the WESP and Band B proposals. Both commit to undertaking a scoping exercise to determine the language medium of the new schools. Band B also supports increasing demand for Welsh medium education with investment planned in Gwent Is Coed.	Chief education Officer Welsh Government

\* Taking account of proposed mitigation measures

## **Links to Council Policies and Priorities**

Newport City Council Welsh Language Strategy 2017 -22  
Newport City Council 21<sup>st</sup> Century Schools Strategic Outline Plan

## **Options Available and considered**

1. To not revise the WESP
2. To make the revisions to the WESP outlined in this report in part
3. To make revisions to the WESP outlined in this report in full

## **Preferred Option and Why**

Option three is the preferred option as it takes account of feed back from Welsh Government and key stakeholders in the delivery of the WESP. The revisions provide a greater level of 'ambition' for expanding Welsh medium education as required by Welsh Government whilst also taking account of the circumstances in Newport.

## **Comments of Chief Financial Officer**

The Capital Programme from 2018/19 to 2022/13 is currently being developed to be approved in March. Included within this is the final year of the 21st Century Schools Band A projects and £70m for the next phase Band B. The delivery of the WESP will need to be linked with these proposals, with the understanding that some will need to fall into the next phase of 21st Century Schools.

The expansion and delivery of new schools also increases pressure on the revenue budgets, therefore the impact of the delivery of the WESP needs to be built into the Medium Term Financial Plan as projects are known.

## **Comments of Monitoring Officer**

There are no specific legal issues arising from the report. The amended Welsh in Education Strategic Plan has been prepared, and has been the subject of statutory consultation, in accordance with the requirements of the School Standards and Organisation (Wales) Act 2013. Cabinet are required to consider the proposed amendments, in the light of previous feedback on the original WESP and the outcome of further consultation, and agree to the revised WESP being re-submitted to the Welsh Ministers for approval.

## **Comments of Head of People and Business Change**

The WESP has been developed alongside the Councils 5 Year Welsh Language Strategy 2017-2022 which serves to increase the number of Welsh speakers in Newport and increase the opportunities that people have to use Welsh 'in all parts of life'. As identified in the report, the Plan is prepared in the context of the Welsh Government's strategy 'A Million Welsh Speakers by 2050' and promotes Welsh medium education, and Welsh language opportunities for all the children and young people of Newport.

The proposed WESP is also consistent with the well-being goals and the sustainability objectives of the Well-being of Future Generations Act as outlined in the report.

There are no human resources implications at this stage of the process. Future human resources implications could include working with regional and neighbouring Authorities, to ensure that specialist roles such as Educational Psychologists are available bilingually, and supporting recruitment to new primary schools.

## Comments of Cabinet Member

The Cabinet Member has been consulted on this report and supports the amendments proposed to the WESP for submission to Welsh Government.

### Local issues

N/A

### Scrutiny Committees

N/A

## Equalities Impact Assessment and the Equalities Act 2010

### Fairness and Equalities Impact Assessment (FEIA)

The purpose of this assessment is to provide balanced information to support decision making and to promote better ways of working in line with equalities (Equalities Act 2010), Welsh language promotion (The Welsh Language (Wales) Measure 2011), sustainable development (Wellbeing of Future Generations (Wales) Act 2015), and the four parameters of debate about fairness identified by the Newport Fairness Commission (NFC Full Report to Council 2013).

**Completed by:** Lucy Jackson      **Role:** Service Manager

**Head of Service:** Sarah Morgan      **Date:** 29/11/2017

**1. Name and description of the policy / proposal being assessed. Outline the policy's purpose.**

Welsh Education Strategic Plan (WESP): WESPs set out an Authority's vision for how Welsh medium and Welsh language education is planned and developed.

**2. Outline how you have/ will involve stakeholders who will be affected by the policy/proposal**

Key stakeholders have already been consulted on the proposed policy, their feedback has been considered and used to up date the WESP. Members of the Welsh Education Forum (WEF) in Newport will have an important role in delivering aspects of the WESP.

**3. What information/evidence do you have on stakeholders? e.g. views, needs, service usage etc. Please include all the evidence you consider relevant.**





The feedback from key stakeholders has been summarised within the Cabinet report which also includes the Authority's proposed response. Cabinet have the opportunity to consider these views and to incorporate them into the WESP.


**4. Equalities and Welsh language impact**

Protected characteristic	Impact:			Provide further details about the nature of the impact in the section below. Does it: 1. Promote equal opportunity 2. Promote community cohesion 3. Help eliminate unlawful discrimination/ harassment/ victimisation?
	Positive	Negative	Neither	
<b>Age</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The WESP in large part is concerned with school age children and increasing demand for Welsh Medium education. If the Welsh Government target in Cymraeg 2050 is to be achieved significant increases in children will need to be educated through the medium of Welsh. The WESP should also support people of all ages to learn the language.
<b>Disability</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The WESP includes reference to working regionally to ensure that there are relevant strategies and resources in place to support children with Additional Learning Needs who are in Welsh Medium education.
<b>Gender reassignment/ transgender</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There should be no impact on of the WESP
<b>Marriage or civil partnership</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
<b>Pregnancy or maternity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
<b>Race</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children from minority ethnic communities are currently under represented in Welsh Medium education n compared to English Medium. The strategy for promoting Welsh language education will include work to specifically promote the Welsh language and Welsh medium education to these

Protected characteristic	Impact:			Provide further details about the nature of the impact in the section below. Does it: 1. Promote equal opportunity 2. Promote community cohesion 3. Help eliminate unlawful discrimination/ harassment/ victimisation?
	Positive	Negative	Neither	
				communities.
<b>Religion or Belief or non-belief</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
<b>Sex/ Gender Identity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
<b>Welsh Language</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The WESP is concerned with the Council's commitment to the development of the Welsh language and Welsh medium education and does so in the context of Cymraeg 2050. If a million Welsh speakers are to be achieved by the middle of the century the percentage of children being educated in Welsh Medium schools in Newport will need to be about 40% (Cymdeithas).

**5 How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>The WESP considers how Welsh language and Welsh medium education can be promoted in Newport. If the number of Welsh speakers are to increase in the city this will be as a result of increasing the number of children being educated in the medium of Welsh. The WESP includes a commitment to scope whether new schools will be Welsh, English or dual medium in order to ensure that in the short term, with a growing population all children within the city have a school place whilst recognising the role of Welsh medium education in increasing the number of bilingual citizens.</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Partnership with key stakeholders is critical to the successful delivery of the WESP. The Welsh in Education Forum in Newport is a requirement but members feedback on the WESP has been critical in shaping it. These partners will also ensure that the objectives set out in the WESP are delivered.</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Meetings with the WEF are held quarterly. Members of the WEF are also involved, day to day in delivering the objectives set out in the WESP.</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Data is utilised to project the demand for Welsh medium education. An annual demand survey of new parents is undertaken to ensure that places in Welsh education can be provided.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The proposal specifically supports the sustainability of and vibrancy of the Welsh language and culture by considering how Welsh medium education can be expanded.</p> <p>The WESP supports the well-being goals of a prosperous Wales by creating confident bi lingual citizens through Welsh medium education with greater opportunities for employment.</p> <p>By supporting Cymraeg 2050, the WESP seeks to create a community where there is equality between Welsh and English languages.</p> <p>In terms of developing cohesive communities, the WESP acknowledges that children from BME communities are currently under represented in Welsh Medium schools and this is an area of need of development.</p> <p>The WESP is neutral in terms of issues of health, resilience and global responsiveness.</p>

**6 What will the impact be on the wellbeing goals (under Wellbeing of Future Generations Act 2015)?**

The WESP directly impacts on the long term sustainability of the Welsh language and supports the increasing numbers of people who are bi lingual. By doing so, it supports the vibrancy of Welsh culture. The WESP acknowledges that children from BME communities are currently under represented in Welsh medium schools and that there is a need to promote the Welsh language across these communities. This work will support the goal of creating more cohesive communities.

More children and wider workforce who are bi lingual will have greater employment opportunities which will in turn support the growing economy of Newport.

There would be no negative impact on either Welsh Government or Newport well-being goals.

**7 Will the proposal/policy have a disproportionate impact on a specific geographical area of Newport?**

All children are provided with the opportunity to attend a Welsh medium school. The number of schools and early years settings available at present are not currently evenly dispersed across the city.



**8 How does the proposal/policy relate to the parameters of debate about Fairness identified by the Newport Fairness Commission**

Stakeholders are actively engaged in discussions about the development of the WESP and work streams to deliver it.

**9 Taking this assessment as a whole, what could be done to mitigate any negative impacts of your policy and better contribute to positive impacts?**

Consideration will be given to scoping the language medium of the new schools that are being planned to be opened in the city. This will ensure that all children within the growing city will have a school place and will seek to mitigate the sibling challenge.

**10 Monitoring, evaluating and reviewing**

The WESP has a three year time scale and specific targets. The WEF are critical both in delivering the WESP and monitoring its progress.

**11 Involvement**

Once approved by Cabinet, the WESP will be submitted to Welsh Government. Once approved by the Minister, it will be published on the Council's website and used as a working document by the WEF.

**12 Summary of Impact (for inclusion in any report)**

**Equality Act 2010 AND Welsh Language**

The impact on the Welsh Language and its development in Newport is significant. The WESP is a vehicle through which the Welsh language and Welsh medium education will grow and develop.

**Wellbeing of Future Generations (Wales) Act 2015**

The WESP is intended to ensure the long term sustainability of the Welsh language. More information about the WFG Act is detailed above.

## **Consultation**

Comments received from consultation are included within the report.

## **Background Papers**

Report to Cabinet: Strategic Outline Proposal for 21<sup>st</sup> Century schools Band B funding (July 2017)

Dated:13 December 2017



**Newport City Council**  
**Welsh in Education Strategic Plan**  
**2017 – 2020**  
**Draft for consultation, October 2017**

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## Newport City Council – Welsh in Education Strategic Plan 2017 – 2020

### **SECTION 1:**

Newport City Council's vision, goal and objectives for Welsh-medium education over the next three years.

#### **Vision:**

Newport City Council, acting as a member of the South East Wales Consortia, will participate in the development of Welsh standards in education to equip a bilingual Wales with a skilled bilingual workforce, supporting the Welsh Government's vision for Welsh in Education. We will work with others as a region to equip schools and education providers across age ranges and linguistic sectors with the capacity and sustainability to increase standards in Welsh and promote the use of the Welsh language within families, communities and workplaces. We will aim to stimulate and provide local, accessible, sustainable, community-focused provision to meet the growing demand for Welsh-medium education.

#### **Objectives:**

- In collaboration with all members of the WEF a strategy for promoting Welsh will be developed, implemented, reviewed and revised over the period of this strategy.
- Promote the Welsh language within the city of Newport by designing and implementing a 'Learning & Working in Welsh' portal on the Council home web page, as an access tool for links to learning and working web sites that deliver services in Welsh – the scope and breadth of connectivity can be developed over the life of this Welsh in Education Strategic Plan (WESP).
- Promote the delivery of bilingual education and childcare from 0 – 25 in the form of a 'Benefits of Bilingualism' leaflet to demonstrate access to 'Work, Learn & Play in Welsh', to be reviewed annually and developed over the life of this WESP
- Continue to underpin the Early Years Development and Childcare Partnership Strategic Business Plan, in particular Priority 3: Improve awareness and availability of Welsh-medium childcare and pre-school education provision across Newport. Having developed an action plan "Actively promoting Welsh-medium settings and ensuring that there is sufficient Welsh medium childcare and pre-school education available across Newport"
- Prior to the opening of a new school, the Council will scope out what it should be designated as to meet our statutory responsibilities for the growing demand for places within the city. This would include consideration of Welsh, English or dual language options. Specifically for the proposed new school on the former site of Whiteheads, subject to available funding and confidence that the demand for places can be met, a dual stream school will developed. Expansion of either or both Ysgol

Gymraeg Casnewydd and Ysgol Gymraeg Bro Teyrnnon will be proposed in future 21<sup>st</sup> Century schools programmes.

- Welsh-medium education parental demand surveys will be conducted annually (each Spring Term) through a postal questionnaire to parents of children under the age of two with an action plan developed and published (each Summer Term) to address the findings of each survey.
- Increase the number of pupils assessed in Welsh first language at the end of the Foundation Phase from 5.2% to 5.6% by 2018.
- Increase the number of pupils assessed in Welsh first language at the end of Key Stage 3 from 2.6% to 3.2% by 2018.

**Statement:**

This Welsh in Education Strategic Plan 2017 – 2020 (WESP) is intended to demonstrate alignment with the partner five year Welsh Language Strategy for Newport City Council (NCC) and at the same time recognise and address the Welsh Government ambition to reach a million Welsh speakers by 2050.

The Newport Welsh Education Forum has developed this WESP. The consultees are listed in Annex 4 and the timescales for the consultation leading to submission to Welsh Government is included at Annex 5. The approval and review during the consultation period includes the Learning, Leisure & Caring Scrutiny Group for Newport City Council and will also be issued for information to full Cabinet.

At the same time a paper is being set before full Cabinet to approve the draft 5 Year Welsh Language Strategy for Newport which will be launched for consultation during the same time frame as the WESP. The Council's strategy sets out how we are going to 'promote the Welsh language and to facilitate the use of the Welsh language.' The draft vision for the five year Welsh Language Strategy is 'The people of Newport can use Welsh in all parts of life...' The target is to increase the number of Newport pupils in Welsh-medium education from 892 in 2016/17, to 1,250 or more in 2022/23. This represents a growth from 3.9% of the school age population to 5%. This is based on filling the reception classes of the three Welsh medium primary schools to their capacity of 107 places a year, for the next five years beginning in 2017/2018.

The current surplus position has been recorded, as at February 2017, in our Welsh-medium primary schools – a total of 101 surplus places; that is to say, an overall 14% surplus position exists. WG monitor our planning of school places and urge local authorities across Wales to hold 10% or less surplus, whenever possible. If that position is more than 10% then an explanatory strategic statement is generally provided – this surplus position is held at the current time to support any potential increase in demand for school places in the medium of Welsh in our primary sector.

A complementary target therefore for the WESP in the next three years is to ensure that the capacity of our Welsh-medium primary schools is maximised, so to increase the numbers in those schools from 622 (October 2016) up to 749 by March 2020. At the same time to see those children moving through the education system into our new Welsh-medium secondary school – Ysgol Gyfun Gwent Is Coed.

The City of Newport is experiencing a population increase as a direct result of inward economic migrants, EU and Non-EU migration and housing developments. The Office for National Statistics census shows that the population of Newport rose by 6.4% between 2001 and 2011. Newport's estimated population was 146,841 in 2014. This population growth is predicted to continue, suggesting the population of Newport could be in the region of 160,000 by 2026.

The number of pupils in Newport City Council maintained schools has increased by approximately 1,300 between 2011 and 2016. This rise can partly be attributed to the increase in nursery class provisions across the city's primary schools, together with a steady population increase referenced above. In 2011 the number of pupils aged 3-19 registered in Newport City Council maintained schools was almost 24,000. In 2016 there were over 25,000 pupils in Newport City Council maintained schools.

Planning of school places is taken forward under the governance of a multi-disciplinary Planning of School Places Group reporting to the Education Senior Management Team and the People Services Capital Programme Board. Pupil populations and forecasts are reviewed against school capacities on a termly basis for all schools. The current Welsh-medium estate, within the existing three primary school sites, has sufficient capacity to allow growth in line with the Council's 5-year Welsh-language strategy, up to September 2022.

Discussions have taken place on forward planning issues including solutions to expansion. However, whilst there is currently no evidence to suggest that there will be sufficient demand in Newport to warrant further expansion in the above time frame, it is appropriate to factor in unexpected new demand following promotion of the Welsh language. The continuing action therefore, during the lifetime of this WESP, is for planning of Welsh-medium school places to include an annual parental demand survey, a capacity reassessment of all three Welsh-medium primary school sites (in order to develop expansion plans for provision in good time) and the monitoring of forecast against actual demand on a termly basis.

As the Council looks forward to the period 2020 and beyond, housing development plans that the council currently knows about could generate a demand of almost 2,000 primary and over 900 secondary places between 2021-2026, there is no ability to predict specific years. This outlook confirms the need to plan for additional education provision for both primary and secondary age pupils and we can consider a percentage proportion estimate of pupils who will seek Welsh-medium education. The extent of current and planned development in Newport makes this particularly challenging, given the restrictions of the existing school estate and infrastructure within the city.

The January Pupil Level Annual School Census (PLASC) 2016 records show a stability of demand for Welsh-medium education of almost 5% of all primary school age pupils. This is further borne out by the analysis of parental surveys in 2012 and 2015 which indicated that demand for Welsh-medium education could be approximately 5% of the total primary population in future years.

The October PLASC 2016 noted that there were 619 pupils (R-Y6) in our three Welsh-medium primary schools. The current combined

capacity of the three schools is 719 places – as one is a seedling and year 6 is currently free (this will increase to a capacity of 749 after next year). This academic year, we have an operating surplus capacity of 14% across all three schools.

However, in September 2016, demand for Welsh-medium reception places was greater than ever. 109 reception places allocated across the three schools. This represents 5.74% of the total city reception cohort who chose Welsh-medium education. If that trend of almost 6% continued for the next five years this would require a capacity increase of 0.5 form entry or 105 additional school places.

It is therefore appropriate not to rely upon historical or perceivably stable trends but to develop evidence based judgement alongside standard / traditional forecasting formulas and data from housing developments albeit unpredictable, plus the close monitoring of school admission applications.

At a time of increased housing developments and a burgeoning population demanding additional schools, it is appropriate for the Education in Welsh Policy to include a statement that Newport City Council will establish schools with a single or one language. This approach can support the occasional seedling school development on condition that it is a temporary solution before a more permanent solution is determined.

There are five new housing developer led schools being built across the city over the next two to ten years. Prior to the formal process of opening a new school, we would scope out what it should be designated as to meet our statutory responsibilities for the growing demand for places within the city. This would include consideration of Welsh, English or dual options. The scoping would include consideration of options and plans for expansion at existing school sites.

Newport City Council will be taking forward significant engagement with the Mudiad Meithrin on establishing opportunities for non-maintained settings in the medium of Welsh. With available capacity on site, preliminary plans are underway to develop meithrin provision at Ysgol Gymraeg Bro Teyrnnon to support an early year's facility. This will enable a smooth transition from the Meithrin into Welsh-medium primary school for all pupils. Transition management planning will be key between the school and the Meithrin at all levels and in all opportunities.

The Wellbeing of Future Generations Act is about improving the social, environment, economic and cultural wellbeing of Wales. It makes sustainable development the central organising principle in Welsh public life. The Act has seven wellbeing goals, one of which is 'A Wales of vibrant cultures and thriving Welsh language.' This means that there is already a duty on the Council to achieve that goal in the long term, as one of the steps to create the Wales we want to see in 2050. The five year Welsh Language Strategy and objectives will be considered in forming Newport City Council's Wellbeing Objectives for March 2017 and the Public Service Board's Plan, March 2018.



The WESP can have a role to play in achieving the goals emerging from the Wellbeing of Future Generations Act and at the same time support the implementation of the Welsh Language Standards which is already integrated into the Council programme as one of nine Equality Objectives. This is achieved by a governance model based on a sound partnership approach by the Members of the Newport Welsh Education Forum, which is Chaired by the Chief Education Officer. The membership includes:

- Primary School representation from both English and Welsh-medium schools
- Secondary School representation from Ysgol Gyfun Gwent Is Coed
- Menter Iaith Casnewydd (programme and targets are set out in Annex 3)
- Urdd Gobaith Cymru (programme and targets are set out in Annex 4)
- Coleg Gwent
- University of Wales
- Flying Start
- Mudiad Meithrin
- Rhieni dros addysg Gymraeg (RhAG)
- Education Achievement Service
- Education Senior Management Team – improvement, inclusion, resources & planning and also policy

The Newport Welsh Education Forum has agreed terms of reference which declares the function of the Forum is to provide a formal channel of communication between Newport City Council, its maintained schools, and other partner organisations with an interest in Welsh education in the Newport area on such matters relating to Welsh education as prescribed in the Welsh Government 'Welsh Medium Education Strategy' and Newport's Welsh in Education Strategic Plan. In particular, the Forum shall:

- Act as a consultative group for the development of the WESP [and the associated Welsh in Education Grant (WEG) – now ceased]
- Monitor the implementation of the WESP
- Monitor the provision of Welsh-medium education and act as a consultative group for future developments
- Provide an annual report to the Welsh Government describing progress in terms of implementing the WESP's targets against the approved timetable

The sections that follow demonstrate a full partnership approach to compiling the WESP. The Newport Welsh Education Forum members have continued to develop this Welsh Education Strategic Plan with the support of significant feedback and advice from the Welsh Language Commissioner, over the winter of 2016/17 before a delayed final submission in February 2017.

DRAFT

**SECTION 2:**

Local authorities have a statutory duty under Section 10 of the Learner Travel Measure (Wales) 2008 to promote access to education and training through the medium of Welsh. The following statement is regarding the accessibility of Welsh-medium provision in Newport in relation to home to school transport.

In accordance with the Council's policy, free home to school transport is provided to primary aged pupils who live two miles or more from their catchment school or nearest available school and secondary aged pupils who live three miles or more from their catchment school or nearest available school. This includes Welsh-medium schools. Furthermore, and in accordance with the Learner Travel (Wales) Measure, a pupil will receive free transport to an alternative school if this is nearer than the catchment school and provided that the qualifying distance is met.

As Newport City Council has established and opened a new Welsh-medium secondary school the challenge over the next few years will be for siblings who have divided education provision between Ysgol Gyfun Gwynllyw and Ysgol Gyfun Gwent Is Coed.

Ysgol Gyfun Gwent Is Coed for Newport and South Monmouthshire is intending to work in partnership and collaboration with Gwynllyw and Cwm Rhymni for the delivery of regional 6<sup>th</sup> form provision and with Coleg Gwent for a post 16 offer in the medium of Welsh. However, a further challenge is that Post 16 home to school transport policy is not statutory it is discretionary for all local authorities in Wales this can be seen to be an additional barrier or hurdle to accessing education, training and learning.

In order to comply with any duty to further promote access to Welsh-medium education, the Council would need to re-consider its current Home to School Transport policy, particularly in relation to siblings and post-16 provision. There would be a difficulty in amending policy to support or increase access to Welsh education locations, when pupils and students attending English medium locations are not afforded the same benefit.

**SECTION 3:**

How Newport City Council will achieve Outcomes 1-7 with reference to section 19 of the guidance. Data (where available) is included within Annex 1 to support our targets.

**Outcome 1: More seven-year-old children being taught through the medium of Welsh**

The current position relating to the number of seven year olds taught through the medium of Welsh and our targets for the next three years:

The number of seven year old children (those in Year 3) being taught through the medium of Welsh is 87 (as at Jan 2017), representing 4.52% of our total Year 3 cohort. The reception cohort for the same year was filled to capacity (one over capacity), and when they become seven years of age in 2019/20 (reaching Year 3) they will represent approximately 5.62% of the total cohort.

These targets are set on the basis of current cohorts across three Welsh-medium primary schools moving through the year groups, with an assumption that new reception year groups entering Welsh-medium schools will be filled to capacity of 107.

2016/17	R	Y1	Y2	<b>Y3</b>	Y4	Y5	Y6
Total Welsh-medium Primary Pupils	108	92	92	<b>87</b>	97	73	71

2017/18	R	Y1	Y2	<b>Y3</b>	Y4	Y5	Y6
Total Welsh-medium Primary Pupils	<u>110</u>	108	92	<b>92</b>	87	97	73

2018/19	R	Y1	Y2	<b>Y3</b>	Y4	Y5	Y6
Total Welsh-medium Primary Pupils	<u>111</u>	<u>110</u>	108	<b>92</b>	92	87	97

2019/20	R	Y1	Y2	<b>Y3</b>	Y4	Y5	Y6
Total Welsh-medium Primary Pupils	<u>112</u>	<u>111</u>	<u>110</u>	<b>108</b>	92	92	87

- The underlined figures represent assumed pupil numbers filling capacity, following capacity assessment in Summer 2017 and the assumption that no pupils drop out.
- The target figures are approximate, based on an assumed total cohort across all of Newport's schools of 1,923 for each year (the size

of the current cohort), no accounting for increases in overall pupil numbers.

<b>Current Position</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
<b>Expanding provision</b> The percentage of seven year old children currently taught through the medium of Welsh? <b>4.52% (87 pupils)</b>	4.78% 92 pupils	4.78% 92 pupils	5.62% 108 pupils
The percentage of children accessing Cylch Meithrin transitioning to Welsh-medium nursery or reception provision in Newport	65% 17 pupils	75% 20 pupils	100% 26 pupils
The percentage of children from the English medium primary sector accessing Immersion provision within Welsh-medium primary schools in Newport	0.018% 2 pupils	0.053% 6 pupils	0.088% 10 pupils

**Objectives to achieving this outcome:**

- Increase the number of seven year old children taught through the medium of Welsh
- Adopt systematic processes for measuring the demand for Welsh-medium childcare and Welsh-medium statutory educational provision. Provide information for Parents regarding Welsh-medium provision available within the Local Authority, including providing feedback and acting promptly on the findings of parental surveys.
- Maintain the Newport Welsh Education Forum (WEF) ensuring continued links with Newport Early Years and Childcare Development Partnership (EYDCP), delivering actions relating to Welsh Medium provision within Early Years
- Increased promotion of Welsh-medium pre-school provision, including (Mudiad Meithrin) Dechrau'n Deg / Flying Start and extended childcare and the ability to take advantage of Welsh-medium provision through the establishment of provision within each primary school for late comers (Immersion).

**Supporting Statement:**

Within Newport, the result of the most recent Welsh-medium Education Parental Demand Survey, coupled with historical trend analysis, suggest that demand for Welsh language pre-school and primary education will remain fairly consistent over the next 3 years. The recent opening of the new Welsh-medium Secondary School, Ysgol Gyfun Gwent Is Coed is likely to have a positive impact on the numbers of seven year olds being taught through the medium of Welsh over the next few years.

Within the LA, there are 3 primary schools, offering a total pupil admission number of 104 per year group (excluding Nursery provision). Following capacity assessment in summer 2017, this admission number has increased to 112. It is suggested that if there is a growing demand for additional Welsh-medium primary places, a capacity reassessment of all three Welsh-medium primary schools would be

appropriate to develop plans for at least 0.5 form entry or an additional 105 primary school places during the lifetime of this WESP. Such plans will need to be able to be put into operation swiftly, as the school admission applications for September 2016 demonstrated a surprising increase from 4.45% to almost 6% of the total primary age population in Newport. Expansion of Ysgol Gymraeg Casnewydd and Bro Teyrnnon will be proposed in future 21<sup>st</sup> Century schools programmes.

In recent years capital investment within the Welsh-medium primary sector totals approximately £1.5million – this includes creation of a new nursery at Ysgol Gymraeg Bro Teyrnnon and additional internal improvements. Within Ysgol Gymraeg Ifor Hael, a three classroom refurbishment which includes a new ‘community’ space for other services has been completed.

From the Summer Term 2017 Immersion provision will be available within our three Welsh-medium primary schools. A protocol, that sets out a consistent approach to supporting children with little or no Welsh has been agreed with Newport’s Welsh primary schools for immersion to be provided at individual schools rather than a centre based at one of the schools within the city. Following acceptance of a pupil into a school, immersion and support will normally be provided for one term, though there is provision for support to be provided for a longer period if there are additional learning needs or circumstances that have resulted in limited progress. Funding is available for each of the schools to support the immersion programme. It is considered that this approach offers the benefit of being more sustainable than a single unit. The protocol will be reviewed after one

Ysgol Gyfun Gwent Is Coed opened in September 2016, with 83 pupils being admitted. Currently the school is occupying temporary accommodation whilst the new build is on-going. This temporary accommodation is on the site of Ysgol Gymraeg Bro Teyrnnon. The £32.5 million project will provide a brand new, purpose built Welsh-medium secondary age accommodation block and external modifications which is due to be in operation on the permanent site in September 2018. The site and premises of Ysgol Gymraeg Bro Teyrnnon will be able to return to delivering a purely primary age group provision, with additional space for other services.

During 2015, Flying Start / Dechrau’n Deg commissioned a consultation to assess the future demand for Welsh-medium Flying Start Provision across the city. The survey focused upon the factors influencing parents’ and carers’ decisions when selecting Early Years Welsh-medium provision for their children, in particular issues surrounding the potential demand for Welsh language. The questionnaire set out the background and explained the purpose of the consultation. As a result of the survey, 14 Welsh-medium Flying Start places were created for two to three year olds located within a city centre location to improve accessibility for families. A further 16 places will be created by January 2017, in the east of the city which was highlighted as an area of demand in both the Flying Start consultation and the Welsh-medium Education Parental Demand Survey.

Flying Start are promoting the Welsh Language in the following ways:

- FIS & Flying Start to promote at WM and EM School careers events: minimum of two events attended per year
- Flying Start: Gain accreditation through umbrella organisation’s support – to achieve quality assurance in all Welsh-medium Childcare

settings at a minimum of bronze level.

- Develop apprenticeships / assistant posts – (Welsh medium) - three places.
- Maintain and increase the number of practitioners undertaking Welsh language courses including Year 2 of Level 1 Welsh training ( seven staff enrolled) and further short courses accessed internally via Newport City Council

Newport Early Years and Development Childcare Partnership (EYDCP) have identified that an improved awareness and availability of Welsh-medium childcare and pre-school education provision across Newport is a priority for the work of this group during 2016-2018. Identified actions include active promotion of Welsh-medium childcare and pre-school settings, ensuring that there are sufficient Welsh-medium childcare and pre-school education available across the whole of Newport. It has been agreed that an important role of this group is the promotion of and the availability of Welsh-medium provision to parents so they can be given a choice of provision that is equally available.

Ways in which the Welsh-medium provision is planned to be actively promoted are as follows:

- Cymraeg I Blant (Welsh for Children) project implemented for early promotion work of Ti a Fis & Clychoedd, and promotion of WL education
- Sustain existing Welsh-medium settings
- Develop two new Cylch Meithrin wraparound provisions located within WM Primary schools
- Develop two new Ti a Fi's (includes development of one FS provision by Dec 2016)

Additional funding bids are being submitted during the period 2017/18 in order to support resources in Out of School Clubs with a focus on the delivery of ALN and Welsh-medium. Additional resources will enable the provision of bilingual resources to all the Newport settings to encourage the use of incidental Welsh and to share the cultural aspects of Wales through play

The findings of the latest Childcare Sufficiency Assessment carried out by Newport Family Information Service and published in April 2015 indicate that a significant number of parents and guardians are unlikely to currently consider Welsh language education because they have little knowledge about the benefits of it. There are currently two Cylch Meithrin in the city; Ty Norfolk and Y Delen, equating to 36 places. This covers two wards in the city. Coupled with the Flying Start settings and their locations, this leaves 17 wards without Welsh-medium childcare provision. There are preliminary plans to develop the following:

- A Cylch meithrin at Ysgol Gymraeg Bro Teyrnnon, facilitated by Mudiad Meithrin and supported by the Early Years Team and FIS.
- A potential Welsh Medium day care provision with an independent provider – supported by Mudiad Meithrin through FIS childcare support contract (RSG).

In addition to increasing provision, promoting (and potentially expanding) opportunities for parents and families to access Welsh language courses may assist by reducing parental concerns around support for their child(ren) whilst they attend Welsh-medium provision in their formative years.

The partnership working with Clybiau Plant Cymru is progressing with the development of a much needed CSSIW workshop targeting Welsh-medium Out of School Club providers. This will ensure the provision in all sectors and all settings is of an equitable nature with all policies and protocols in line with the Council and CSSIW requirements.

Actions planned to actively promote childcare in the medium of Welsh and to increase the use of Welsh language across pre-school childcare sectors as follows:

- Four Welsh language workshops delivered (by Mudiad Meithrin) under the Childcare Contract
- Two Welsh Language Awareness Sessions to be delivered by Menter Iaith
- Maintain Development Officer Linguistic Support via MM & WPPA (Areas of support will vary and types of delivery will differentiate according to need)

In contrast, the analysis of parental surveys in 2012 and 2015 indicated that demand for Welsh-medium education could be approximately 5% of the total primary population in future years.

The intention of the next planning cycle for the Regional Welsh in Education Forum is to have four task and finish groups to take forward significant work programmes. One sub group is focussed on developments within Early Years. This sub group will have relevant officers from each local authority in Gwent, Mudiad Meithrin and the three Menter Iaith organisations in the region, as well as representation from Rhag or other organisations at relevant pertinent meetings. Initial focus areas will include

- Increasing the number of Welsh medium childcare places across the region including the development of new provision as well as expanding existing provision through change in premises or additional services offered.
- Training and staff recruitment and improving Welsh language skills across the region to develop consistency in language usage by childcare setting staff to promote language acquisition, including linking with the feeder primary school for consistency in language usage and supporting positive transition.
- Sustainability and business support to ensure all childcare has a robust business plan to ensure it is maintained and able to increase over the course of this plan. This focus will also look at how childcare settings are able to receive funded places through the Childcare Offer, Flying Start and Early Years Education to maximise any funding received as well as provide a wider service to fee paying parents and delivering a community provision.
- Improving transition rates between Cylchoedd and Primary Schools.



The Childcare Offer will require significant additional childcare places and location may be critical to their sustainability so this group will link through the Regional WEF to ensure the sub group looking at planning school places is linked in development work with the early years group developing childcare provision.

Data (where available) supporting all Outcomes is included in Annex 1.

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**Outcome 2: More learners continuing to improve their language skills on transfer from primary to secondary school.**

Current position and targets for the next three years relating to the number of year nine learners who are assessed in Welsh (First Language)

<b>Current Position</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
The current percentage of learners in Year 9 who are assessed in Welsh (First Language) <b>3.42% (57 pupils)</b>	<b>2.9% (50 pupils)</b>	<b>4.23% (74 pupils)</b>	<b>4.35% (74 pupils)</b>
A comparison of this figure with the percentage of learners in Year 6 who were assessed in Welsh (First Language) three years earlier <b>2.59% (43 pupils)</b>	<b>3.02% (51 pupils)</b>	<b>4.52% (78 pupils)</b>	<b>5.17% (86 pupils)</b>

(NB: these numbers are based on actual pupil numbers as per PLASC. They do not take account of children that may come through immersion route and actual numbers would be difficult to predict).

**Objectives to achieving this outcome:**

- Increase the percentage of Year 9 learners who are assessed in Welsh (first language) and between Key Stage 2 and 3.
- Increase non-maintained Welsh-medium childcare settings for children under three and funded non-maintained Welsh-medium settings delivering the Foundation Phase
- Develop more effective transfer between the funded non-maintained provisions to maintained school provision
- Develop more effective transfer between Key Stage 2 and 3.

**Supporting Statement:**

Detail is set out under Outcome 1 in respect of the actions proposed to stimulate demand for Welsh-medium childcare, at the same time commentary has been provided with quantitative targets under Outcome 1 in respect of the Immersion provision for children in primary. There are greater opportunities for the transfer of pupils taught through the medium of Welsh between Key Stage 2 and 3, with the opening of Newport's first Welsh-medium secondary school in September 2016. This provision is expected to support pupils and parents in accessing Key Stage 3 provision more easily. Newport's third Welsh-medium primary school gained its first group of year 6 pupils from September 2017. This significantly increases the number of year 6 first Welsh language learners who are expected to make the transition to Welsh medium secondary. The Welsh medium cluster has established a transition plan which considers emotional and social well-being, effective pedagogy and parental engagement to maximise the Key Stage 2-3 transition rate. This is also linked to the Local Authorities vision of creating a 'Seamless Learning Pathway' or 'llwybr dysgu di-dor'. The increased volume of Welsh-medium schools in the city is expected to stimulate demand. Newport City Council will continue to promote Welsh medium education through its media channels. It is recognised that the majority of parents choose Welsh or English medium education for their children at an early age. With this in mind we will work with all partners to meet (and stimulate) the demand of non-maintained Welsh-medium childcare settings for children under three and funded non-maintained Welsh-medium settings delivering the Foundation Phase to improve the percentage of learners assessed at the end of Key Stage

2 and 3 beyond 2020. Whilst at present there is no certainty about demand, for families that consider Welsh Medium later, a protocol and dedicated funding has been developed in-conjunction with and agreed with the three Newport Welsh Medium Primaries to provide immersion to support transition. These arrangements will be reviewed after one academic year to ensure consistency of approach and best practice. Data (where available) supporting all Outcomes is included in Annex 1.

**Outcome 3: More learners aged 14-16 studying for qualifications through the medium of Welsh.**

**Outcome 4: More learners aged 14-19 in study subjects through the medium of Welsh, in schools, colleges and work-based learning.**

All subjects (with exception of English) at Ysgol Gyfun Gwent Iscoed will be taught in Welsh, including Maths and science so learners will study for qualifications through the Language. Newport’s intent is to work in partnership with Coleg Gwent and other regional Welsh Medium schools to deliver vocational qualifications.

Our current position and targets relating to the percentage of learners entered for GCSE Welsh (first language) entered for at least **two further** Level 1 or Level 2 qualifications through the medium of Welsh.

<b>Current Position</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
All pupils in Welsh-medium education at Ysgol Gyfun Gwynllyw 100%	100%	100%	100%
			Plus all pupils at Ysgol Gyfun Gwent Is Coed 2020/21 100%

**Objectives:**

- Ensuring that provision for 14-16 year old learners at Ysgol Gyfun Gwent Is Coed complies with the Learning and Skills Measure (Wales) 2009
- Newport City Council to have representation in order to work through 14-19 Networks and 14-19 Regional Forums to sustain and improve Welsh-medium provision
- Newport City Council to note the data captured for 14-19 Welsh-medium provision. Plan for post-16 Welsh-medium provision within

partnerships

**Supporting Statement:**

Newport pupils in Welsh-medium primary education transfer to Welsh-medium secondary schools. This is with very few exceptions. Newport pupils who currently attend Ysgol Gyfun Gwynllyw are entered for two Maths, two Science, three optional GCSEs and the Welsh Baccalaureate through the medium of Welsh. This is in addition to Welsh / Welsh Literature – which are not included in the data. The opening of Ysgol Gyfun Gwent Is Coed will provide the growing number of Newport pupils’ local access to Welsh-medium secondary education.

Our current position and targets relating to the percentage of learners entered for GCSE Welsh (first language) being entered for at least **five further** level 1 or level 2 qualifications through the medium of Welsh.

Current Position	2017/2018	2018/2019	2019/2020
All pupils in Welsh-medium education at Ysgol Gyfun Gwynllyw 100%	100%	100%	100%
			Plus all pupils at Ysgol Gyfun Gwent Is Coed from 2020-2021 100%

**Objectives:**

- Ensure that provision for 14-16-year-old learners at Ysgol Gyfun Gwent Is Coed complies with the Learning and Skills Measure (Wales) 2009
- Maintain 14-19 provision at the level of 14-19 grant provision activities.
- Work through 14-19 Networks and 14-19 Regional Forums to sustain and improve Welsh-medium provision

**Supporting Statement:**

To ensure the availability of Welsh-medium GCSE courses for pupils at Newport, Ysgol Gyfun Gwent Is Coed will collaborate with Ysgol Gyfun Gwynllyw, Torfaen and Ysgol Gyfun Cwm Rhymni, Caerphilly to ensure sufficient provision. Both established schools work in strong collaboration and have been innovative in ensuring healthy 14-19 provision through the ‘Partneriaeth 6’ strategy. The withdrawal of the 14-19

grant poses significant threat to this strategy and to the availability of courses to Newport pupils currently attending Ysgol Gyfun Gwynllyw. Transportation costs are an added stress on the viability of courses.

There is a high degree of consultation with learners around 14-16 and 16-19 choice, this should begin well in advance of options and timetable setting. This will ensure that:

- Learners have the widest number of options based on their preferences
- Choices should suit the learner destinations

Cwm Rhymni and Gwynllyw have demonstrated the degree of partnership and collaboration in the curriculum whereby staff travel to teach alternative or low take-up courses. The schools in the south east have to date been able to meet the requirements of the measure and offer 30 subjects. As a direct result of the 14-19 funding which has been reduced, the suite of courses on offer will be tailored accordingly, working with all sectors including Coleg Gwent and English medium local schools. This must include consultation with all learners on their destination and in partnership delivering a changing suite of course in the region. This will directly increase partnership and collaboration generally on all curriculum matters.

The LEA and the Education Achievement Service for South East Wales will be providing support, training and challenge to the Welsh-medium secondary schools in order to continually improve their standards against performance indicators. Regional partnership working with Ysgol Gyfun Cwm Rhymni, Caerphilly and Ysgol Gyfun Gwynllyw, Torfaen will also continue to develop as well as partnership working with the CYDAG networks and forums.

Data will be used to identify successful and high achieving courses. These will be supported whereas courses that do not meet the standards of performance expected will be audited to determine the reason those standards have not been achieved and to take forward a plan of action to remedy the low standards.

The 14-19 Forums have officially come to an end however, Cymdeithas Ysgolion Dros Addysg Gymraeg (CYDAG) SE Wales continues to meet to explore the possibility of continuing practices such as arranging conferences and staff collaboration meetings that were in place to March 2016. Creativity and commitment will be needed to enable continuity.

Gwynllyw and Cwm Rhymni have in the past held joint governance meetings to gather, analyse and use data for 14-19 Welsh-medium provision and plan for post-16 Welsh-medium provision within partnerships. This is to be relaunched to include Ysgol Gyfun Gwent Is Coed.

Coleg Gwent currently have 69 learners enrolled for 2016/17 at Newport Campus who are Welsh speakers. Enrolment continues therefore this

number is subject to change. It is not possible at this early stage for the College to accurately say how many learners study bilingually, however, this is usually around 1/3.

**The college has set itself a target for increasing the number of learners who study bilingually by 10% every year for the next three years.**

Data (where available) supporting all Outcomes is included in Annex 1.

### **Outcome 5: More students with higher-level Welsh-language skills**

#### **Objectives:**

- Improve provision to address literacy in Welsh
- Improve provision and standards of Welsh First Language and Welsh Second Language
- Increase opportunities for learners of all ages to practise their Welsh outside the classroom in both Welsh-medium and English-medium schools
- Increase the total A Level Welsh and Welsh Second Language entries as a percentage of GCSE Welsh and Welsh Second Language entries.

In addition in order to ensure more learners with higher-level Welsh-language skills the Local Authority with its stakeholders will:

- Plan strategically for the direct progression of pupils at Ysgol Gyfun Gwent Is Coed to post 16 Welsh-medium education from 2021.
- Ensure that the Post 16 Curriculum Deputy Group are aware of the LA's vision to increase AS/A level numbers in English-medium schools and actively collaborate to ensure pupils have access to AS / A level Welsh Second Language course.
- Encourage English-medium schools to increase formal and informal provision for Welsh Second Language at KS3 and KS4 so that GCSE Full Course uptake is increased from 35% (2015 baseline) and that both languages are widely used as mediums of communication
- Encourage English-medium schools to enter nearly all pupils for GCSE Welsh Full Course when the current Short Course is withdrawn in 2018 (pupils currently do not have to be entered for any examination in Welsh Second Language) and plan for the implementation of Successful Futures to ensure transactional competence for all pupils aged 16.

#### **Supporting Statement:**

Performance in Welsh First Language / literacy is strong in the Foundation Phase and KS2 with performance above Wales at both key stages (Newport ranked 1<sup>st</sup> in Wales in the PF and 7<sup>th</sup> at KS2). There is sector leading practice within the authority's primary schools and as Ysgol Gyfun Gwent Is Coed opens, ensuring commonality of approach to literacy across the cluster will support pupils as they transfer to KS3. The

newly established tight knit cluster will develop a joint literacy policy and work in collaboration with the Education Achievement Service (EAS) to develop a literacy transition project in the spirit of the Donaldson Curriculum utilising already existing strategies effectively deployed in schools and others developed with schools from the cluster and the wider EAS region such as '*Y Darllenwr Dygn*', '*Ditectifs Darllen*' and '*Seilliau Sgrifennu*'.

Raising standards in Welsh literacy / Welsh is a specific improvement priority in the EAS Consortium's business plan which is based on robust analysis of schools' performance and areas for development. The business plan is reviewed on a six monthly basis and updated annually. Workforce training needs are planned in relation to outcomes on a regional, LA and cluster basis. The LA and EAS will provide support and challenge to schools in order to continually improve their standards against performance indicators and, particularly in English-medium schools their provision for Welsh and bilingualism. Support is targeted in inverse proportion to success. All primary and secondary schools in receipt of high level support and challenge for Welsh (Welsh and English-medium schools) have bespoke support plans that are monitored on a six weekly basis. As well as specialist in-house Welsh language and methodology support for teachers and support for leadership of Welsh form the EAS LLC Welsh team there will be:

- Specialist central language training provision
- Support for nominated cluster leads for Welsh (Welsh and English-medium schools) to build cluster capacity
- Leadership networks, including Welsh-medium HT networks
- CPD provision by lead primary and secondary teachers and schools.
- Specialist teaching programmes to improve teaching in the Welsh-medium sector, '*Anelu at Ragoriaeth*'
- Support for the Informal Use of Welsh programmes, *Siarter Iaith* and PCAI in Welsh-medium schools and Cymraeg Campus in English-medium schools.

As Welsh-medium provision grows and Welsh-medium school catchments change maintaining the high standards already achieved will require continued drive for excellence. As well as a rigorous approach to assessment for and of learning, including in-house and cluster moderation, the adoption of the *Siarter Iaith* initiative from September 2016 will support schools in improving pupil confidence and competence in using the Welsh language both inside and outside the classroom, enabling schools to maintain their high outcomes. Schools will achieve the *Siarter* gold standard by July 2019. Securing direct progression for pupils at Ysgol Gwent is Coed through KS4 into KS5 will be vital to ensure that high number of students from Newport progress to KS5.

Performance in Welsh as a Second Language at KS2 is strong with performance significantly above Wales (Newport ranked 2<sup>nd</sup> in Wales) but performance at KS3 is below Wales. The EAS will monitor provision at KS3 and 4 and report to Challenge Advisors and the LA on time allocation and the status of option group numbers annually. Current targets for secondary schools are listed in appendix one. These will be revised in Autumn 2017 to ensure that they are far more ambitious.

At meetings with secondary head teachers, there will be encouragement to provide adequate time for the study of Welsh as a second language in line with the new Welsh GCSE taught from September 2017 and with the requirements of the new curriculum to ensure transactional competence at the end of KS4 for all pupils in all aspects of school life. Welsh Full Course will be the only GCSE on offer from 2018 following the withdrawal of the Welsh Full Course which will provide a more solid basis for the progression to AS and A Level. However, the current non-core status of Welsh in English-medium schools will continue to 2021. Pupils must study Welsh to 16 but there is no requirement for them to sit an external examination in Welsh. This will continue to be a major barrier to the growth of the study of Welsh to A Level.

The current examinations available to students from 16-19, particularly for Welsh have been widely reported to be most appropriate for the more academic students. This has had previous effect on uptake. Newport welcomes the opportunity to request that Curriculum Wales review their range of qualifications for Welsh to ensure wider appeal and make Welsh courses relevant to the world of work today; for example a vocational Level 3 Professional Welsh course would have a wide appeal and take-up.

Coleg Gwent have Welsh Second Language courses at Crosskeys and Blaenau Gwent Learning Zones Campuses. Learners on priority bilingual programmes e.g. child care are offered Welsh courses through the Gwent Welsh for Adults Centre. The College has set a target of increasing the number of learners completing additional Welsh courses by 10% each year for the next three years. All learners complete Welsh language awareness units and are encouraged to evaluate the benefits of bilingualism in the workplace. The College has an active Welsh Club providing opportunities for learners to participate in informal events e.g. trips, outdoor activities (Urdd). The College has set a target for increasing the participation in Welsh Club events by 10% each year for the next three years. Staff development opportunities are offered to all staff to further develop their bilingual teaching skills and embedding the Welsh dimension. The College has set a target of increasing the number of learners completing work in Welsh by 10% each year for the next three years. The College enjoys a very good working relationship with Menter Iaith together with numerous activities organised in conjunction with the Urdd.

The local Urdd and Menter groups will work with schools and the community to provide opportunities to practise their Welsh skills in less formal situations. Pupils from both Welsh and English-medium schools will have access to the following opportunities to practise their Welsh language skills in formal and non-formal settings with a growing emphasis on opportunities from both communities to work together.

Data (where available) supporting all Outcomes is included in Annex 1.  
The Urdd Gobaith Cymru programme and targets are set out in Annex 2.  
The Menter Iaith Casnewydd Targets are set out in Annex 3.



**Outcome 6: Welsh medium provision for learners with additional learning needs (ALN)****Objectives:**

Improve Welsh-medium additional learning needs provision (ALN) through the following:

- Develop a managed moves protocol between Welsh-medium schools in the consortium to provide for pupils at risk of disaffection or exclusion by September 17
- Develop plans to provide specialist Welsh-medium primary provision within a mainstream primary school within the consortium
- To work in collaboration with SEWC partners to provide Educational Psychology and SpLD support in Welsh.
- To work closely with the ALNCO/Headteacher in Ysgol Gyfun Gwent Is Coed to develop good quality ALN provision within the new school.

**Supporting Statement:**

Assessment of ALN provision in Welsh-medium schools has been undertaken, both informally and formally as part of on-going monitoring of ALN provision within Newport. Within the four Welsh Medium schools there are currently 11 pupils with statements. At present, there is only mainstream ALN provision within Welsh Medium education, i.e. pupils are supported via an Individual Development Plan (IDP) and / or Statement of SEN (SSEN) within mainstream school. It is a priority for us to work with the Welsh Medium cluster to establish LRB's. Newport will be working with other Authorities in the region to develop ALN support.

The EAS Welsh in Education team established a Welsh-medium ALN working group to support WESP Outcome 6 during 2016-17. This group includes school based representatives (primary and secondary) assigned by the regional Welsh-medium HTs forum and Welsh speaking multi-disciplinary ALN expertise from most LAs across the region. This group is now one of the four agreed task and finish groups that will formally report to the Regional Welsh in Education Forum within the next planning cycle. Membership will be formalised ensuring full regional coverage. During 2016-17 academic year the group developed a directory of regional best practice and available support for Welsh-medium schools. Development work during the next planning cycle will include:

- Further development of the regional best practice toolkit, sharing of the work within and across LAs;
- Development of an ALN training programme;
- Formally audit availability of expertise to schools from each LA and neighbouring authorities; and
- Explore regional opportunities for the sharing of specialist expertise.

In light of the most recent audit of the additional needs of pupils in Welsh-medium education there are few types of need that cannot be provided for other than for children who are physically disabled and wish to attend the current Secondary School setting perhaps? Otherwise, all of our Welsh medium schools should have the capacity to provide for their pupils. The new site is under construction and will provide for children with physical disability on completion.

The main problem is resources in Welsh which is a problem for any Welsh school. This is an area which is being addressed (slowly but surely) collaboratively with colleagues from across the region. The new ASD resources currently being produced will be available in Welsh.

We currently have no LRB provision for children at risk of exclusion but we are working with colleagues across the consortium to assess the need with a view to establishing a regional provision if the need is identified alongside a Managed Move Protocol in Newport which may well spread across authorities.

An Educational Psychologist and Advisory Teacher hold clinics in all nurseries including Welsh Medium. Pupils with ALN are identified at an early stage and followed through into Primary Provision if parents request it. We have never refused education through the medium of Welsh for any pupil with ALN. This process will continue. The recruitment for Education Psychology or Advisory Teacher posts that are also Welsh speaking has proven difficult. We do not have any Welsh speaking EP's or advisory teachers at the moment. All future posts will be advertised with Welsh as desirable, to ensure a swift yet robust recruitment process that fully tests the market.

There is already in place a Welsh speaking SpLD Teacher.

Data (where available) supporting all Outcomes is included in Annex 1.

An ALN assessment, across Welsh medium schools will be conducted annually.

#### **Outcome 7: Workforce planning and continuing professional development.**

##### Objectives:

- Audit demand and assess the number of pupils currently in Welsh-medium education on an annual basis to suitably plan for recruitment of staff and TAs, particularly to Ysgol Gymraeg Bro Teyrnnon and Ysgol Gyfun Gwent is Coed as the schools grow and when all schools reach capacity.
- To plan for the staffing of a Newport based dedicated language immersion centre and also to plan for the staffing of dedicated SEN support for Welsh-medium pupils with ALN.
- Audit practitioner's Welsh language skills (teachers and TAs) Welsh and English-medium schools and Cylchoedd Meithrin on an annual basis to assess training needs.

- School improvement plans to demonstrate commitment to improving practitioners' linguistic skills through working with Welsh in Education Officers (English medium schools) and through planning for systematic release of staff to attend Sabbatical Scheme training (Welsh and English-medium schools) according to needs analysis.
- Improve practitioners' methodological skills through the work of Welsh in Education Officers and through designed school-to-school initiatives

### **Supporting Statement:**

Current regional uptake on Sabbatical scheme training is low (Welsh and English medium schools) and not planned for strategically therefore the LA will work with schools to plan for systematic release of staff and TAs to attend WG Sabbatical Scheme training in response to needs expressed in Welsh language audits undertaken. A cluster by cluster approach may be adopted. Improving staff language skills, particularly in English-medium schools in Newport will be vital in implementing the Successful Futures vision.

Eight teachers from Newport schools have attended the sabbatical training scheme since 2013 and ten teaching assistants attended the course in 2014-2015. No courses were available in 2016.

There is healthy collaboration across schools within the LA and through the regional working model. There is a growing Welsh-medium CPD programme (literacy) available to Welsh-medium schools from the EAS. Welsh-medium schools' from Newport lead on the sharing of good practice within a centrally organised joint programme of advisory and school based support (methodology). There is also a regional school to school programme to support teachers in aiming for excellence in Welsh-medium schools: '*Anelu at Ragoriaeth*'. English-medium primary schools have access to a wide and diverse programme of CPD through the EAS programme of language and methodology training. There is also a programme of targeted intervention in place for identified primary and secondary schools to improve the Welsh ethos of schools and practitioner language / methodology.

All schools have access to EAS leadership programmes (Preparing for Headship, NPQH and HT Y1 and Y5). There is support for Welsh-medium leadership through regional peer partnership programmes with facilitation of regional secondments where appropriate. The region's Welsh-medium secondary schools work in strong partnership, regularly discussing recruitment. To recruit Welsh-medium TAs, the region's secondary schools to discuss the provision of suitable courses (e.g. *Cache*) for pupils.

Coleg Gwent has a programme of continuous professional development for all teaching staff to develop their skills in embedding the Welsh dimension. In collaboration with Sgiliaith, the College offers training for managers in embedding Welsh into the curriculum together with practical help for teaching staff in supporting and encouraging learners to use and develop their Welsh language skills. Currently around 6% of Coleg Gwent academic staff has Welsh language skills and these staff are actively encouraged and supported to use these skills with their learners. Welsh for Adults courses are offered free of charge and during work hours for all Coleg Gwent staff with 31 staff enrolled on courses

starting in September 2016. The College has recently approved a new recruitment policy with the aim of increasing the number of teaching staff able to deliver bilingually by 10% each year for the next 3 years. From September 2016, posts that fall within the Welsh Government's Bilingual Priority Areas e.g. child care will be Welsh essential or a commitment to learn Welsh to an intermediate level within two years (fully funded by the College).

Data (where available) supporting all Outcomes is included in Annex 1.

**Signed:**

**Date: February 2017**

**Chief Education Officer, Newport City Council**

**DATA: Newport WESP 2017 – 2020****Annex 1**

The data set out below is referenced within the body of the WESP against the relevant Outcome.

**Outcome 1: More seven year old children being taught through the medium of Welsh****Expanding provision**

<b>Current Position</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
<b>Expanding provision</b> The percentage of seven year old children currently taught through the medium of Welsh? <b>4.34% (86 pupils)</b>	5.3% 104 pupils	5.3% 104 pupils	5.3% 104 pupils
The percentage of children accessing Cylch Meithrin transitioning to Welsh-medium nursery or reception provision in Newport	65% 17 pupils	75% 20 pupils	100% 26 pupils
The percentage of children from the English medium primary sector accessing Immersion provision within Welsh-medium primary schools in Newport	0.018% 2 pupils	0.053% 6 pupils	0.088% 10 pupils

**Outcome 2: More learners continuing to improve their language skills on transfer from primary school to secondary school**

<b>Current Position</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
The current percentage of learners in Year 9 who are assessed in Welsh (First Language)? <b>3.42% (57 pupils)</b>	<b>2.9% (50 pupils)</b>	<b>4.23% (74 pupils)</b>	<b>4.35% (74 pupils)</b>
A comparison with the percentage of learners in Year 6 who were assessed in Welsh (First Language) three years earlier? <b>2.59% (43 pupils)</b>	<b>3.02% (51 pupils)</b>	<b>4.52% (78 pupils)</b>	<b>5.17% (86 pupils)</b>
<b>Effective transfer and linguistic continuity</b>			
What are the rates of progression between:			
<ul style="list-style-type: none"> <li>non-maintained Welsh-medium childcare settings for children under three and maintained Welsh-medium/bilingual schools delivering the Foundation Phase? <b>0</b> (we no longer have a non-maintained Welsh-medium setting delivering the FP in Newport (CM y Delyn ceased provision at the end of July 2016, so there has been no transitions.)</li> </ul>	<b>0</b>	<b>0</b>	<b>0</b>
<ul style="list-style-type: none"> <li>non-maintained Welsh-medium childcare settings for children under three and funded non-maintained Welsh-medium settings delivering the Foundation Phase? <b>52%</b> (a total of 13 out of 25 transitioned from non-maintained WM settings to maintained WM Schools delivering the FP.)</li> </ul>	<b>60%</b>	<b>70%</b>	<b>80%</b>
<ul style="list-style-type: none"> <li>funded non-maintained Welsh-medium settings and maintained Welsh-medium/bilingual schools? <b>50% (3 pupils out of 6, 1 pupil out of 2 from Y Delyn and 2 pupils out of 4 from Somerton).</b></li> </ul>	<b>60%</b>	<b>70%</b>	<b>80%</b>
<ul style="list-style-type: none"> <li>non-maintained Welsh-medium childcare settings for children under three and funded non-maintained Welsh-medium settings delivering the Foundation Phase and subsequently maintained Welsh-medium/bilingual schools? <b>0</b></li> </ul>	<b>60%</b>	<b>70%</b>	<b>80%</b>

<ul style="list-style-type: none"> <li>• Foundation Phase and Key Stage 2? <b>101% (87 pupils)</b> <ul style="list-style-type: none"> <li>- BroTerynon – 107% (gained 1 pupil)</li> <li>- Casnewydd – 100%</li> <li>- Ifor Hael – 100%</li> </ul> </li> <li>• Key Stages 2 and 3 <b>95.9% (73 Pupils)</b></li> <li>• Key Stage 3 and 4 <b>100% (29 pupils)</b></li> </ul>	<b>100%</b>	<b>100%</b>	<b>100%</b>
	<b>100%</b>	<b>100%</b>	<b>100%</b>
	<b>100%</b>	<b>100%</b>	<b>100%</b>

### Outcome 3: More learners aged 14-16 studying for qualifications through the medium of Welsh

### Outcome 4: More learners aged 16-19 studying subjects through the medium of Welsh in schools, colleges and work-based learning

#### Increasing the percentage of learners aged 14 -16 studying for qualifications through the medium of Welsh

The current percentage of Year 11 learners who are entered for GCSE Welsh First Language who are studying for **two or more further** Level 1 or Level 2 qualifications through the medium of Welsh? (This data does NOT include Welsh literature. Applied GCSEs, double science count as two subjects; short courses count as one subject. It may not be possible to include BTEC because the awarding body does not differentiate between Welsh-medium and English-medium)

<b>Current Position</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
All pupils in Welsh-medium education at Ysgol Gyfun Gwynllyw 100%	100%	100%	100%
Plus all pupils at Ysgol Gyfun Gwent Is Coed by 2020/21 100%			

The current percentage of Year 11 learners who are entered for GCSE Welsh First Language who are studying for **five or more further** Level 1 or Level 2 qualifications through the medium of Welsh?

(This data does NOT include Welsh literature. Applied GCSEs, double science count as two subjects; short courses count as one subject. It may not be possible to include BTEC because the awarding body does not differentiate between Welsh-medium and English-medium)

Current Position	2017/2018	2018/2019	2019/2020
All pupils in Welsh-medium education at Ysgol Gyfun Gwynllyw 100%	100%	100%	100%
Plus all pupils at Ysgol Gyfun Gwent Is Coed from 2020-2021 100%			

### Increasing the percentage of learners aged 16-19 who study subjects through the medium of Welsh in schools

No data available.

### Outcome 5: More learners with higher skills in Welsh

Current Position	2017/2018	2018/2019	2019/2020
<p>Welsh-medium:            FP O5 97.7%            KS2 L4 94.6%            KS3 L5 92.6% (Newport pupils at Gwynllyw, Torfaen)            KS4 A*-C Data not currently available</p> <p>English-medium:            KS2 L4 85.9%            KS3 L5 78.8%            KS4 A*-C Full Course 73.3%            16.9% of cohort            KS4 A*-C Short Course 52.4%            51.9% of cohort</p> <p><b>NB: Data is routinely collated following exam entry, not on those current numbers on roll currently studying Welsh as that number fluctuates. It is however being monitored.</b></p>	<p>Targets are set on an individual school basis based on individual pupil level data.</p> <p>Targets for improvement are monitored through the EAS target setting and monitoring progress with termly progress towards targets meetings held by Challenge Advisors.</p>		



<p>35% of Newport cohort studying Welsh Second Language Full Course GCSE in 2015. The Short Course does not provide a suitable route to AS/A Level and its availability impacts on Full Course numbers and viability of option numbers. The Short Course will be withdrawn by Qualifications Wales from 2018.</p> <p>6 Students entering AS Level WSL courses at KS5 in 2015</p> <p>21 students entering A Level WSL courses at KS5 in 2015 2016 data not yet available but will be no more than six pupils entered for A Level in 2016 based on 2015 AS level numbers.</p> <p>Welsh: No pupils will be sitting A Levels at Gwent Is Coed until summer 2023</p> <p>Welsh Second Language: 6 Students entering AS Level WSL courses at KS5 in 2015 21 students entering A Level WSL courses at KS5 in 2015</p>	<p>No expected increase.</p> <p>No expected increase until the withdrawal of the Short Course and the implementation of the Full Course for all** in 2017.</p>	<p>No expected increase</p>	<p>Full Course numbers to be at least 50% in line with the withdrawal of the GCSE Short Course in 2018.</p>
<p><b>Improving provision and standards in Welsh First Language</b></p> <p>What is the percentage of learners at the end of the Foundation Phase who reach at least Foundation Phase Outcome 5 in Language, Literacy and Communication Skills in Welsh-medium / bilingual schools? <b>97.7%</b></p>	<p>-</p>	<p>3%</p>	<p>5%</p>
<p>What is the percentage of learners at the end of Key Stage 2 who reach at least Level 4 in teacher assessment in Welsh? <b>94.6%</b></p>	<p>-</p>	<p>-</p>	<p>-</p>
<p>What is the percentage of learners at the end of Key Stage 3 who reach</p>	<p>No increase expected</p>	<p>3%</p>	<p>5%</p>

<p>at least Level 5 in teacher assessment in Welsh? <b>92.6% (Newport Pupils at Gwynllyw), 87.7% (at Ysgol Gyfun Gwynllyw, Torfaen).</b></p> <p>What is the percentage of learners at the end of Key Stage 4 who achieve grades A*-C in GCSE Welsh first language?</p> <p><b>Data not available for 2016.</b></p> <p><b>Improving provision and standards of Welsh Second Language</b>                  The percentage of learners at the end of Key Stage 2 who reach at least Level 4 in the teacher assessment of Welsh Second Language? <b>85.9%</b>                  The percentage of learners at the end of Key Stage 3 who reach at least Level 5 in the teacher assessment of Welsh Second Language? <b>78.8%</b></p> <p>The percentage of learners at the end of Key Stage 4 who achieve grades A*-C in GCSE Welsh Second Language Full Course? <b>73.3%.</b></p> <p>The percentage of learners at the end of Key Stage 4 who achieve grades A*-C in GCSE Welsh Second Language Short Course? <b>52.4%.</b></p> <p>The targets for improvement in each of the above – either year on year or at the end of the three year Plan period? <b>Targets for improvement in pupil performance are set by schools based on individual pupil level data. These are monitored and challenged by the EAS on a termly basis.</b></p>			
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<p>The percentage of the cohort entered for (i) GCSE Welsh Second Language Full Course 16.9% of cohort; (ii) GCSE Welsh Second Language Short Course 51.9% of cohort; and (iii) not entered for either? <b>31.2%</b></p> <p><b>More learners with higher-level Welsh language skills</b>                  The current total A Level Welsh first language entries as a percentage of GCSE Welsh first language entries two years earlier? <b>Data not available for 2016. Five pupils regionally (no Newport specific data) from 406 pupils entered for GCSE Welsh 1<sup>st</sup> Language in 2015</b></p> <p>The current total A Level Welsh second language entries as a percentage of the full and short course GCSE Welsh second language entries two years earlier? <b>2.9% 26 entries in 2016 (Newport data). 82% GCSE Cohort entry (Newport) in 2014. Cohort of 1108.</b></p>			
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**Targets for KS3, second language Welsh**

School Name (* Indicates a school with a Special Needs Resource Base)	3 year average FSM% 2014- 2016	2017 targets - Cohort Number	2018 target s - Cohort Number	2019 target s - Cohort Number	Welsh Second Language				
					2016		2017	2018	2019
					Benchmark Quarter	Actual Result	Target	Target	Target
Newport	19.2	1640	1651	1777		39.0	45.7	50.2	49.4
EAS - South East Wales	19.4	6062	6270	6100		40.2	49.9	53.9	54.4
Bassaleg School	6.6	267	267	267	1	71.1	85.4	88.4	91.8
Caerleon Comprehensive	6.1	212	245	247	1	77.3	69.3	72.7	83.8
Llanwern High	36.9	164	159	157	4	11.8	27.4	39.6	33.1
Lliswerry High	30.7	109	124	124	1	45.5	36.7	40.3	41.9
Newport High	21.7	182	190	194	4	23.5	29.7	56.8	49.0
St Joseph's RC High	14.4	236	231	233	2	52.4	57.2	57.6	50.2
St Julian's School*	20.4	253	248	253	4	6.8	18.2	17.7	18.2
The John Frost School*	31.8	205	176	214	4	7.8	26.8	9.7	10.7

Ysgol Gyfun Gwent Is Coed	-	0	0	81	-	-	0.0	0.0	0.0
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\* English Medium Cohort Only

The Authority recognises that Key Stage 3 Welsh 2nd Language data is unsatisfactory. There is a direct link between this outcome and the opportunity to complete short / full course Welsh (as it provides learners with a progression route and supports learner engagement). Through Authority target setting arrangements Key Stage 3 and 4 Welsh 2nd Language attainment has been considered. During 2016-17 the Chief Education Officer approved appropriate targets for KS3 and 4 Welsh and imposed targets where aspiration was not apparent. The dialogue, support and challenge to Newport schools around this area continues and will be a key feature of secondary school 'Academic Performance Reviews' in Autumn term 2017.

The Authority commissions the EAS to support secondary Welsh 2nd language. Bespoke support plans are in place to address lower than expected attainment at Key Stage 3 and 4 and to develop appropriate learning pathways in this subject area. Where schools are in amber or red categories, these support plans are monitored by the LA and EAS. Challenge Advisers monitor yellow and green school progress.

#### **Outcome 6: Welsh-medium provision for learners Additional Learning Needs**

No data

#### **Outcome 7: Workforce planning and Continuous Professional Development**

No data

## Urdd Gobaith Cymru Programme & Targets

## Annex 2

Newport makes a shared contribution (along with Blaenau Gwent) to the costs of an Urdd practitioner who operates across the authority, delivering opportunities for young people in the Welsh Language at established facilities such as schools, after school clubs etc.

The current delivery model is soon to be reviewed as we seek to prioritise future joint service working arrangements, where a very specific Project Plan will be produced. The focus is likely to be on the coherent use of Service Area resources to raise the accessibility of provisions for those who wish to speak the Welsh Language. Project plans are being developed for the programme which should identify objectives, timescales and targets for the programme of activity.

	<b>Welsh-medium schools</b>	<b>English-medium schools</b>
<b>Urdd Gobaith Cymru</b>	<p><b>Primary schools</b></p> <p>Adran yr Urdd – Every week for Yrs 3-6 – Located in central Newport. A variety of activities on offer, including trips.</p> <p>Sporting Events including – Rugby, Netball, Swimming, Football, Gymnastics, TAG Rugby and Cricket.</p> <p>The Urdd National Eisteddfod – Opportunity to compete in a variety of competitions, including singing, dancing and recitation.</p> <p>Residential Trips to our three centres – Llangrannog, Glan-llyn and Cardiff.</p> <p>Jambori</p> <p><b>Secondary schools</b></p> <p>Weekly Urdd Club at Ysgol Gyfun Gwent Is Coed – A variety of activities on offer.</p>	<p><b>Primary Schools</b></p> <p>Sporting Events including – Rugby, Netball, Swimming, Football, Gymnastics, TAG Rugby and Cricket.</p> <p>The Urdd National Eisteddfod – Opportunity to compete in a variety of competitions, including singing, dancing and recitation. Some competitions are specifically for Welsh Learners.</p> <p>Residential Trips to our three centres – Llangrannog, Glan-llyn and Cardiff.</p> <p>Jambori</p> <p><b>Secondary schools</b></p> <p>Sporting Events including – Rugby, Netball, Swimming, Football and Gymnastics</p>

	<p>Sporting Events including – Rugby, Netball, Swimming, Football and Gymnastics</p> <p>The Urdd National Eisteddfod – Opportunity to compete in a variety of competitions, including singing, dancing and recitation.</p> <p>Residential Trips to our three centres – Llangrannog, Glan-Ilyn and Cardiff.</p> <p>Trips Abroad to Disneyland Paris and Spain.</p> <p>A variety of day trips.</p> <p>Welsh Language Youth Forum</p> <p>Volunteering opportunities.</p> <p>Accreditation</p> <p>All these activities offer children and young people the opportunity to use and practice their Welsh outside of the classroom.</p>	<p>The Urdd National Eisteddfod – Opportunity to compete in a variety of competitions, including singing, dancing and recitation. Some competitions are specifically for Welsh Learners.</p> <p>Residential Trips to our three centres – Llangrannog, Glan-Ilyn and Cardiff.</p> <p>A variety of day trips.</p> <p>Volunteering opportunities.</p> <p>Accreditation</p> <p>Weekly Welsh Lunchtime Clubs</p> <p>Informal chatting sessions</p> <p>All these activities offer children and young people the opportunity to use and practice their Welsh outside of the classroom.</p>
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## Menter Iaith Casnewydd Programme & Targets

## Annex 3

### Menter Iaith Casnewydd

Menter Iaith Casnewydd's aim is to increase the use of Welsh in Newport by children and adults and make it a language that is part of the city's social fabric by enabling people to live and work in Welsh.

The Mentrau Iaith (Language Initiatives) are dynamic, voluntary, community organisations that promote the use of Welsh throughout Wales. Menter Iaith Casnewydd works within the communities of Newport to increase the use of Welsh by all ages by organising social events, working in partnership with local businesses and organisations to make Welsh more accessible to all in the city.

1. Continue to coordinate Sbot a Sbrî holiday activities during school holidays for primary aged pupils of Welsh Medium schools.
2. Develop the Sbot a Sbrî after-school provision in all three Welsh Medium Primary schools.
3. Hold a variety of social events for children and young people with local partners, dependent on adequate resources and funding and the various opportunities that arise during the plan period.
4. Continue to undertake a needs assessment with children, young people and their families to map existing social Welsh opportunities in the city and create a joint strategy with local partners to try to fill the gaps and continue to stimulate social provision. Coordinate this strategy through the Welsh Language Forum and other relevant local forums and as a part of Newport City Council's five year Welsh Language strategy to increase the numbers of Welsh speakers in the City.
5. Continue our membership of the Newport Fairness Commission as a core member by contributing to the work of the commission over the plan period and link the Commission's work program with the Menter's work with the children and young people of Newport.
6. Continue to develop the Community Youth Forum at Ysgol Gyfun Gwynllyw to contribute to the Menter Iaith Casnewydd work plan and respond to young people's needs as they use their Welsh in the community and have representation on the Newport Youth Forum.
7. Establish and develop a Community Youth Forum at Ysgol Gyfun Gwent Is Coed to contribute to the Menter Iaith Casnewydd's work plan and respond to young people's needs as they use their Welsh in the community and have representation on the Newport Youth Forum.
8. Continue to be an active member of the Newport Early Years Development and Childcare Partnership.
9. Respond to local and national consultations on issues relating to our work as a local Menter Iaith in Newport that directly and indirectly affect the use of the Welsh language in the community.
10. Provide support and guidance to anyone that wishes to find out more about the Welsh language and how to access the language in Newport.



**Mudiad Meithrin Data****Annex 4**

<b>Area</b>	<b>Location</b>	<b>Numbers transferred to Welsh-medium education</b>	<b>&amp; transferred to Welsh-medium education</b>
Newport	Ty Blossom	1	16.67%
Newport	Somerton	1	20.00%
Newport	Ty Norfolk	1	100.00%
Newport	Y Delyn	14	73.68%

## List of statutory consultees

## Annex 5

A local authority must consult the following on the Plan in draft format and the period of consultation will last for eight weeks.

The timescales for the process of consultation and submission to Welsh Government follow in Appendix 5.

### Section 84 of the School Standards and Organisation (Wales) Act 2013:

- neighbouring local authorities
- the head teacher of each school maintained by it
- the governing body of each school maintained by it
- each institution within the further education sector in its area
- in relation to any foundation or voluntary school in its area –
  - the person who appoints the foundation governors
  - if the school has a religious character, the appropriate religious body
- other prescribed persons.

“Other prescribed persons” are listed in Regulation 9:

- the Welsh Language Commissioner
- the Early Years Development and Childcare Partnership
- school councils
- Her Majesty’s Chief Inspector of Education and Training in Wales
- such organisations providing services to children and young people as the local authority considers appropriate
- such other persons or bodies as appear to the local authority to be appropriate.

**Timescales – Newport City Council WESP 2017-2020****Annex 6**

<b>2016</b>	
12 October	Newport City Council to launch consultation of Draft WESP – consultation should last for at least eight weeks (Regulations 9 (3)). Draft WESP including Timescales will be published on Council web site and issued to all stakeholders
7 November	Workshop for Members of the Newport Welsh Education Forum to note the comments to date on the consultation and further inform the final draft WESP
Mid November	Welsh Government to send Mudiad Meithrin data to local authorities.
6 December	Consultation period ends
7 – 9 December	Final Draft WESP produced
12 – 16 December	Members of Newport Welsh Education Forum sign off the Final Draft WESP for submission to Welsh Government
20 December	Newport City Council to submit the Final Draft WESP to Welsh Government and publishes it as a draft on the Council web site.
<b>2017</b>	
31 January	Welsh Government to notify local authorities of Minister's decision.
14 February	Submission deadline for modifications by Newport City Council.
March 2017	Welsh Government announced a review of all WESPs, led by Aled Roberts
May 2017	Meeting with Aled Roberts and clarifications on Newport WESP provided
July 2017	WESP updated for Welsh Government with clarifications
August 2017	Ministerial feedback on WESP
26 September 2017	Newport Welsh Education Forum – updated on revised draft and plans to consult

2 October -13 November 2017	Consultation on revised draft
End November 2017	Draft WESP submitted to Minister with consultation feedback

DRAFT



# Report

## Cabinet

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### Part 1

Date: 20 December 2017

**Subject** Development Loan Facility: IAC Building

**Purpose** To seek commitment from Cabinet to provide a loan facility (up to 12,000,000) to Garrison Barclay Estates to finance the regeneration of 22-29 Mill Street (the IAC building).

**Author** Keir Duffin Head of Regeneration Investment and Housing  
Gareth Price – Head of Law & Regulation  
Meirion Rushworth – Head of Finance

**Ward** Allt -yr -yn

**Summary** The redevelopment of the IAC building (also known locally as the former sorting office) has long been a key regeneration site for the authority. The long-vacant building has a deleterious effect on the city centre due to its high visibility, dereliction, and adjacency to the main railway line. NCC is now at a point where a private developer has approached the council to seek a loan facility in order to redevelop the property as 'grade A' office space with an associated hotel facility. The opportunity to redevelop this premises will therefore address the poor impact the building has on the city centre, in addition to supporting the emerging strategic need to encourage the development of high-quality office and hotel accommodation in close proximity to major geographic transport nodes within the city centre.

**Proposal**

- (a) **To approve a loan facility of up to £12 million for the redevelopment of the IAC Building by Garrison Barclay on commercial terms to be agreed by the Head of Finance and the Head of Law and Standards, subject to satisfactory due diligence and financial appraisal.**
- (b) **To authorise the Head of Law and Standards and the Head of Finance to agree the terms of the Funding Agreement and to attend to the sealing and signing of all the appropriate legal documentation in relation to the loan and security.**

**Action by** Keir Duffin, Head of Regeneration, Investment & Housing  
Head of Law & Regulation  
Head of Finance

**Timetable** Immediate

This report was prepared after consultation with:

- Leader of the Council

- Strategic Director - Place
- Head of Finance (Chief Finance Officer)
- Head of Law and Regulation (Monitoring Officer)
- Cabinet Member for Regeneration and Housing

**Signed**

- **Background**

- .1 The IAC building, also known as the former sorting office, is a large vacant property (circa 55,000 square feet) that occupies a key location within the city centre. Whilst the site on Mill Street is on the periphery of the centre, the stature of the building makes its vacancy and poor aspect highly visible to visitors to the city centre and particularly those arriving into the city via the railway station. The adjacency of the south Wales main line ensures the derelict property is visible even to those passing through Newport via train. Its ongoing lack of use thus paints an unfortunate view of the city centre and its offering.
- .2 Newport currently has a wealth of vacant office space available, but as none of it within the city centre is of a high standard vacancy is prevalent. The tired accommodation is generally unappealing to potential tenants, particularly high-value, high-growth occupiers who prefer to be based in the more expensive but desirable office districts of Bristol and Cardiff. Nevertheless, the strategic location of the city centre and its relative affordability, improving quality of offer and transport infrastructure mean that it is an unexploited resource in terms of the development of high-quality office space.
- .3 To maximise the economic growth potential of the city centre, the balance must tip back towards quality, in order that Newport can capitalise on developments around the railway infrastructure, city centre improvements and removal of the Severn Bridge tolls and furnish companies and investors with a suite of high-quality options that can be occupied quickly. Even though Newport is commercially very competitive with Cardiff and Bristol, the need for a quality working environment and a good standard of leisure and transport access close to the workplace is rising up the list of priorities for those companies seeking new office accommodation. The IAC building enjoys a favourable location in terms of providing this access, close to the rail station and motorway network.
- .4 A number of candidate sites have been proposed that could support this requirement, of which the IAC is one. The property was recently acquired by Garrison Barclay Estates (GB), a credible private developer with a successful history of developing high-quality office and commercial space across the south Wales area, particularly in Cardiff and Swansea. Garrison Barclay has been in negotiation with the council for the last six months around various ways the Council might support the redevelopment of the building post-acquisition.
- .5 A number of scenarios initially modelled in which the Council would act as head lessee in order to finance the development; if a full lease was taken out by NCC covering the entirety of the refurbished floor space over a long term, the Council's triple A covenant would allow the developer to lever additional private borrowing into the scheme. Unfortunately, these leasehold mechanisms would carry unacceptable risk, in that the Council would be required to sub-let the redeveloped property to recuperate its leasing costs, along with the incumbent costs of commercial advertisement and management of the premises. Whilst the Council is taking ongoing advice to clearly understand the demand for refurbished office space in the city centre, sub-letting can never be guaranteed and would also add layers of demand in terms of staff resources, even were the developer to provide assistance in kind with the costs of management and marketing.
- .6 Alternatives around public on-lending were therefore tabled for discussion in order for NCC to provide the required financial support to the developer, whilst reducing its risk and exposure by ensuring a guaranteed repayment of the principle finance. The commercial lending scenario proposed in this report also provides confidence that the minimum public sector intervention has been ensured and compliance with State Aid legislation.
- .7 A key requirement for the developer in accessing the required support from the Council is that Garrison Barclay demonstrates ambition and delivers a statement development commensurate with the renewed sense of confidence around the city centre. The public subsidy for this development is therefore considerable due to the need to achieve a high specification and be

considered 'Grade A' office space. The proposed development includes both a very high standard of architectural improvements to exterior shell of the building, as well as the cost of improving the interior and fitting out ready for occupation.

- .8 To improve the viability of the scheme, the developer is now proposing that part of the available space could be used to facilitate the development of a hotel. This would improve the viability of the scheme by potentially leasing a significant proportion of the developed floor space, and also provide a significant strategic staging point for the council in its requirement for developing additional hotel bed spaces in order to capitalise on and support the requirements of the Welsh International Convention Centre at the Celtic Manor.

- **Legal issues**

1. The Council has the legal power to provide the proposed loan facility to Garrison Barclay in exercise of its general "well-being" powers under Section 2 of the Local Government Act 2000. This gives the Council a wide ranging discretionary power to do anything that it considers is likely to promote or improve the environmental, economic and social well-being of the area and/or persons within the area. Section 2(4) of the Act specifically empowers the Council to provide financial assistance to any person and, in accordance with Welsh Government statutory Guidance, a commercial rate of interest can be charged for any loan finance, provided that this is incidental to the main redevelopment objectives and economic benefits of the scheme. In this case, the primary purpose of the loan would be to facilitate the redevelopment of this strategically important building and enhance the regeneration of this part of the City Centre, in accordance with corporate policies and objectives. Therefore, it would constitute a lawful and proper use of Section 2 powers.
2. The Council also has to ensure that the proposed Funding Agreement does not contravene European State Aid rules, to the extent that it uses public funding to secure an unfair commercial advantage for Garrison Barclay and is, therefore anti-competitive. If the Council was to provide low-cost funding on favourable terms that were not available in the private sector, which subsidised their development costs and enabled them to secure an increased commercial profit out of the scheme, then this could be unfair State Aid.
3. In order to avoid any State aid issues, it is essential for the Council to ensure that the terms of the Funding Agreement satisfy the Market Economy Investor Principle. The Council has to act in the same manner as a prudent private investor and, therefore, needs to be satisfied that the scheme represents an acceptable investment risk, that the returns on that financial investment would be acceptable to the lending market and that the rates of interest and other terms of the Funding Agreement are on commercial terms.
4. Therefore, in order to address commercial risk and avoid any state aid issues, the loan facility and Funding Agreement would be subject to:
  - (a) satisfactory legal and financial due diligence;
  - (b) satisfactory loan to property value assessments, with each tranche of the loan being drawn down in line with revised valuations and a maximum loan facility of £12 million;
  - (c) agreeing a commercial rate of interest for the loan facility, commensurate with the covenant strength of the developers and the degree of risk involved;
  - (d) the Council securing the loan by way of a first charge on the property;
  - (e) further security being provided by way of a Debenture issued by the development Company;
  - (f) the loan being conditional upon a satisfactory pre-let agreement with a hotel tenant and a secured level of rental income;
  - (g) satisfactory terms for repayment of the loan and interest within 12 months of practical completion of the scheme or 3 years from the first loan drawdown, whichever is the earlier



5. These conditions and, in particular, the imposition of a commercial rate of interest under the Funding Agreement are considered to be sufficiently robust as to satisfy the Market Investor Economy Principle and comply with State Aid rules.
6. It is proposed that the final terms of the loan facility and the completion of the necessary funding and security documents are delegated to the statutory officers.

## **Financial Summary**

### Impact on the Council's own budget/accounts

- 7 The HoF proposes to deal with the principal element of the 'loan' as capital expenditure, which is allowable under Local Government accounting regulations. In effect, when the Council makes drawdown loans to GB, they will be treated as capital expenditure in the Council's budget/accounts, and funded from a deferred/future 'capital receipt' representing the repayment due from GB in due course.

The interest payable by GB and the Council's own interest elements on its own loans must be treated as a revenue cost

From this point to the loan repayment date – there will no impact on the Council's revenue budget and accounts. This is because:

- Whilst the Council will pay 'interest' charges on its own borrowing, GB will also be charged interest on their loan from the Council. This will generate a surplus as the interest chargeable to GB, at a commercial rate, will be higher than the Council's own interest charges. This is clearly a short term benefit only. There will be a small 'cash-flow' cost but this is relatively small and will be absorbed within the Treasury Management overall budget
  - There will be revenue consequences stemming from IFRS9 accounting standards, just implemented, which obliges the Council to make an up-front provision for bad debt provision against this loan. This will not allow for 100% risk mitigation but just a relatively *small* contribution to this issue in recognition of the inherent risk in making of a loan. This will need to be assessed in due course and the HoF proposes to use the interest surplus to fund this to ensure no impact on the overall Council revenue budget.
  - Any further interest surplus is proposed to be put into a specific risk reserve, in the same way as was done for the QRE loan. This is an important 'risk mitigation' arrangement.
  - This loan will be accounted as 'capital expenditure' and in normal circumstances; a provision for the repayment of debt (MRP) is ordinarily required. Because this will be expected to be repaid back in short time, we will account for a deferred/future capital receipt (the repayment) from GB, therefore a net nil cost in terms of Capital expenditure to the Council. Therefore, there should be no MRP costs payable, similar to the previous Friar's Walk loan arrangement. This will need to be discussed and agreed with the external auditors but no issues are expected here.
  - Whilst the Councils accounts will show more borrowings over the 3-4 years, it will be netted off with a debt owed to the Council.
- 8 The Council's own borrowings will be drawn down in monthly/quarterly tranches as needed to match the monthly payments (loans) made to GB. The loan and interest due to the Council will be repayable together at the earliest of 12 months following practical completion or 3 years after the first loan facility drawdown. Earlier repayments will be allowed.

Funding Agreement – risks

- 9 In approving this loan facility to GB, the Council would be entering into a ‘commercial risk’, dependant on a future value for the scheme on which the loan is secured against. This carries inherent risks. It is not possible to quantify all risks as there is no certainty in how/when certain risks will materialise or how they will be resolved. In approving this loan, the Cabinet will need to do so understanding the risks and crucially, accepting the risks and potential financial consequences that result from those risks materialising. In broad terms, the risks relate to the Council ultimately not being repaid the full/all of the loan made and therefore having to pick up the costs of any shortfall if that were to happen – which would be a cost to its revenue budget.
- 10 In saying the above, the due diligence and loan security which the Head of Law and Regulation and Head of Finance will need to undertake should minimise the risks to the extent possible. The use of any interest surplus to establish a small risk reserve for this will provide some cover/mitigation. External advice will be sought where necessary when reviewing their financial appraisal and loan security arrangements.
- 11 In brief, the risks relate to those which may occur between (i) approving the funding agreement and completion of the scheme and (ii) those which then occur at the repayment date of the funding agreement.
- 12 In the case of the former, key risks are cost overruns and/or unforeseen events resulting in significant delays in completion of the scheme which in itself could lead, ultimately, to losing existing agreed tenants.
- 13 In the case of the latter, key risks are that (i) the scheme does not realise its target value and GB do not receive sufficient funds to repay the Council or (ii) are unable to sell/re-finance the scheme at all.

• **Risks**

- .1 The key risks are as follows:

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	Mitigation	Who is responsible for dealing with the risk?
Increase in Project Cost	M	L	<p>This is a risk for GB but would subsequently increase risks for the Council</p> <p>Robust due diligence and review of financial appraisal</p> <p>Close working relationship with GB during construction phase</p> <p>A loan to value ratio will need</p>	HoF, HoL&S, HoRIH

			to be agreed so that the loan is not above scheme valuation	
Loan is not repaid	M	L	Use of risk mitigation reserve Security against building / scheme Close working relationship with GB	As above

- **Links to Council Policies and Priorities**

- .1 The redevelopment of the IAC building has the potential to act as a key economic anchor and catalyst for further regeneration and investment. The redevelopment will add significant value to the Council’s strategic Priorities and Policies for continued regeneration of the City Centre. City development and regeneration remains one of the Place priorities under the Improvement Plan. The development of the IAC building will create significant jobs in the local construction supply chain, reduce the deficit office and hotel bed spaces and improve the accessibility of the walking route to the city centre. It will maintain confidence in the city centre and encourage further development to take place, as well as encouraging high-growth financial and professional services companies to take up space within the city centre, creating a virtuous circle of economic activity.
- .2 The office units delivered will be of exemplar standard and provide bespoke accommodation for such businesses to move into the city centre of Newport. Provision for this demographic is of high strategic importance given the pressures around declining ability of a retail offer to support the activation of premises and the need to support the diversification of the city centre economy and employment base.
- .3 The project supports Newport City’s Economic Growth Strategy, which sets out a ten year programme for delivering growth across the city centre through capital redevelopment, upskilling, training and business support. The Council’s new Corporate Plan aims of a Thriving City offering modern, sustainable and high-value employment opportunities are also supported.
- .4 Funded by Newport City Council and Welsh Government, a number of key projects have been developed within the nearby city centre vicinity, including the National Software Academy within the Information Centre, 123 – 129 Commercial street and the redevelopment of Newport Market Arcade key live projects building on the Vibrant and Viable Places programme projects completed. These projects will provide a further uplift to the area but the proposed scheme is considered to be a key element in driving forward the longer term vision of an area of momentum around office and tech aspirations development.

- **Options Available and considered**

- .1 To approve the in principle financial loan commitment from Newport City Council to support the redevelopment of the IAC building (22-29 Mill St).
- .2 To not approve the principle financial loan commitment from Newport City Council, leaving the redevelopment of the IAC building (22 – 29 Mill St) unable to proceed.

- **Preferred Option and Why**

- .1 To agree the on loan arrangement in principle. As mentioned above, the redevelopment of the IAC building is a significant investment that is critical to the future of the city centre. It will bring a key economic anchor to the Northern end of the city, stimulating the creation of further high-quality office space and encouraging further investment and footfall into the city centre. Ancillary benefits include the creation of construction jobs, training opportunities, and financial benefit to local construction companies. The property is obsolete in its current manifestation and serves little purpose other than to demean perceptions of the city centre to its visitors. If Newport is to maintain the momentum generated by the regeneration of the city centre then it is vital that aspirational and transformational developments such as the proposal for the IAC building are secured and delivered.

- **Comments of Chief Financial Officer**

The main financial issues have been set out in the report, including the financial risks which, ultimately, are that the Council does not recover some/all of its loan, resulting in a cost against its revenue budget. Due diligence and loan security are yet to be completed / agreed but these should ensure that risks are mitigated to the extent they can.

There should be no financial impact on the Councils budgets from this point to the loan repayment, assuming that no MRP costs are chargeable against this loan. This was achieved for the Friar's Walk loan and therefore we anticipate that it should apply here again.

It will be important to mitigate financial risk wherever possible and it is recommended that any surplus interest is put into a risk reserve for this loan, following a similar practice for the Friar's Walk loan. As this loan is very much smaller – it will be a relatively modest amount but will still nonetheless provide some risk mitigation.

- **Comments of Monitoring Officer**

The Legal issues relating to the loan are set out in the body of the Report. The proposed action and funding arrangements are in accordance with within the Council's discretionary legal powers under Section 2 of the Local Government Act 2000 and are entirely consistent with strategic regeneration policies and corporate objectives. Having regard to the regeneration benefits of the development in terms of economic "well-being" and the proposed safeguards and securities within the proposed Funding Agreement to mitigate the financial risks involved, it would not be unreasonable for the Cabinet to exercise its discretionary powers in this way to approve the loan funding.

- **Comments of Head of People and Business Change**

- **Comments of Cabinet Member**

Cabinet Member for Regeneration and Housing has approved the report.

- **Local issues**

Allt-yr-yn members have been consulted.

- **Scrutiny Committees**

Not applicable

- **Equalities Impact Assessment and the Equalities Act 2010**

The Equality Act 2010 contains a Public Sector Equality Duty which came into force on 06 April 2011. The Act identifies a number of 'protected characteristics', namely age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation; marriage and civil partnership. The new single duty aims to integrate consideration of equality and good relations into the regular business of public authorities. Compliance with the duty is a legal obligation and is intended to result in better informed decision-making and policy development and services that are more effective for users. The development proposed at the IAC building will meet the requirements of modern, accessible employment and hotel space in full and therefore comply with an identified need for people with protected characteristics in a sustainable and accessible location. It is therefore considered that the development would have a positive impact.

- **Children and Families (Wales) Measure**

Not applicable.

- **Wellbeing of Future Generations (Wales) Act 2015**

.1 The Well-being and Future Generations (Wales) Act seeks to improve the social, economic environmental and cultural well-being of Wales. Public bodies should ensure that decision take into account the impact they could have on people living in Wales, in the future. The 5 main considerations are:

- Long term: Funding regeneration schemes in the short term will enable the local economy to grow and sustain jobs and new housing in the longer-term, leading to a more prosperous and resilient Newport with cohesive communities and a more prosperous Wales.
- Prevention: Regeneration will prevent further decline in key parts of the City. Resultant new job creation will help reduce unemployment rates leading to a more prosperous and resilient Wales.
- Integration: Improving the physical environment will make the City more attractive to investors and residents. Creating more jobs and office space will improve the well-being of Newport's residents by providing access to a range of business opportunities. This will create more resilient and cohesive communities who are well served by suitable housing and employment opportunities.
- Collaboration: We work closely with other Council departments and external partners including Welsh Government to deliver regeneration priorities in Newport. This leads to a more prosperous and resilient Wales with more cohesive communities.
- Involvement: All the recommendations in this report fully support the findings of the recent Your Newport Survey. This helps develop a more prosperous, resilient Wales with sustainable and cohesive communities.

.2 The proposal is in line with the Council's well-being objectives published in March 2017. Specifically, these proposals contribute to the following well-being objectives:

- "Promote economic growth and regeneration whilst protecting the environment"
- "To enable people to be healthy, independent and resilient"
- "To build cohesive and sustainable communities"

- **Crime and Disorder Act 1998**

- .1 Section 17(1) of the Crime and Disorder Act 1998 imposes a duty on the Local Authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area. Regeneration of the city centre has been shown to reduce the impact and incidence of crime and anti-social behaviour. The proposed uses will ensure the building has a 24 hours per day activation along with facilitating improvements to connectivity and the challenging subway route into the city in particular, which has been the location of serious criminal activity.

## **Consultation**

Consultation is ongoing through the Newport City Centre Masterplan

## **Background Papers**

Dated:



# Report

## Cabinet

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### Part 1

Date: 20 December 2017

**Subject** Cabinet Work Programme

**Purpose** To report and agree the details of the Cabinet's Work Programme.

**Author** Head of Democratic Services

**Ward** All Wards

**Summary** The purpose of a work programme is to enable Cabinet to organise and prioritise the reports and decisions that are brought to each of meeting. Effective forward planning by Cabinet also impacts positively upon the Council's other Committees, in particular Scrutiny, because work needs to be coordinated on certain reports to ensure proper consultation takes place before a decision is taken.

The current work programme runs to May 2018, but it is a working document. It is important that the work programme is owned and prioritised by Cabinet Members directly, so each month the Head of Democratic Services brings a report updating Cabinet on any changes, so that the revised programme can be formally approved.

The updated work programme is attached at Appendix 1.

**Proposal** To agree the updated work programme.

**Action by** Head of Democratic Services

**Timetable** Immediate

This report was prepared after consultation with:

- Chief Officers
- Monitoring Officer
- Head of Finance
- Head of People and Business Change

## Background

The purpose of a work programme is to enable Cabinet to organise and prioritise the reports and decisions that are brought to each of meeting. Effective forward planning by Cabinet also impacts positively upon the Council's other Committees, in particular Scrutiny, because work needs to be coordinated on certain reports to ensure proper consultation takes place before a decision is taken.

The Wales Audit Office's Corporate Assessment of Newport City Council, published in September 2013, highlighted the need to "strengthen committee work programming arrangements to ensure they are timely, meaningful, informative, transparent, balanced, monitored, and joined up". Since that report was published, these monthly reports have been introduced to provide Cabinet with regular updates on its work programme, and the opportunity to comment upon and shape its priorities as an executive group. The Democratic Services team have also been working to improve the links between this and other work programmes under its management (e.g. Council, Scrutiny, Audit) to ensure the various programmes are properly coordinated.

The current work programme runs to May 2018, but it is a working document. It is important that the work programme is owned and prioritised by Cabinet Members directly, so each month the Head of Democratic Services brings a report updating Cabinet on any changes, so that the revised programme can be formally approved.

The updated work programme is attached at Appendix 1.

## Financial Summary

There is no direct cost to adopting a programme of work.

## 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?
No action taken	M	L	Work programming arrangements are in place to ensure they are timely, meaningful, informative, and transparent, balanced, monitored, and joined up.	Head of Democratic Services
The process is not embraced by report authors and members	M	M	If there is proliferation of unplanned or late items, the opportunity to ensure work programming is timely, meaningful, informative, and transparent, balanced, monitored, and joined up will diminish	Head of Democratic Services

## Links to Council Policies and Priorities

These proposals will help the Council provide the best possible service to members and will provide information to the public and elected members.

## Options Available and considered



- To adopt the process and adopt or amend the work programme
- To consider any alternative proposals raised by Cabinet members
- To take no action

### **Preferred Option and Why**

To adopt the proposals which should help to ensure work programming arrangements are timely, meaningful, informative, and transparent, balanced, monitored, and joined up.

### **Comments of Chief Financial Officer**

There are no financial implications in adopting a programme of work.

### **Comments of Monitoring Officer**

There are no legal implications in adopting a programme of work.

### **Staffing Implications: Comments of Head of People and Business Change**

There are no specific staffing implications in adopting a programme of work.

### **Comments of Cabinet Member**

The Chair has approved the report for consideration by cabinet.

### **Local issues**

There are no local issues as this report relates to the Council's processes

### **Scrutiny Committees**

Monthly update reports allow the Scrutiny and Cabinet work programmes to be better coordinated. The Scrutiny team and Members are currently developing new ways of working through the new Committees, and continually reviewing the work programmes to focus more on risk, and ensure all scrutiny activity has a defined purpose and constructive outcome.

### **Equalities Impact Assessment and the Equalities Act 2010**

This does not apply to this procedural report.

### **Children and Families (Wales) Measure**

This procedural report does not impact on Children and Young People although certain reports contained in the programme may do and will need appropriate consultation and comment when they are presented to cabinet.

### **Wellbeing of Future Generations (Wales) Act 2015**

This is a procedural report but reports contained within the programme will need to show how consideration has been given to the five things public bodies need to think about to show they have applied the sustainable development principle put into place by the Act.

### **Crime and Disorder Act 1998**

This does not apply to this procedural report

## **Consultation**

As set out above

## **Background Papers**

[Newport City Council Corporate Assessment](#), Wales Audit Office (September 2013)

[Newport City Council – Corporate Assessment Follow Up 2015](#), Wales Audit Office (May 2015)

Dated: December 2017

NEWPORT CITY COUNCIL: CABINET / COUNCIL WORK PROGRAMME

Meeting	Agenda Items	Lead Officer	Next Council?
20-Dec-17	Revenue Budget and Medium Term Financial Plan	HoF	30 Jan 2018: 2018-19 Council Diary Nomination of 2018-19 Mayor Treasury Management Report Council Tax Reduction Scheme
	Certificate of Compliance 2	HP&BC	
	WESP 2017-2020	CEdO	
	IAC Sorting Office Loan	HRIH	
	Work Programme	DSCM	
17-Jan-18	Risk Update	HP&BC	
	Revenue Budget Monitor	HoF	
	Capital Monitor and Additions	HoF	
	Improvement Plan Update	HP&BC	
	Verified Key Stage 4 and 5 Pupil Outcomes	CEdO	
	Mid-Year Analysis of Pis	HP&BC	
	Work Programme	DSCM	
14-Feb-18	Revenue Budget and Medium Term Financial Plan	HoF	27 Feb 2018: Budget
	Capital Budget	HoF	
	Treasury Management	HoF	
	Local Wellbeing Plan	HP&BC	
	Work Programme	DSCM	
14-Mar-18	School Categorisation	CEdO	24 April 2018: IRP Annual Report  15 May 2018: AGM
	Pay and Reward Statement 2018/19	HP&BC	
	WAO Action Plan Update	HP&BC	
	EAS Business Plan	CEdO	
	Work Programme	DSCM	
18-Apr-18	Improvement Plan Update	HP&BC	
	Risk Update	HP&BC	
	Work Programme	DSCM	
16-May-18	Items TBC		Future Dates TBC
	Work Programme	DSCM	

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